

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
SPECIAL BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:00 p.m.
May 7, 2018

MINUTES

Attending:

Cheryl Beaco, Member
Debra Adams, Member
Stephen Goodly, Member

Absent:

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

AIS Staff:

Terri Williams, Interim Principal
Suzanne Encalarde, Teacher
Sammetta Brown, ICAP Consultant

I. Call to Order

The meeting was not procedurally called to order because the Board did not have a quorum. The consensus was to have discussions of items without voting, pending a quorum. Deliberations began at 5:25 p.m.

II. Approval of Agenda

The agenda was adjusted due to the absence of several key members. The decision was made by consensus among those members present. No vote was taken.

III. Approval of Minutes

The minutes from the April 23rd meeting were not approved because the Board did not have a quorum.

IV. Old Business

1. Finance

Melvin Davis, CFO

a. Budget Adjustments and Amendments

Mr. Davis was asked to begin making requests for Title I reimbursements immediately. Budget adjustments should not hold up requests for first

semester expenses. He has had technical difficulties with the computer software system which need to be resolved so that carryover Title I funds won't be lost.

b. TRSL Audit

TRSL is auditing Moton's 2016 – 2017 contributions for all employees and contracted personnel. Moton may owe payments for retired rehires. L'Tanya Randolph is the school's contact person with the TRSL auditors.

c. Travel Procedures for Reimbursements and Per Diems

Mr. Davis distributed detailed forms and guidelines for travel and reimbursements. Board members traveling to the National Charter School Conference in June will need to use these immediately.

- 2. AIS Board of Directors Retreat/Training** Roslyn J. Smith, Consultant
Dr. Smith will complete forms to approve travel for Board members who are going to the National Charter School Conference in Austin, TX. She will also ensure that members are registered as a team.

V. New Business

- 1. Introduction of New Board Members Candidates**
Meredith Johnson attended the entire meeting. He brings great potential to the Board of Directors in the areas of school finance, financial planning and board training. Several persons present had experience working with Mr. Johnson.
- 2. Personnel Actions (Hires and/or Changes)**
A few personnel action items were presented to adjust salaries for employees receiving \$15/hour for their work. This item will need to be ratified at the next meeting. New rates can begin immediately and should appear on checks during the next pay cycle.
- 3. Errors and Omissions Liability Insurance**
This item was not discussed. Melvin Davis must send copies of the most recent external audit and financial statements to Noah Lewis. Roslyn Smith must send in the current list of Board of Directors and offices. This is needed to renew the insurance policy.
- 4. Tier 3 Personal Financial Disclosure Statement**
Packets were distributed to all members. Forms are due to the Board of Ethics by May 15th. Only one form is needed for Board members. Completed forms should be left with the school secretary to be forwarded to the Board of Ethics by next week. Please visit the school to complete this simple form.

5. **School Board Disclosure Statement (2017 – 2018)**
The School Board Disclosure Statement is due within 30 days of the opening of school. This may have not happened this year. In the interest of caution, Board members were asked to complete this simple form and leave it at the school for the Board files. Only Board Members and Superintendents who have close relatives at the school need to file the forms with the Board of Ethics annually.
6. **President's Annual Report**
Due to sudden illness, President Major was unable to attend the meeting. This item will be added to the June 4th agenda.
7. **Revision of By-Laws**
Revisions of By-Laws could not be made due to the lack of a quorum. However, the By-Laws need to include more details and explanations. Changes to the By-Laws go into action at the next regular meeting following the changes.
 - a. **Beginning of Term of Office**
Spirited discussion concluded that there was a disconnect in the timeline between the election of officers and the taking of office. It may have been a typing error. The consensus is that the calendar year vs. fiscal year time line needs to be clarified at the next meeting. The current situation also calls for action due to the resignation of two officers at the same time.
 - b. **Meetings of Members – Section 2**
Current rules would allow decisions to be made absent a quorum during certain circumstances. The consensus was that this unintended possibility needed to be corrected. A quorum should be present for any decision that will hold the Board responsible for outcomes.
 - c. **Board of Directors – Section 2 and Section 4**
Section 2 – Current OPSB policy requires the charter school boards to have no less than seven members. AIS By-Laws call for a minimum of five. This must be updated.

Section 4 - Monthly meetings will be the new standard. Language needs to be added to the statement that AIS will meet at least six times per year.
 - d. **Article VII Standing and Special Committees (NOT ON AGENDA)**
A Facilities Committee is recommended due to the schools status as an LEA and the new requirements for facilities management and maintenance. The duties require additional personnel.
8. **Election of Officers for 2018 – 2019**
 - a. **President**
 - b. **Vice-President**

- c. Secretary
- d. Treasurer

This item was not discussed due to lack of a quorum. Elections will be held at the June Board meeting. The Board currently has Ms. Major as acting President and Frank Williams as Treasurer/Secretary. There is no Vice President.

- 9. Formation of Board Committees
 - a. Audit and Finance Committee
 - b. Compensation Committee
 - c. Governance Committee
 - d. Education Committee
 - e. Facility Committee (new)

This item was not discussed due to lack of a quorum. Committees will be set up at the June Board meeting following the Election of Officers. This will help the business of the Board to progress more timely during meetings.

- 10. Principal's Report Tarynesa "Terri" Williams

- a. Security Counselor Vacancy
Information on two Security Companies was shared with the Board. Several people had favorable interaction with L & R. The Principal will work on a contract with that company. Security is necessary as a precautionary measure.

- b. Facility Operations Manager Vacancy
A Job Description was developed and distributed for this new position. Principal Williams will make this assignment and arrange contract details. There is a sense on urgency on this item due to the threat of Corrective Action based upon facilities management responsibilities that have not been handled. RSD's management is demanding compliance. The scope of the required work is not included in the Principal's Job Description.

- c. Principal's Agenda
The Board received an update on IT Service. Ms. Williams will pursue a contract with ICT Incorporated. It is a cost saving move with a larger company than the current company.

A list of curriculum innovations and supplemental resources was distributed. The Board members requested more detail on the specific items.

Updates were received on the ICAP compliance and facilities checklist. A monitor must be hired and paid for by Moton as a condition of the Tier 3 Intervention Corrective Action Plan.

May 23rd is the deadline for completion of critical facilities repairs.

The need for a full-time secretary vs. a clerk was brought up. Issues with hiring retirees and the currently TRSL mandates need to be worked out.

Ms. Williams asked if anyone had questions that they wanted asked during her scheduled meeting with the Superintendent. Members urged her to discuss the many innovations and changes that are in the works for Moton including the full OneApp implementation and school performance score improvement plans.

VI. Executive Session

There was no executive session. Attorney Willie Zanders is working on a new contract for the Principal. He has offered to do the work Pro Bono. He will meet with Ms. Williams and Dr. Smith this week to work out details.

VII. Adjournment

Board members received an updated roster of Board contact information. The meeting ended at 8:25 p.m.

Board members were reminded to send current resumes and a picture to the consultant for inclusion on the school's website. Resumes have already been received from Ms. Adams and Mr. Goodly. A photograph has been received from Ms. Major. Send both items to rjsmith52@aol.com.



Secretary

Date

6/26/18