

Hempstead Union Free School District
 185 Peninsula Blvd Hempstead, New York 11550

Ms. Regina Armstrong – Interim Superintendent

Dr. William Johnson – SED Monitor

PROGRESS BENCHMARKS – May 15, 2021

Financial Action Plan

Blue = Implementation completed; The school district has satisfactorily completed this activity

Green = The district is on schedule to implement this recommendation.

Yellow = Implementation begun but behind schedule: The district has begun to implement the recommendation, but implementation is behind schedule.

Red = Implementation not yet begun: The district has not yet begun to implement this recommendation.

Not Applicable: The recommendation was not expected to be in implantation status during the period of the report.

Recommendation	Status ¹	District Action(s)	Evidence of Action	Other Information
Governance and Leadership				
1. The District shall work with the Legislature and Executive to secure additional aid to compensate for the cost of charter students, to secure additional Foundation Aid, and a home rule bill for reducing the limits for transportation eligibility.	GREEN	The Superintendent and Monitor have been meeting with the local legislatures bi-weekly to discuss the financial needs of the District. The legislatures are working with the Senate of the Education Committee to discuss the District financial assistance around Charter School cost, correction of	Bi-weekly Zoom meetings are held with Senator Thomas and Assemblywoman Darling. Dr. Johnson and the Superintendent will construct funding letter to highlight District's needs.	

		<p>the foundation aid, and changing the transportation limits.</p>	<p><u>5/15</u></p> <ol style="list-style-type: none">1. The District received a bump in Foundation Aid. It saved the District from excessing staff and positions in the upcoming school year.2. The Monitor and Superintendent continue to meet with the local politicians to discuss the transportation needs of the District.3. The District continues to work with local political leaders on Charter School funding issue. More relieve is needed in this area.4. The status in this area remains GREEN.	
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<p>2. The District shall include in the 2021-22 school budget a plan to fully staff the Business Office.</p>	<p>YELLOW</p>	<p>The ASBO has presented a new table of organization to the BOE inclusive of the positions necessary to fully staff the business office. Adequate funds are preventing the District from fully hiring the needed staff.</p>	<p>Once positions are secured in the budget, the positions will be advertised and interviewed will be held to recommend the most qualified for each position.</p> <p><u>5/15</u></p> <ol style="list-style-type: none"> 1. The Budget for the 2021-22 school year was passed by the voter. Positions to properly staff the Business Office were included in this budget. 2. ASBO, in conjunction with Human Resources will begin to advertise and interview for needed positions. 3. The status in this area has been upgraded to GREEN. 	
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<p>3. A plan will be included in the 2021-22 school budget for having a Board Of Cooperative Educational Services (BOCES), the New York State School Boards Association, or another qualified entity review and revise for consideration by the Board all policies related to the operation of the Business Office.</p>	<p>GREEN</p>	<p>The BOE has contracted NYSSBA to update BOE policies. This work is done in conjunction with General Counsel.</p>	<p>The BOE has adopted a revised purchasing policy as of January 2021.</p> <p><u>5/15</u></p> <ol style="list-style-type: none"> 1. The District has begun to use the new purchasing policy. 2. This status has been upgraded to BLUE. 	
<p>4. During this school year, the Board will select attorneys who have the knowledge and experience necessary to provide a full range of services and will seek to enter into retainer agreements with these attorneys to serve as labor and general counsel, so as to significantly reduce the cost of representation.</p>	<p>GREEN</p>	<p>The Board of Education has approved to continue and retain two different law firms. One serves as legal counsel and the other general counsel.</p>	<p>General counsel was approved on the December's docket and legal counsel was approved on the January 2021 docket for the remainder of the school year.</p> <p><u>5/15</u></p> <ol style="list-style-type: none"> 1. District has floated RFP to solicit counsel for the 2021-22 school year. 2. Counsel will be appointed at Re-Org 	

			<p>meeting July 6, 2021.</p> <p>3. The status in this area is still GREEN.</p>	
<p>5. The Board will try again to reach an agreement with the Teachers' Association and the Civil Service employees.</p>	<p>GREEN</p>	<p>The District continues to actively negotiate with both the HCTA and the HSCSA. Negotiations will continue in March.</p>	<p>Finances are impacting the district's ability to meet the salary increases desired by the units. Although the District is hopeful to settle the HSCSA contract by the end of March. The district is not certain as to when the teachers' contract will be settled.</p> <p><u>5/15</u></p> <p>1. District has settled contract with HSCSA. The District is waiting for Union to ratify with its membership. Once ratified it will be placed on BOE agenda for approval. Terms and conditions of new contract will take effect July 1, 2021.</p> <p>2. District continues actively negotiate with</p>	

			<p>HCTA. We appear to be closing the gap between the two proposals.</p> <p>3. Status remains the same GREEN.</p>	
6. Financial reports will continue to be sent monthly for the Board's review and acceptance.	BLUE	District Clerk provides this information to the BOE monthly.	All financial documents are delivered to the five trustees' home or via email.	<p><u>5/15</u></p> <p>The District will continue to implement this recommendation as a best practice.</p>
7. The Audit Committee will be formed and meet during this fiscal year.	GREEN	The Audit Committee has been formed and are meeting every other month via Zoom. The BOE voted on the community members to serve on the team. The chairperson of the audit committee is the BOE President.	<p>A meeting schedule for the Audit Committee was created by the ASBO and shared with all members of the committee.</p> <p><u>5/15</u></p> <p>Audit Committee has established meeting dates and times. The status in the area remains GREEN.</p>	
8. Expenditures will not exceed the budget during this fiscal year unless an emergency budget	GREEN	The ASBO meets with the monitor weekly to review District's finances. Monitor has written an overall status	<p><u>5/15</u></p> <p>1. Monitor's report to the State</p>	

<p>adjustment is authorized in advance by the Board.</p>		<p>report of the District's current and future financial position.</p>	<p>Education Department indicate the District should end the school year with a fund balance.</p> <p>2. Status remains the same GREEN.</p>	
<p>9. District should during this fiscal year create an Educational Foundation.</p>	<p>RED</p>	<p>There has been no movement in this area, other than the BOE desire to start up a foundation and General Counsel looking into the legalities and perimeters for to take on this initiative.</p>	<p><u>5/15</u></p> <p>1. The District is asking the Monitor to reconsider this recommendation. There continues to be no discussion or interest in this area.</p> <p>2. Status remains RED.</p>	

Governance and Programmatic Decision-making

<p>10. Until a new Superintendent begins his or her tenure, positions as currently defined should remain intact since they are connected to positive changes underway within the District. In July 2021, when a permanent Superintendent is scheduled to begin, one of the Superintendent's first assignments should be the possible reorganization and reassignment of responsibilities in the Central office.</p>	<p align="center">GREEN</p>	<p>The BOE has not made any adjustments with the current makeup of A/O. The BOE recently approved the Superintendent's recommendation to hire an acting assistant superintendent for curriculum and office.</p>	<p>No changes have been made to the current structure for central administration.</p> <p><u>5/15</u></p> <ol style="list-style-type: none"> 1. The Acting Asst Superintendent for C and I last day in the District will be June 1st. 2. Permanent Superintendent has not been appointed. 3. The status in this area has been downgraded to YELLOW. 	<p><u>5/15</u></p> <p>This status has been changed to YELLOW.</p>
<p>11. By January 15, 2021, when the new legislative session begins, the District will have developed a strategic plan for sharing the cost of charter school students with the State.</p>	<p align="center">GREEN</p>	<p>Same response as recommendation number 17. Response can be found in the Academic Plan as well.</p>	<p><u>5/15</u></p> <ol style="list-style-type: none"> 1. The District continues to work with local political leaders on Charter School funding issue. More relieve is needed in this area. 	

			2. The status in this area remains GREEN .	
Budget Development				
12. By January 15, 2021, when the new legislative session begins, the District will have developed a strategic plan for sharing the cost of charter school students with the State.	GREEN	Same response as recommendation number 11. Response can be found in the Academic Plan as well.	<u>5/15</u> 1. The Monitor and Superintendent continue to meet with the local politicians to discuss the transportation needs of the District. 2. The District continues to work with local political leaders on Charter School funding issue. More relieve is needed in this area. 3. The status in this area remains GREEN .	
13. The District will develop a balanced budget within the time frame outlined in the adopted budget timeline.	GREEN	The district has met with all administrators to discuss their staffing and resource needs for 2021-22 school year. The needs will	The business official and key business staff members meet weekly with the monitor to work on the budget for the	

		be utilized to compose a balance budget.	upcoming school year 2021-22. <u>5/15</u> <ol style="list-style-type: none"> 1. The District will continue the practice of meeting with administrators to compose the budget for the school year. 2. The District will adopt the Budget Calendar for the 22/23 budget year at its regular August's meeting. 3. The status remains the same GREEN. 	
Reimbursement Claims				
14. Until the District can fully fund a position or positions in the District to process STAC forms and Medicaid reimbursement, the District should continue to retain the	GREEN	<i>This recommendation will be implemented once funds are solidified in the 2021-22 budget to hire a full-time experienced person to assume this responsibility from the consultant firm. In the meantime, the District has maintained the</i>	<u>5/15</u> <ol style="list-style-type: none"> 1. The District is seeking to hire a FTE Account Clerk to resume the responsibilities in 	<u>5/15</u> Status downgraded to YELLOW based on new plan to hire a FTE Account Clerk.

<p>services of its current consultant.</p>		<p><i>services of the consultant firm to process STACS and apply for Medicaid reimbursement.</i></p>	<p>these areas by August 31, 2021.</p> <ol style="list-style-type: none"> 2. The current consultant will train the selected clerk as to how to apply for STACS and Medicaid reimbursements. 3. The services of the vendor will terminate June 2022. 4. Status in this area is YELLOW based on the new plan. 	
<p>Next Steps/Recommendations</p>				
<p>15. The District needs to make every effort to conclude negotiations with its teachers and Civil Service employees during this fiscal year.</p>	<p>GREEN</p>	<p><i>PLEASE NOTE: This recommendation update has been spelled out in the District's Academic Plan.</i></p>	<p><u>5/15</u></p> <ol style="list-style-type: none"> 1. District has settled contract with HSCSA. The District is waiting for Union to ratify with its membership. Once ratified it will be placed on BOE agenda for approval. Terms and conditions of new contract will take effect July 1, 2021. 	

			<p>2. District continues actively negotiate with HCTA. We appear to be closing the gap between the two proposals.</p> <p>3. Status remains the same GREEN.</p>	
<p>16. The District will need to seek to change the means by which charter schools are funded or seek additional aid to offset the expense in the budget.</p>	GREEN	<p><i>PLEASE NOTE: This recommendation update has been spelled out in the District's Academic Plan.</i></p>	<p><u>5/15</u></p> <p>Please see response update in Recommendation 11.</p>	
<p>17. The District will need to address the transportation needs of its students and seek a legislative remedy that makes it affordable for the Hempstead taxpayer.</p>	GREEN	<p><i>PLEASE NOTE: This recommendation update has been spelled out in the District's Academic Plan.</i></p>	<p><u>5/15</u></p> <p>1. The Monitor and Superintendent continue to meet with the local politicians to discuss the transportation needs of the District.</p> <p>2. District is hoping to use Federal Stimulus dollars</p>	<p><u>5/15</u></p> <p>Status changed to YELLOW. Not sure if voters will agree to change transportation limits. Also, funding is a big concern in implementing this initiative.</p>

			<p>to support first year of transportation proposition.</p> <p>3. The status has changed to YELLOW, but the success of it is still dependent upon the voters changing limits and funding.</p>	
<p>18. The District will need during this fiscal year to engage under a retainer a legal firm with the expertise and experience to act as both general and labor council, which should control cost without compromising quality.</p>	<p>GREEN</p>	<p>The Board of Education has approved to retain two different law firms. One serves as legal counsel and the other general counsel. These two law firms have served the district in this capacity during the 18/19 and 19/20 school year as well.</p>	<p><u>5/15</u></p> <ol style="list-style-type: none"> 1. District has floated RFP to solicit counsel for the 2021-22 school year. 2. Counsel will be appointed at Re-Org meeting July 6, 2021. 3. The status in this area is still GREEN. 	
<p>19. The District will need to hold vendors accountable for goods and services provided.</p>	<p>NA</p> <p>5/15</p> <p>YELLOW</p>	<p>The District will create a strategic plan to address this recommendation in the near future.</p>	<p><u>5/15</u></p> <ol style="list-style-type: none"> 1. Once the Business Office is fully staff, the 	

			<p>Team to create a strategic plan in this area.</p> <ol style="list-style-type: none"> 2. The requirements will be shared with all vendors. 3. Goal is to complete plan by September 1st, 2021. 4. The status in this area has been upgraded to YELLOW. 	
20. The District will need to produce a study of its predicted enrollment for the next five years.	BLUE	The District solicited Western Suffolk BOCES to complete the enrollment study.	Enrollment study was completed June 2020. Study has been shared with the Monitor.	<p><u>5/15</u></p> <p>This recommendation should be removed. District has fulfilled its obligated in this area.</p>
21. The District will need to regularly push out information that describes the many changes it has made to improve the operation and the instruction within the District.	RED	The District has hired the GOTHAM Group to serve as the public relation firm for the District.	The BOE approved a resolution for the Superintendent of Schools to work with the PR firm to put out positive information about the district utilizing Social Media. District will be put out a newsletter soon to highlight all efforts the District has made to	<p><u>5/15</u></p> <p>STATUS change to YELLOW.</p>

			<p>improve its academic and financial status.</p> <p><u>5/15</u></p> <ol style="list-style-type: none"> 1. The PR Firm has been pushing out more District's happenings on a consistent basis. 2. District has opened a Tweeter, Instagram, and FB accounts. 3. District has been unsuccessful in putting out a Newsletter to circulate to the entire community. 4. The status has been upgraded to YELLOW. 	
<p>22. The District will need to examine alternative operational and instructional programs, services and systems that maximize State aid without compromising local control or quality.</p>	<p>NA</p>	<p><u>5/15</u></p> <p>This recommendation will be addressed utilizing Federal Stimulus dollars. The goal is to solicit vendors and staff to address the areas of: Learning loss, SEL, and PD for both the teaching staff and administrators.</p>	<p><u>5/15</u></p> <ol style="list-style-type: none"> 1. The District will create three-year plan that outlines how the Federal stimulus dollars will be used based on the requirements 	

			<p>under the American Rescue Act.</p> <ol style="list-style-type: none">2. Plan will be created and posted to District's website no later than June 20th for public comment and feedback.3. Feedback will be used to develop final plan.4. Final plan will be placed on District's website by July 1, 2021.	
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