

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
ANNUAL BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:30 p.m.
May 29, 2018

MINUTES

Tour of the School Building

Attending:

Barbara Crain-Major, Acting-President
Ora Wiley, Member
Cheryl Beaco, Member
Carly McClay, Member
Debra Adams, Member
Stephen Goodly, Member

Absent:

Frank Williams, Secretary – Treasurer

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 5:45 p.m.

II. Approval of Agenda

The agenda was approved unanimously after a motion by Ms. Major and a second by Mr. Goodly.

III. Approval of Minutes

The minutes from April 23 were approved, although there was no quorum at that meeting and no votes were taken. The motion was made by Ms. McClay and seconded by Mr. Goodly.

IV. Old Business

1. Finance

Melvin Davis, CFO

a. Financial Reports

Title I funding is in two budgets. Carryover funds remain from the 2015-16 grant governed by OPSB. These funds must be spent within a specified time or they will be returned to the district. Current funding from the Louisiana Department of Education for the 2017-18 school year are

available for 18 months. The Title I grant for Moton School was approved on March 15, 2018. The Financial report included amounts eligible for reimbursements from federal grants in the Accounts Receivable section. Mr. Davis will be reporting more on reimbursement requests at the next meeting.

- b. **Budget Adjustments and Amendments**
Budget changes should go through the Finance Committee. Funds from the Student Activity Funds Account were used for fee payments for payroll. Those funds must be repaid to the SAF account.
- c. **TRSL Audit**
TRSL has not reported back to the school on their audit. Information that the auditors requested was submitted for review.
- d. **Travel Procedures for Reimbursements and Per Diems**
Travel forms were discussed for proper documentation required for reimbursements and per diems. Board members traveling to the National Charter School Conference in June should submit all required forms to the school at least one week before travel. Individual Board members can request a maximum of 50% of approved costs.
- e. **A proposal from the external auditor, Roslyn J. Johnson (not to be confused with the Board's consultant, Roslyn Johnson Smith) was submitted for approval by the Board. The motion to retain the firm was made by Cheryl Beaco and seconded by Carly McClay. The vote for approval was unanimous.**
- f. **Budget priorities were listed as 1) Salary adjustments, 2) Budget adjustments and amendments, and 3) Audit confirmation. Mr. Davis explained financial statements through April 30, 2018. A motion to accept the budget was made by Cheryl Beaco and Seconded by Carly McClay. The vote was unanimous in favor of the motion.**

V. New Business

- 1. **Introduction of New Board Member Candidate**
Mr. Meredith Johnson was introduced to the Board as a candidate for membership on the Board of Directors. Several members had worked with him in the past and he was recommended for his knowledge of finance, cooperative demeanor and organizational skills. Stephen Goodly made a motion to accept Mr. Johnson as a member of the Board. Carly McClay seconded the motion. The vote was unanimous in favor of the motion. Mr. Johnson was welcomed to the AIS Board of Directors.
- 2. **Personnel Actions (Hires and/or Changes)**
The Personnel Actions form for May 29, 2018 was submitted to the Board for ratification. (See Attachment 1) The list of new hires was recommended for

approval by Stephen Goodly and seconded by Barbara Major. The vote was unanimous in favor of the motion.

3. President's Annual Report

President Major gave remarks to the Board in reference to the previous year and its challenges. Special Thanks were stated for former President Velta Simms, former Treasurer Lawrence Gulley, CEO/Principal Paulette Bruno (current on medical leave) and incoming Principal Terri Williams. The highlights are included. (See Attachment 2) Board member Debra Adams volunteered to obtain mementos for the two honorees that are among the founding Board members.

4. New Organizational Chart

A revised Organizational Chart was presented for approval. (See Attachment 3) The new chart recognizes the Board's desire for a separation of duties, due to the increased responsibilities of the CEO/Chief Administrator and Principal, now that the school is a Local Education Agency (LEA).

The current status as an LEA, added to the school's designation in Level 3 Corrective Action for Special Education and the "Falls Far Below Standard" rating places the charter at risk for the second year in a row. The school's Annual Review by OPSB has designations of "Does Not Meet" for two additional standards. The requirement to participate in OneApp, the addition of 8th grade, and the potential increase in the enrollment at all levels will make the revised job descriptions of school leaders different and challenging.

As an independent LEA, all service and operational contracted work must have an on-site overseer. An administrator with experience is needed to focus on this area. The school was able to avert Facility Corrective Action at the expense of the principal's time from the school's daily operations, in the absence of an additional administrator. One position of a CEO/Principal is disadvantageous to the school's operations under the new demands of a charter school like Moton. Two people are needed as Moton expands.

The new organizational chart includes new job titles of teacher-types under the direct supervision of the Principal, including leadership positions for two principals-in-training, a succession plan request by the Board that was pending for several years. It also lists numerous duties for operations contracted by outside agencies. These services will be under the direct supervision of the CEO/Chief Administrator.

Financial duties are under the supervision of the CFO, including federal grants, audits, and bookkeeping. Other changes may be necessary as the Board re-organizes the school for more efficient and effective operations. Stephen Goodly made a motion to accept the new Organizational Chart. Carly McClay seconded the motion. The vote was unanimous in favor of the motion.

5. **Revision of By-Laws**

- a. **Beginning of Term of Office**
- b. **Meetings of Members – Section 2**
- c. **Board of Directors – Section 2 and Section 4**

Revisions of By-Laws (See Attachment 4) were recommended to correct a problem with the timelines for electing officers and taking office, to be in compliance with OPSB Charter School Policy on number of Board members, and to change the voting power for members who remain after others leave the meeting early. The motion to accept the revised by-laws was made by Stephen Goodly and seconded by Carly McClay. The vote was unanimous in favor of the motion.

6. **Election of Officers for 2018 – 2019**

Meredith Johnson conducted the elections for officers.

a. **President**

Stephen Goodly nominated Barbara Major for President. Carly McClay seconded the motion. There were no other nominations. The vote was unanimous in favor of the motion.

b. **Vice-President**

Barbara Major nominated Stephen Goodly for Vice-President. Debra Adams seconded the motion. There were no other nominations. The vote was unanimous in favor of the motion.

c. **Secretary**

Stephen Goodly nominated Frank Williams for Secretary. Ora Wiley seconded the motion. There were no other nominations. The vote was unanimous in favor of the motion.

d. **Treasurer**

Barbara Major nominated Meredith Johnson for Treasurer. Ora Wiley seconded the motion. There were no other nominations. The vote was unanimous in favor of the motion.

7. **Formation of Board Committees**

(This discussion occurred during the By-Laws revisions conversation.)

- a. **Audit and Finance Committee (Finance Committee)**
- b. **Compensation Committee (Delete)**
- c. **Governance Committee**
- d. **Education Committee (Academics Committee)**
- e. **Facility Committee (new)**

The new standing committees are the Academics (replacing Education), Finance (replacing Audit and Finance), and Facility (new). The Compensation committee was removed. The Finance Committee will absorb its responsibilities. The Governance committee will remain.

The President appointed the committee chairs, with suggestions from the members. Members volunteered for two committees. (See Attachment 5)

Roslyn Smith, Consultant, will consolidate guidelines for all committees. Documents for the consolidation of responsibilities will include the OPSB Performance Framework, Louisiana Charter School Law, the Moton/OPSB Charter Agreement, and the AIS By-Laws. Committee Chairs are Debra Adams-Academics, Meredith Johnson-Finance, Stephen Goodly-Facility, and Ora Wiley-Governance.

8. EMC Contract

At the request of Principal Williams, a motion was made to add an item to the agenda, due to an emergency mandate on the Facility Compliance list. Carly McClay made the motion to add an agenda item. Meredith Johnson seconded the motion. The vote was unanimous in favor of the motion. EMC Vice President, _____ made a detailed presentation of the services offered by his company. Carly McClay made a motion to accept the EMC contract for Facility Management Services. Stephen Goodly seconded the motion. The vote was unanimous in favor of the motion.

8. Principal's Report

Tarynesa "Terri" Williams

The following positions have been filled or are being filled before July 1. All employees will have signed job descriptions and one-year contracts before the first day of school, July 9, 2018.

a. Intent to Hire (New Positions)

- Security Counselor Vacancy (L&R)
- Facility Operations Manager Vacancy
- Administrative Secretary
- Instructional Coaches (2)
- Dean of Students
- Interventionists (3)
- Enrichment Teachers
- Special Education Teachers (3)
- Nurse (Part-time)
- Custodial Staff (3-full time and 3 part time)

b. Intent to Re-Hire (Veteran Staff)

- Elementary and Middle Grade Teachers
- Para Educators

- Social Worker
- Parent Liaison

- c. Sick/Annual Leave Changes
Discussion on front-loading sick leave and changing the pay dates concluded with a directive from President to survey the staff. Ms. Williams will conduct the survey and Dr. Smith will research the topic for the Board.
- d. Janitorial Contract Ending
A recommendation was made by Ms. Williams to terminate the contract with the janitorial company and hire an in-house custodial staff. A motion was made by Carly McClay to terminate the contract and provide notice to the company. Meredith Johnson seconded the motion. The vote was unanimous in favor of the motion.
- e. Curriculum Descriptions and Details
Details were provided for the curriculum materials voted on at a previous meeting. The materials include basic curriculum, screening material, supplemental material and computer hardware.

VI. Executive Session

1. Personnel

Carly McClay made a motion to convene into Executive Session. Stephen Goodly seconded the motion. The vote was unanimous in favor of the motion.

Following discussion of performance for Terri Williams and Roslyn J. Smith, the Board reconvened the meeting on a motion by Meredith Johnson and a second by Debra Adams. The vote was unanimous in favor of the motion.

Carly McClay made a motion to offer Terri Williams a new contract as Principal for two years beginning July 1, 2018 and ending on June 30, 2020. Stephen Goodly seconded the motion. The vote was unanimous in favor of the motion.

Carly McClay made a motion to offer Roslyn Smith an amended contract as Consultant ending on December 21, 2018. Stephen Goodly seconded the motion. The vote was unanimous in favor of the motion.

VII. Adjournment

At 7:15 Carly McClay made a motion to adjourn the meeting. Stephen Goodly seconded the motion. The vote was unanimous in favor of the motion.


Secretary

6/26/18
Date

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

EMPLOYEE ACTIONS

POSITION	EMPLOYEE	EFFECTIVE DATE	ACTION	COMMENT

NEW HIRES

POSITION	EMPLOYEE	EFFECTIVE DATE	SALARY
Art Instructor (Enrichment)	Mary Gelis	July 9, 2018	48,513
Pre-K Teacher	Tina Matthews	July 9, 2018	51,533
K – 4 Interventionist	Ashlyn Williams	July 9, 2018	55,000
4 th Math/Science Teacher	Tiffany Young	July 9, 2018	41,513
3 rd – 5 th SPED Teacher	Dwan Moore	July 9, 2018	45,713
6 th - 8 th SPED Teacher	Marques Armant, Ed.D.	July 9, 2018	50,000
4 th ELA/Social Studies Instructor	Alix Banks	July 9, 2018	55,915
5 th – 8 th ELA Interventionist	Karin Perrault	July 9, 2018	55,513
5 th – 6 th Math Teacher	Brian Lindsey	July 9, 2018	41,383
5 th – 6 th Social Studies Teacher	Shauntrell Demesne	July 9, 2018	44,513
7 th – 8 th Social Studies Teacher	Brie Merrit	July 9, 2018	40,313
Dance Instructor (Performing Arts)	Peyton Nisby	July 9, 2018	40,913
Dean of Students	Brenda Minor-Flint	June 11, 2018	58,000
Computer Teacher (Technology)	Journe Dupree	July 9, 2018	40,913
Reflection Room Para	Marietta Simmons	July 9, 2018	28,813
7 th – 8 th ELA Teacher	Paula Macaluso	July 9, 2018	50,000
3 rd – 5 th SPED Para	Kiana Remble	July 9, 2018	23,157
Administrative Secretary	Cynthia Horne	June 4, 2018	51,000

SALARY CHANGES

POSITION	EMPLOYEE	EFFECTIVE DATE	PREVIOUS	REVISION

Date: May 29, 2018

**PRESIDENT'S REMARKS
2017 -18 Year in Review**

Attachment 2



Academics

- School Performance Score – “C” (73.6) from “B” (85.9)
Second year downward trend
Resulted in a “Does Not Meet Standard” rating on the Annual Review
- Level 1 Corrective Actions – Special Education Deficiencies
Resulted in a “Falls Far Below Standard” rating on the Annual Review
- Level 2 Corrective Actions – Student Assistance Team Issues
- Level 3 Corrective Actions – Timeline Issues for Special Education ICAP
- ✓ Terri Williams hired as Interim Principal
- ✓ Sammetta Brown hired as Corrective Actions Consultant
- Enrollment decreased from 382 to 349
- ✓ OneApp PreK – 8 started

Finance

- AFR approved late (due to technical difficulties) and miscommunication
Resulted in a “Does Not Meet Standard” rating on the Annual Review
- ✓ Fund Balance at all time high
- ✓ LEA status began July 1 – OPSB Authorizers became Regulators
- ✓ Salary adjustments to match OPSB hourly salary schedule

Governance

- ✓ Velta Simms resigned after 12 years, Founding Board Member
- ✓ Larry Gulley resigned after returning from Atlanta, Founding Board Member
- ✓ New Board members joined: Debra Adams and Stephen Goodly
- ✓ Roslyn J. Smith hired as Consultant to the Board
- ✓ Board “taking care of business” in the wake of Mrs. Bruno’s illness

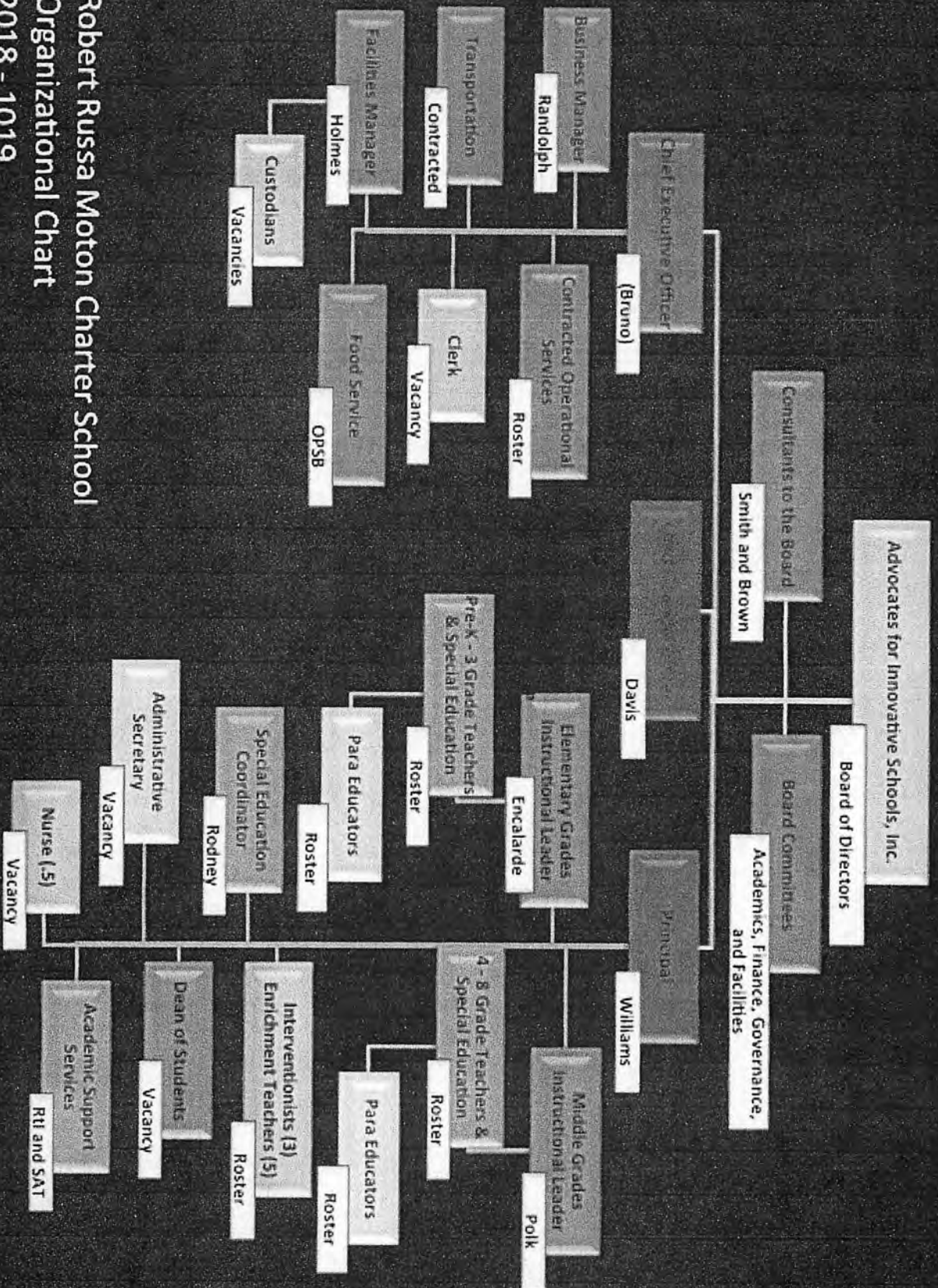
Current Situation

- ✓ Exiting Corrective Action
- ✓ Staffing Changes

Future Objectives

- ✓ New Curriculum
- ✓ Technology to fit the charter school goal/dream
- ✓ Additional Support Personnel
- ✓ Better Trained Board of Directors
- ✓ Extending Instructional Time and Teacher Professional Development

Robert Russa Moton Charter School
 Organizational Chart
 2018 - 1019



ADVOCATES FOR INNOVATIVE SCHOOLS, INC.

Revision of By-Laws

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. **ARTICLE V. MEETINGS OF MEMBERS**

SECTION 2

A majority of the members of the board in good standing shall constitute a quorum for the transaction of business at regular or special meetings. If a quorum is present when the meeting is convened, the directors present may continue to do business, taking action by vote of a majority of a quorum until adjournment, *A quorum should be present for any decision that will hold the Board responsible for outcomes notwithstanding the withdrawal of enough directors to leave less than a quorum;* provided, however that the remaining directors may not take action upon any business that is not on the agenda, as approved at the beginning of the meeting.

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.

b. **ARTICLE VI. BOARD OF DIRECTORS**

SECTION 2

The number of directors shall be no less than ~~five (5)~~ SEVEN (7) and no more than nine (9).

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 scheduled each year at the beginning of the new school year. The meeting dates, time and place shall be advertised on the school's web site. The Board of Directors shall meet at least six times each year.

Section 4 - Monthly meetings will be the new standard. Language needs to be added to the statement that AIS will schedule monthly meetings and will meet at least six times per year.

c. ARTICLE VII STANDING AND SPECIAL COMMITTEES

A Facilities Committee is recommended due to the schools status as an LEA and the new requirements for facilities management and maintenance. The Facilities Committee shall be responsible for monitoring and overseeing all subcontract areas related to the building repairs and maintenance as listed in the OPSB Policy on Facilities Management.

The duties require additional personnel. Names of standing committees should match the sub-categories on the OPSB Performance Framework – Academics, Facilities, Finances, and Organization.

d. ARTICLE VIII. OFFICERS

SECTION 2. The election of officers shall take place during the fourth quarter of each fiscal year. The officers shall be elected upon receiving a majority of the vote cast and shall serve for one year. The term of office shall begin in ~~January~~ June of each year. An officer can serve only eight (8) consecutive one-year terms.

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. The current situation also calls for action due to the resignation of two officers at the same time. The suggestion is to change January to June.

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
Robert Russa Moton Charter School
8550 Curran Boulevard
New Orleans, Louisiana 70127
Board of Directors

Standing Committees

Academics

Debra Adams, Chair
Ora Wiley
Carly McClay

Facilities

Stephen Goodly, Chair
Cheryl Beaco
Frank Williams

Finance

Meredith Johnson, Chair
Debra Adams
Cheryl Beaco

Governance

Ora Wiley, Chair
Stephen Goodly

Curriculum and Supplemental Prices

Company Name	Service Provided	Quote	Purpose/Use
AXI	Promethean Board Service	5,478.00	Promethean Boards will be used in conjunction with teachers' laptop to display on-line lessons, demonstrate new instructional materials, and allow students to interactively practice lessons. Promethean Boards will be serviced every other year.
I-Pads	Technology-10 per class (grades K-2) +case and apple care	23,577.00	I-pads will be used in all Pre-K- 2nd grade classes here at Moton to facilitate small group learning or center based activities for web-based programs such as ABC mouse, Brain-Pop, Starfall, etc.
Zeam	Math Curriculum Supplement https://www.zeam.org/	2,500.00	Zeam is an online supplement that aligns with our Math curriculum, Eureka specifically around the shifts that the Common Core Standards highlight.
I-Ready	Diagnostic and Instructional Program (Intervention) http://i-ready.central.com/what-is-i-ready/	21,400.00	I-ready will be our school wide universal screener and Intervention program for all students in Kindergarten through 8th grade for both reading and math. This program will help with baseline assessments for all students and provide data on students' specific areas of deficiency. Additionally I-ready groups kids according to their skills and places them in Tiers according to their performance level
Great Minds	Eureka Math Curriculum https://eureka-math.org/eureka-math/	12,337.19	Eureka Math will be our primary curriculum and text for Math school-wide from K-8 grade. Eureka Math is recommended by the Louisiana Department of Education

			as a Tier I curriculum.
Great Minds	Eureka Training	600.00 pp	This 2 day training will provide intensive professional development on how to understand, launch , and sustain our new Math curriculum. The training will take place in downtown New Orleans June 25th and 26th.
Achieve 3000	On-line Supplemental Reading Program (LEAP Prep included) 1 year Pricing https://www.achieve3000.com/state-edition/louisiana	14,375.00	Achieve 3000 is a web-based reading program that exposes students to LEAP-like reading passage as well as Technology Enhanced questions.
Great Minds	Wit and Wisdom -Reading Curriculum https://greatminds.org/engus	17,313.27	Wit and Wisdom will be our primary curriculum for Reading school-wide from K-8 grade. Wit and Wisdom is recommended by the Louisiana Department of Education as a Tier I curriculum.
IXL	Online Math Supplemental Program https://www.ixl.com/?cartnetegg=0&re&campa=1333&ad=310&c=IXL+++General&ad=EA1a12c0DhM1o67g708r2wM1oxc0n2YKApXEAAyASAAE0LFW_D_Bw	Year 1 of a 3 year contract	IXL is a supplemental on-line Math program that assists students with specific skills.