

Agenda Emergency LSC Meeting to approve budget transactions for School Year 2019-20

Requested meeting Friday May 22, 2020 at 8am, 9am or 11am (the earliest we can achieve quorum).

Zoom details: <https://us02web.zoom.us/j/85822066991>

Telephone +1 312 626 6799 US (Chicago) Meeting ID: 858 2206 6991

Meeting request from Principal Graves:

I am asking for your support in approving an emergency spending request to use \$32k we'd planned to spend from this year's budget on TCLP (Mandarin teacher) to instead to pre-purchase Rosetta Stone and instructional materials that we planned to purchase in next year's budget. These purchases need to be approved and made by 5pm Friday May 22 (tomorrow). I will ask John to call an emergency LSC meeting for tomorrow morning to approve these actions.

I'd previously been told by CPS that the \$32k we approved in our May 13th meeting to spend on a one-year contract for a Mandarin Teacher (TCLP) could be paid for using money from this school year's funds. Today I was told that may not be possible. The problem is that the amount is large enough that the CPS procurement process requires multiple bids to perform the service, even though there is only one source for the TCLP teachers. We have received a waiver to this in the past, but it has not yet been granted for this year. That means we currently have \$32k in funds we need to spend before 5pm tomorrow, or CPS will re-take that \$32k as unspent budget money. I expect that we will get approval to spend funds on the TCLP teacher, as we have received in prior years, but we will not get that approval by tomorrow, and now I've been told that allocating the \$32k for TCLP is not enough to protect it from being swept.

We can spend that \$32k on other items which we planned to purchase next year. I propose that we approve the following transactions:

- Pre-purchase Rosetta Stone Software License for \$22,900 (from the account currently designated for TCLP)
- Pre-purchase instructional material for next year, e.g., Ms. Veitch has requested textbooks for French language instruction. Amount of \$9010. (also from the account currently designated for TCLP)

That will take care of the immediate purchases.

To establish permission to make the off-setting payment for the TCLP teacher once it is approved by CPS Procurement,

- I'd also like approval to transfer \$22,900 from Rosetta Stone account and \$9010 from the curricular materials account in next year's budget to be spent on TCLP. That transfer only will take place once the TCLP contract is approved by CPS.

The net effect of these actions: we will use this year's budget money to pre-pay Rosetta Stone and instructional material that we already planned on purchasing next year; when we get TCLP approval we

can use those Rosetta Stone and instructional material funds to pay for TCLP. (And if there is a problem with TCLP for some reason, we still have our money in next year's budget to use as we then decide.)

We need at least 7 yes votes to approve these actions. Please let me know if you have any questions.