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**Administration Department Board of Directors Update**

Prepared: 11/16/2021

Function	Highlights
<b>Data and Impact</b>	<ul style="list-style-type: none"> <li>• Begun creation of data management plan to properly assess data storage and what data is necessary in each department</li> <li>• Working on dashboard for strategic plan tracking</li> <li>• Utilizing CitySpan for After School program data tracking to align with RPS Extended Day program and partners – this has been a challenge because data entry and accuracy is dependent on RPS Liaison and not Peter Paul staff</li> <li>• Exploring data solutions to support the work of the Family and Community Engagement team</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Continue to wait for RPS Summer Promise payment and process for school year Extended Day payments – there has been more substantive movement in past week than any other time to date</li> <li>• Finance Committee discussing current cash balance to determine reserve amounts and investment options</li> <li>• FY21 audit reviewed by Finance Committee and recommended to the Board for approval</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Benefits open enrollment currently in process</li> <li>• Reviewing professional development options for second half of the year</li> <li>• Continual updates to Infectious Disease Preparedness and Response Plan in compliance with Department of Labor and Industry</li> <li>• Discussions on needs for the Director of Education role have begun, including timeline for posting and hiring for the position</li> <li>• Continual hiring and onboarding of Program Assistants for After School program</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Lamont Barnes started as Operations Manager on November 15 – focused on resetting operations expectations, establishing regular maintenance schedule and addressing immediate needs in the building</li> <li>• Continued building enhancements for COVID friendly usage (e.g. water bottle filling stations to replace water fountains)</li> <li>• Insurance options were reviewed and renewed</li> </ul>