

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
SPECIAL BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
12:30 p.m.
April 4, 2018

MINUTES

Attending:

Frank Williams, Secretary
Ora Wiley, Member
Cheryl Beaco, Member
Barbara Crain-Major, Acting-President

Absent:

Velta Simms, President
Carly McClay, Member
Larry Gulley, Treasurer

AIS Staff:

None

- I. The meeting was call to order at 1:05 p.m. by Barbara Crain-Major, Acting President, in the absence of President Velta Simms.
- II. The agenda was approved without additions or changes after a motion by Frank Williams, seconded by Ora Wiley. Vote was unanimous.
- III. Approval of Minutes was unanimous following a motion by Cheryl Beaco, seconded by Frank Williams. Copies of minutes for the following meetings were distributed to board members:
 - February 16, 2018 (Emergency Meeting)
 - March 14, 2018
 - March 28, 2018
- IV. Old Business
 1. Report on Response to Hearing – Tier 3
The Board received hard copies of the response from Attorney Tracie Washington to Superintendent Henderson Lewis. With input from Moton’s staff, Ms. Washington presented an organized, positive plan that highlighted

the issues including a suggestion for better communication. A request to meet with the Superintendent was included.

2. **Response to SY 2016-2017 Annual Review**
Three issues of non-compliance were noted on the 2016-17 OPSB Annual Report. 1) State Accountability Performance, 2) Students w/Disabilities Rights, and 3) Financial Reporting and Compliance Regulations (AFR). Board members requested copies of the response submitted by President Velta Simms. The board hopes for a response from OPSB with possible revised ratings.
3. **Report on New Salary Schedule**
Larry Gulley, Treasurer, was not in attendance to give the report. However, the Board discussed the need for immediate increases in salaries for people who have new job responsibilities as of July 1, 2017 when Moton became an LEA. Revised job descriptions are required to warrant the salary increases for these employees. Additionally, the overall restructured salary schedule will hopefully be ready for ratification at the next Board meeting. The motion to restructure two job descriptions was made by Barbara Major and seconded by Frank Williams. The vote was unanimous.

The Board charged Consultant Roslyn Smith with following up on assuring that all employees had signed job descriptions in their personnel records. All part-time and contracted employees must have a signed contract on file. This is inclusive of all part-time special education teachers, the evaluation team, consultants, and testing monitors.

4. **Finance**
Melvin Davis, CFO, recommended new Checking Account Signatures in the previous meeting of the Board. The Board agreed that they still needed two signatures on the school's checks. Resolution 2018-04-04-SAF and 2018-04-04-SCA were approved unanimously after a motion by Frank Williams and a second by Cheryl Beaco.

Williams reminded the Board that checks for more than \$2,500.00 would require the signature of a Board member.

The Board requested financial statements updated for year-to-date for the next meeting including any requests for reimbursement through February. The Board also requested the status for leave record for all individuals on payroll from Mr. Davis.

5. **Job Descriptions/Responsibilities**
Roslyn J. Smith, Consultant presented the Board with Job Descriptions for three positions: Chief Executive Officer, Principal, and Assistant Principal.

Additionally, the Board requested Job Descriptions for all employees and contracts for any part-time teachers. L'Tanya Randolph is responsible for getting quotes from any vendors needed to serve the school.

V. New Business

1. School Leader Interviews

Interviews were conducted with Tarynesa William and Sametta Brown for the School Leader Vacancy.

Following the interviews, Barbara Major made a motion to create 2 positions for leadership. Cheryl Beaco seconded the motion. The vote was unanimous to offer the e Interim School Principal vacancy to Tarynesa William and the Interim School Assistant Principal vacancy to Sametta Brown.

Salary offers (excluding benefits) were \$101,000 and \$85,000 based on average rates among the current schools. The salary offers were decided by a unanimous vote on a motion by Barbara Major and a second by Frank Williams. The Board chair will make the formal offers.

2. Schedule of Regular Meetings

The next meeting will be held on Tuesday, April 10, at 8:30 a.m.

VI. Executive Session was not held.

- 1. Ethics Litigation (Information shared)
- 2. Personnel (Information unavailable)

VII. A motion to adjourn was made by Cheryl Beaco and seconded by Frank Williams at 3:35 p.m. Vote to adjourn was unanimous.

Secretary

Date

NOTICE OF CHARTER SCHOOL BOARD MEETING

**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
SPECIAL BOARD MEETING**

**8550 Curran Boulevard
New Orleans, Louisiana
12:30 p.m.**

April 4, 2018

**ROBERT RUSSA MOTON ELEMENTARY SCHOOL
MAIN CONFERENCE ROOM**