

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
SPECIAL BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:00 p.m.
April 16, 2018

MINUTES

Attending:

Barbara Crain-Major, President
Carly McClay, Member
Ora Wiley, Member

Absent:

Cheryl Beaco, Member
Frank Williams, Secretary/Treasurer

AIS Staff:

Terri Williams, Principal
L'Tanya Randolph

I. Call to Order

Barbara Crain-Major, President, called the meeting to order at 5:45 p.m.

II. Approval of Agenda

The agenda was approved with no additions or changes. Carly McClay made the motion to accept the agenda and Ora Wiley seconded it. The vote was unanimous.

III. Approval of Minutes

Approval of Minutes from April 10, 2018 was unanimous. Carly McClay made the motion to accept the agenda and Ora Wiley seconded it.

IV. Old Business

1. Response to Annual Review

Contrary to information received at one of the recent meetings, there was no written response submitted to OPSB concerning the 2016 – 17 Annual Performance Review with clarity on the three areas that did not meet the standards. The report was due on March 17. It is too late to reply at this time. Ms. Williams has a meeting scheduled with OPSB Charter administrators in the next week.

2. Report On New Salary Schedule

A new salary schedule will be presented at the next meeting. Collaboration between Dr. Smith and Ms. Williams will include a salary schedule that accounts for longevity at Moton, certification, step increases, etc.

3. Finance

Mr. Davis presented financial reports from the months of January – March 2018. It was suggested that he include a Balance Sheet in future reports.

He noted that budget revisions and Title I amendments would need to be made to support new items such as travel. He also discussed a proposal to increase Title I to include carryover funds and 4.4% indirect costs.

He needs to investigate the hiring of some individuals who may be mandated for inclusion in TRSL payments, even though they are retired. Rehiring, under certain circumstances, require payments to TRSL. The Employee portion is reimbursable. The Employee portion is not reimbursed. We have several employees who may be in the mandated payment categories.

For future discussion: Hancock Whitney bank charges; requirements for resolutions and additional signatures on checks. Michael Bruno agreed to assist with the banking issues.

The board decided to add annual leave and sick time to the employee paychecks, acknowledging the additional cost for the payroll vendor.

Resolution to Add the Principal to the Check Signatories

A motion was made by Barbara Major and seconded by Carly McClay to add an agenda item for a Resolution naming Terri Williams, principal, as a signature to all checking accounts and Suzanne Encalarde to SAF account. The motion to make an addition to the agenda was unanimous. The resolution (see attachment 1) was made by Barbara Major and seconded by Carly McClay.

4. Job Descriptions/Responsibilities

Job descriptions for teachers and other employees have been found. These will be revised for employee signatures before the current year ends. These will be included in the Teacher Handbook. Ms. Williams and Dr. Smith will work together on the handbook for employees.

5. Schedule of Regular Meetings

A proposed schedule for monthly meetings will be distributed at the next meeting. Currently, the AIS By-Laws mandate 6 meetings pre year.

V. New Business

1. Principal's Report

- a. Weekly Staff Newsletter (via email)
- b. ICAP report from OPSB – Tier 3 Status for Moton
- c. Leadership Team (Williams, Brown, Encalarde, Polk)
- d. Calendar for 2018-19 includes addition PD for staff
- e. Proposal to increase the length of the day to 7 hours (8:00 am – 3:30 pm).
- f. Proposal to increase the staff to include support personnel
- g. Upgrade on all aspects of the curriculum
- h. Technology to fulfill the school's charter focus (desktop computers, iPads, Chrome Books, Laptops for teachers)
- i. JPAMS is the latest evolution in school management software. The data information system software allows Administrators, Teachers, and Parents to view and manage school related data in real time.
- j. Progress on Facility Corrective Action Contracts
- k. Increased hours for the ICAP Consultant vs. Assistant Principal

Ora Wiley made a motion to support the Principal's Report items. Carly McClay seconded the motion. The vote was unanimous. Ms. Williams was directed to work with Mr. Davis to determine the cost factors and recommend budget revisions to move forward with the hiring and purchases as soon as possible. The Board will authorize the items as soon as they are presented with descriptive detail and validated costs. A vote is needed on any item or contract with a cost above \$10,000, according to the By-Laws.

2. Schedule of Regular Meetings

The next Board meeting will be on Monday, April 23, 2018 at 5:00 p.m.

VI. Executive Session

There was no Executive Session needed.

Announcements:

All Board Members were invited to attend the NCSC in Austin, TX from June 17-20, 2018. Costs will be paid/reimbursed by the school. Budget amendments will be required. Those persons committed to attendance include: Frank Williams, Cheryl Beaco, Ora Wiley, Terri Williams, Barbara Major and Roslyn Smith (personal funds).

VII. Adjournment

A motion to adjourn the meeting was made by Barbara Major and seconded by Carly McClay at 7:55 p.m. Vote to adjourn was unanimous.

Secretary

Date

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.

**8550 Curran Boulevard
New Orleans, Louisiana 70127**

**RESOLUTION 2018-04-16-SAF
STUDENT ACTIVITY FUND ACCOUNT**

BE IT RESOLVED, that the following named employees and/or members of the Board of Directors of the Advocates for Innovative Schools, Inc. – Robert Russa Moton Charter Schools whose actual signatures are shown below:

<u>ACTUAL SIGNATURE</u>	<u>POSITION</u>	<u>NAME</u>
_____	Principal	Terri Williams
_____	Teacher	Suzanne Encalarde Bruno

acting for and on behalf of the Association/School and that any two of them named above may establish and be signatories, except where there is a conflict of interest, for the Student Activity Fund checking account with Liberty Bank, at the terms and conditions negotiated. However, such account require that at least two of the persons named sign any check or purchase order related to the money being paid to third parties and cannot sign a check or purchase order related to reimbursing or paying money to themselves.

RESOLVED FURTHER, that the persons named above are duly employed by or are member of the Board of Directors for the Advocates for Innovative Schools, Inc. – Robert Russa Moton Charter School, and occupy the current positions set forth opposite their respective names and that the Resolution now stands of record on the books of the Advocates for Innovative Schools, Inc., is in full force and effect, and has not been modified or revoked in any manner whatsoever and shall remain in full force and effect until revoked.

Secretary’s Certification:

I certify that the foregoing resolution was duly adopted by the Advocates for Innovative Schools, Inc. Board of Directors at a properly noticed open meeting held on the 16th day of April, 2018, at which a quorum was present.

By: _____
AIS Board Secretary

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.

**8550 Curran Boulevard
New Orleans, Louisiana 70127**

**RESOLUTION 2018-04-16-SCA
SCHOOL CHECKING ACCOUNTS**

BE IT RESOLVED, that the following named employees and members of the Board of Directors of the Advocates for Innovative Schools, Inc. – Robert Russa Moton Charter Schools whose actual signatures are shown below:

<u>ACTUAL SIGNATURE</u>	<u>POSITION</u>	<u>NAME</u>
_____	Principal	Terri Williams

acting for and on behalf of the Association/School and that the person named above may establish and be a signatory, except where there is a conflict of interest, for the School Checking Accounts with Whitney Bank, at the terms and conditions negotiated. However, such account require that at least two of the persons named as signatories sign any check or purchase order related to the money being paid to third parties and cannot sign a check or purchase order related to reimbursing or paying money to themselves.

RESOLVED FURTHER, that the persons named above are duly employed by or is a member of the Board of Directors for the Advocates for Innovative Schools, Inc. – Robert Russa Moton Charter School, and occupy the current positions set forth opposite their respective names and that the Resolution now stands of record on the books of the Advocates for Innovative Schools, Inc., is in full force and effect, and has not been modified or revoked in any manner whatsoever and shall remain in full force and effect until revoked.

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