

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
SPECIAL BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:00 p.m.
April 23, 2018

MINUTES

Attending:

Barbara Crain-Major, Acting-President
Frank Williams, Secretary – Treasurer
Ora Wiley, Member
Cheryl Beaco, Member
Carly McClay, Member

Absent:

None

AIS Staff:

Terri Williams, Interim Principal
L'Tanya Randolph, Data Manager

I. Call to Order

President Barbara Crain-Major called the meeting to order at 5:07 p.m.

II. Approval of Agenda

Ora Wiley made a motion to accept the agenda and Cheryl Beaco seconded it. The approval was unanimous.

III. Approval of Minutes

Minutes from the April 16, 2018 meeting were reviewed. Ora Wiley made the motion to accept the minutes as printed and Cheryl Beaco seconded the motion. The vote for acceptance was unanimous. President Major requested that minutes be distributed to the Board several days before the meetings.

IV. Old Business

1. Report on New Salary Schedule

Roslyn Smith, Consultant reported that a new salary schedule was developed to mirror the base hourly wage schedule of the Orleans Parish School Board. (Attachment 2). Moton's schedule includes supplements for advanced degrees, longevity at Moton, specialized areas and step increases. Student achievement and teacher evaluations may be included in the future.

Annual bonuses have been given out in the past. In an effort to increase objectivity, supplemental pay will replace the bonuses at the end of the year. A tentative list of supplemental pay increases will be presented at the next Board meeting.

Moton's salaries will continue to be lower than OPSB until the workday at the school increases to 7 hours. Adding an hour to the workday will allow teachers to have planning time and professional development meeting time. Extending the length of the school day and adding additional support personnel are strategies to improve student achievement, which has been on a decline for two years.

A projection for the increased personnel is needed for the 2018 – 19 annual budget. The extra cost will be offset by a larger than usual enrollment of new students, due to OneApp registrations.

A Personnel Action Report was distributed to the Board with a list of those staff members whose hourly rates of pay would be increased using the new salary schedule (Attachment 1). The increases will be retroactive to the beginning of the school year. Retroactive payments will begin on the May 8th payroll. Additionally, a Supplemental Pay list will be prepared before the last payroll. Some faculty members were already being paid above the new schedule. The base pay for those individuals has been redlined.

Frank Williams made a motion too accept the recommended raises. Carley McClay seconded the motion. Vote was unanimous.

2. Finance

Melvin Davis, CFO shared information on Budget Adjustments and Amendments. For upcoming Board Meetings, financial statements will be delayed until the 15th of the month because bank statements will not be available. In the future, the Finance Committee will meet before each monthly meeting.

Mr. Davis said the school would need to make budget revisions before the end of the year. He also noted that Board Members are considered state officers and can be reimbursed for travel. He will provide information on per diems and expenses allowed. This information can be included in the fiscal policy manual to be developed by the Finance Committee.

3. Schedule of Regular Meetings

A tentative list of meeting dates was distributed to Board Members for consideration. (Attachment 3) The meetings are usually scheduled for the first Monday of each month, with exceptions for holidays. A motion to accept

the schedule was made by Frank Williams and seconded by Ora Wiley. The vote to accept the schedule was approved unanimously.

By-Laws, which include the day and time for regular meetings, need to be revised and updated to reflect new Charter School Law, procedures and language. The revisions should happen at the Annual Meeting in May. A copy of the groups By-Laws was given to each Board Member. An electronic copy will be emailed before the next meeting. In May, during the annual meeting, The Board will make changes to the By-Laws, select officers for the next year and set up committees. Current By-Laws limit AIS to 9 members.

4. **AIS Board of Directors Retreat/Training**
Roslyn J. Smith, AIS Consultant, will make sure that AIS board members who want to attend the National Charter School Conference are registered as a group. Melvin Davis, CFO, will develop guidelines and forms for travel reimbursements and approval of per diems, etc.

V. New Business

1. **Introduction of New Board Members Candidates**
Two candidates for recently vacated AIS Board of Directors seats were introduced to the sitting board members.

Debra Perkins Adams is a former Moton Teacher, volunteer and New Orleans East community member. Her areas of expertise are Special Education, mentor and coach for teachers and Human Resources. Debra has worked in HR for OPSB and RSD. She is retired. She wants to create an environment for learning while on the Board.

Stephen Goodly is a teacher and New Orleans East community member. His areas of expertise are Math and Technology. Current he is on the faculty of Fannie C. Williams Charter School. He wants to help change this community for the better.

Cheryl Beaco made a motion to accept Debra Adams as a member of the AIS board. Frank Williams seconded the motion. Vote for approval was unanimous.

Frank Williams made a motion to accept Stephen Goodly as a member of the AIS board. Ora Wiley seconded the motion. Vote for approval was unanimous.

2. **Principal's Report**
Terri Williams, Interim Principal, reported on changes to curriculum, technology, and staffing for the 2018-19 school year.

The Board approved the request to make the necessary improvements. Ms. Williams was directed to bring the information to the Board as she made the purchases and improvements on technology and curriculum.

Ms. Williams' topics included the following items:

- a. Corrective Action for facility maintenance contracts is due. An extension was granted for the report due to the time it is taking to get multiple vendor responses. Most of the facility contracts have been negotiated.
 - b. The school requires a massive amount of work to keep the building functioning academically, financially, and facility. In the absence of a management company, Ms. Williams request hiring Ronald Holmes to oversee the management tasks as a full-time employee. Currently, he works part-time. A Job Description and recommended pay level will be presented to the Board at the next meeting.
 - c. Otis was the company selected for the Elevator Repair contract. Al's Pest Control was selected for Termite control. Frank Williams made a motion to accept contract offers from these two companies. Carley McClay seconded the motion.
 - d. In the interest of time to meet the Corrective Action timeline, Frank Williams made a motion to give the principal authority to accept all other quotes as listed.
 - e. The School Calendar was presented for 2018 - 19. The calendar has 180 days plus 1 built in for a possible closure date. School will be closed to students from June 11 - July 20. June 11 - July 6 will be teacher vacation time. July 9 - July 20 will be Professional development. Hard Block days will be special dates teachers may not miss school.
 - f. The Principal will be purchasing technology and curriculum. Details will be presented to the Board as decisions are made.
 - g. Ms. Williams distributed a second salary schedule for budget purposes. It shows the new salary schedule for next year when Moton begins to employ teachers for 7 hours per day, no longer 6. (Attachment 4)
4. Personnel Actions (Hires and/or Changes)
Human Resource/Personnel Actions for April 23, 2018 were distributed for Board approval. Frank Williams motioned for acceptance and Ora Wiley seconded the motion. Approval was unanimous. (Attachment 1)

VI. Executive Session

1. Personnel

Frank Williams motioned to go into executive session at 6:45 p.m. to discuss a personnel matter concerning Terri Williams. Carley McClay seconded the motion. It was approved unanimously. Ms. Williams was included in the session.

The process for returning from maternity leave was discuss due to an employee's lengthy absence and unclear school procedures. The school's employee handbook does not address the issue. Currently, the staff member is considered on leave without pay.

VII. Reconvened Meeting

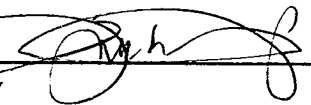
The meeting reconvened at 6:50 p.m. on a motion by Frank Williams seconded by Cheryl Beaco. The vote to reconvene the meeting was unanimous.

On a motion from Frank Williams, seconded by Ora Wiley, the board voted unanimously to employ Attorney Willie Zanders to create a 2-year contract for a regular Principal's position to begin July 1, 2018 for Ms. Williams including basic salary and fringe benefits.

Debra Adams will work with Principal Williams on developing a Teacher Handbook.

VII. Adjournment

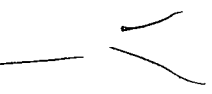
At 6:58 p.m. the President called for a motion to adjourn the meeting. Frank Williams made the motion and Ora Wiley seconded it. The vote to adjourn was unanimous.



Secretary

6/24/18

Date



**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
HUMAN RESOURCE/PERSONNEL ACTIONS**

EMPLOYEE ACTIONS

POSITION	EMPLOYEE	EFFECTIVE DATE	ACTION	COMMENT
P.E. Teacher	Dana Thomas	04/20/18	Retirement	

NEW HIRES

POSITION	EMPLOYEE	EFFECTIVE DATE	SALARY	FUNDING SOURCE

SALARY CHANGES

POSITION	EMPLOYEE	EFFECTIVE DATE	PREVIOUS	REVISION
First Grade Teacher	Auzout, Sondra	First Day of work 2017-18	47,552	49,777
Seventh Grade Teacher	Ebanks, Cassandra	First Day of work 2017-18	40,282	40,359
Instructional Coach/LEA	Encalarde, Suzanne	First Day of work 2017-18	49,534	60,000
Kindergarten Teacher	Fultz, Tonya	First Day of work 2017-18	39,655	42,984
Third Grade Teacher	Gonzalez, Marcos	First Day of work 2017-18	38,832	40,888
Fourth Grade Teacher	Irvin, Brenda	First Day of work 2017-18	40,422	44,550
Music Teacher	Jenkins, Michael	First Day of work 2017-18	35,014	39,841
Kindergarten Teacher	Kelly, Ashley	First Day of work 2017-18	35,014	36,698
Data Manager/LEA	Randolph, L'Tanya	First Day of work 2017-18	60,000	65,000
Fourth Grade Teacher	Williams, Eileen	First Day of work 2017-18	50,000	50,306
Third Grade Teacher	Wiltz, Diane	First Day of work 2017-18	40,363	50,306
Pre-Kind. Para	Williams, Melissa	First Day of work 2017-18	17,447	18,873
Pre-Kind. Para	Willis, Sarah	First Day of work 2017-18	17,035	18,349
Pre-Kind. Teacher	Burns, Phyllis	First Day of work 2017-18	50,254	50,306

These staff members are currently earning less than indicated on the revised Moton salary scale.

Date: April 23, 20

Moton vs. OPSB Salary Schedule						
Years	Current Moton Annual	Current Moton Hourly	Current OPSB Annual	Current OPSB Hourly	Difference in Hourly Pay	New Moton Annual
1	34,075	31.55	40,313	32.53	0.98	35,132
2	34,487	31.93	40,913	33.02	1.09	35,661
3	34,899	32.31	41,513	33.50	1.19	36,180
4	35,310	32.69	42,113	33.98	1.29	36,698
5	35,772	33.12	42,713	34.47	1.35	37,227
6	36,123	33.44	43,313	34.95	1.51	37,746
7	36,543	33.83	43,913	35.44	1.61	38,275
8	36,955	34.21	44,513	35.92	1.71	38,793
9	37,366	34.59	45,113	36.41	1.82	39,322
10	37,778	34.97	45,713	36.89	1.92	39,841
11	38,190	35.36	46,313	37.37	2.01	40,359
12	38,601	35.74	46,913	37.86	2.12	40,888
13	39,103	36.20	47,513	38.34	2.14	41,407
14	39,424	36.50	48,113	38.83	2.33	41,936
15	39,836	36.88	48,713	39.31	2.43	42,454
16	40,282	37.29	49,313	39.80	2.51	42,984
17	40,657	37.64	49,913	40.28	2.64	43,502
18	41,069	38.02	50,513	40.76	2.74	44,020
19	41,480	38.40	51,113	41.25	2.85	44,550
20	41,721	38.63	51,713	41.73	3.10	45,068
21	42,304	39.17	52,313	42.22	3.05	45,597
22	42,715	39.55	52,913	42.70	3.15	46,116
23	43,127	39.93	53,513	43.19	3.26	46,645
24	43,538	40.31	54,113	43.67	3.36	47,163
25	43,950	40.69	54,713	44.15	3.46	47,682
26	44,362	41.07	55,313	44.64	3.57	48,211
27	44,773	41.45	55,913	45.12	3.67	48,729
28	45,183	41.83	56,513	45.61	3.78	49,258
29	45,595	42.21	57,113	46.09	3.88	49,777
30	46,006	42.59	57,713	46.58	3.99	50,306

Moton 180 days X 6 hours = 1,080 hours annually

+412 increase per step

OPSB 177 days X 7 hours = 1,239 hours annually

+600 increase per step

Criteria for Supplemental Pay Increases

Bachelor of Arts	N/A
Bachelor of Science	N/A
Master of Arts	600
Master of Science	600
Master of Education	600
Master's +30	800
Doctorate of Education	1200
Doctorate of Philosophy	1200
Current Louisiana Certification	500
Longevity at Moton	500 – 3 full years
Tenure as a certified teacher	Step Level
Specialized Areas: Math, Science, Special Education, Middle School	10% above Step Level (Must be declared an area of critical need at Moton)
Specified Stipends: Test Coordinator, Program Director, Arts Program, Technology Program	500

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.

The Advocates for Innovative Schools, Inc. Board of Directors will meet on the first Monday of every month, unless otherwise stated. Meetings will be held at Robert Russa Moton Elementary School, 8550 Curran Blvd. New Orleans, LA 70126 at 5:00 p.m. in the main conference room.

Special and/or Emergency meetings may be scheduled as needed. If a monthly meeting is not needed, notice will be given one week in advance of the scheduled date.

REGULAR MEETING SCHEDULE

May 7, 2018

June 4, 2018

July 2, 2018

August 6, 2018

September 10, 2018 (School closed on September 3, 2018 for Labor Day Holiday)

October 2, 2018

November 5, 2018

December 3, 2018

January 14, 2019 (School closed on January 7, 2019 for Christmas Holiday)

February 4, 2019

March 11, 2019 (School closed on March 4, 2019 for Mardi Gras Holiday)

April 1, 2019

May 6, 2019

Proposed Moton Salary Adjustments

Years	Current Moton Annual	Current Moton Hourly	Current OPSB/ Annual	Current OPSB Hourly	Difference in Hourly Pay	17-18 Moton Annual	18-19 Moton Annual
1	34,076	31.55	40,313	32.54	0.99	35,143	40,313
2	34,488	31.93	40,913	33.02	1.09	35,662	40,913
3	34,899	32.31	41,513	33.51	1.20	36,191	41,513
4	35,311	32.69	42,113	33.98	1.29	36,698	42,113
5	35,772	33.12	42,713	34.47	1.35	37,227	42,713
6	36,123	33.44	43,313	34.95	1.51	37,746	43,313
7	36,544	33.83	43,913	35.44	1.61	38,275	43,913
8	36,955	34.21	44,513	35.92	1.71	38,793	44,513
9	37,367	34.59	45,113	36.41	1.82	39,322	45,113
10	37,778	34.97	45,713	36.89	1.92	39,841	45,713
11	38,190	35.36	46,313	37.37	2.01	40,359	46,313
12	38,602	35.74	46,913	37.86	2.12	40,888	46,913
13	39,103	36.20	47,513	38.34	2.14	41,407	47,513
14	39,425	36.50	48,113	38.83	2.33	41,936	48,113
15	39,836	36.88	48,713	39.31	2.43	42,454	48,713
16	40,282	37.29	49,313	39.80	2.51	42,984	49,313
17	40,658	37.64	49,913	40.28	2.64	43,502	49,913
18	41,069	38.02	50,513	40.76	2.74	44,020	50,513
19	41,481	38.40	51,113	41.25	2.85	44,550	51,113
20	41,721	38.63	51,713	41.73	3.10	45,068	51,713
21	42,304	39.17	52,313	42.22	3.05	45,597	52,313
22	42,716	39.55	52,913	42.70	3.15	46,116	52,913
23	43,127	39.93	53,513	43.19	3.26	46,645	53,513
24	43,539	40.31	54,113	43.67	3.36	47,163	54,113
25	43,951	40.69	54,713	44.15	3.46	47,682	54,713
26	44,362	41.07	55,313	44.64	3.57	48,211	55,313
27	44,774	41.45	55,913	45.12	3.67	48,729	55,913
28	45,183	41.83	56,513	45.61	3.78	49,258	56,513
29	45,595	42.21	57,113	46.09	3.88	49,777	57,113
30	46,007	42.59	57,713	46.58	3.99	50,306	57,713

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4.19.18