MINUTES

Attending:
Stephen Goodly, Vice-President
Cheryl Beaco, Member
Ora Wiley, Secretary
Carly McClay, Member

Board Members Absent:
Barbara Major, President
Debra Adams, Member

AIS Staff:
Terri Williams, Principal
Paulette P. Bruno, SOO

Melvin Davis, SFO
Willie Zanders, Attorney
Roslyn J. Smith, Consultant

I. Call to Order
Stephen Goodly called the meeting to order at 5:44 p.m.

II. Approval of Agenda
Ora Wiley made a motion to accept the Agenda. Carly McClay seconded the motion. The motion was unanimously approved.

III. Approval of Minutes
The motion to approve minutes for February 4, 2019 and March 10, 2019 was made by Carly McClay. Ora Wiley seconded the motion. The minutes were unanimously approved for February 4, 2019. We will postpone the acceptance of minutes for March 10, 2019 pending corrections and additions to the principal’s report.

The names of the attorney and the consultant need to be added under persons who attended the meeting.
A motion to postpone acceptance of minutes pending corrections was made by Cheryl Beaco and seconded by Ora Wiley. The vote was unanimous.

IV. Old Business and/or Action Items
The motion to ratify the contract for Synergy was made by Carly McClay. Ora Wiley seconded the motion. Synergy had already signed the contract due to an OPSB deadline.

V. New Business and/or Action Items
Paul Lucius and Sue Roberson attended the meeting for OPSB.
We received a report from Facility Committee of Orleans Parish School Board represented by Sue Robertson and Paul Lucius. They indicated that a new general contractor for carpentry, flooring, and landscaping, CHV, will be hired beginning April 1. It was also noted that they need to get quotes for hardware. A purchase order was issued to Goodfellas Technical Solutions for security. A quote was requested from Glassman for the front door and hardware replacement. A purchase order was also issued for top and end panels of library shelving, shelving for nurse’s office and a requisition was requested for teacher mailboxes. This discussion ended by them saying that a lift would be ordered.

Outstanding purchase orders and requisitions will be addressed. A thorough look into details is needed to ensure that nothing is missed. A warranty ticket was issued to the roofing contractor. The Contractor never notified anyone that he was coming. This all relates to the punch list plus other items.

Mr. Zanders will work on the scope personally including Erick Trosclair’s list and the punch list. CHV will meet to supervise the work. All items that say purchase orders are going on now.

How will Synergy address systems proprietary parts without compromising the warranty? Trane locked the school out of the system. Is it a warranty issue or a maintenance issue?

Whether issues are CMC-HVAC maintenance or Trane – controls, we must get to the root of the problem.

The principal indicated that there is a toxic smell from the drain. Any unoccupied rooms with sinks should have water run once a week. Traps not being used cause a problem. Paulette Bruno was asked to add to the list of locations and compile a total list with a sign in sheet for each location.

Roslyn Smith mentioned the repaired broken glass panels which cost the school $23,000. We need to apply for the OPSB portion of the job we paid.
If there is a problem like that again, we should get one proposal and get a capital repairs request submitted and the Facility Department will get the other two. If the estimate is over $10K, OPSB cannot reimburse the school for what has been done. Make sure the building stays like it is. Written directives were given to us that said we could act on the issue because of an emergency. The OPSB Facilities Handbook is online.

A recommendation for new board member, Melissa Russell, was given. Also Ms. McWilliams of the Kenilworth Homeowners Association's name was given. The board will get their resumes' and consider them.

VI. School Finance Report
We will discuss individuals in Executive Session. We have a summary statement regarding insurance withholdings adjustments to liquidate employee obligations by the end of May. Most of the problems occurred because of late information on effective date and increases in cost in January. We will need to require a letter from each employee for documentation. This letter will be sent to the board members.

Principal's Report
Student Enrollment - The enrollment was 385 on October 1 and 415 February 1

Mr. Davis explained that an increased MFP Funding allocation will be determined by the average of both. There is a new format for the Quarterly Financial Report.

Terri Williams started her discussion with the LEAP 2025 Calendar. LEAP Testing started today, April 8. A grant from the IQI Instructional Quality Initiative will support teacher training. The school will have to fund travel, room and board.

She talked about Student Support Services, a NSNO Grant and the Silverback Society partnership. Other topics were LEAP Launch and Saturday Academy. Teachers are asked to check issues with students needing glasses. The Principal attended the Superintendent's Meeting at OPSB 10:00a.m. March 22, 2019. Ms. Williams ended by discussing teacher recruitment at the recent Teacher Fair.

Mr. Goodly requested that our students participate in the Louisiana Student of the Year competition for 5th and 8th grade next year. He will provide the information to the Principal.

VII. Human Resource Personnel Actions
The personnel actions are as follow:
Dawn Lewis – Resigned
Michael Jenkins – Returned to Work
Ronald Holmes – Return from Medical Leave

Cheryl Beaco made a motion for acceptance of Personnel Actions. Carly McClay seconded the motion. The vote was unanimous.

VIII. Academics Committee
Debra Adams was absent. There was no report from the Academics Committee this month.

Facilities Committee
Report was given at the beginning of meeting. We will develop a schedule for monthly meetings again as was done earlier in the school year.

Governance
We will compile the Employee Handbook to analyze what we have addressed thus far.

Attendance Policy – next meeting
Review compensatory time (Draft) and we will vote at the next meeting.

The governance handbook is being worked on. Board members are asked to make edits and comments. There needs to be a narrative added.

Finance
More findings to be discussed in Executive Session. We will review individual information. No written report was distributed.

Treasury Solutions is to get timely access to banking information. Mr. Davis will try to get the banking fees waived. We will move forward in enrollment with Treasury Solutions. Carly McClay made the motion. Ora Wiley seconded the motion. The vote was unanimous.

IX. SOO Report
Mrs. Bruno did not submit a written report. She was reminded that this was required. The SOO stated that she needs to check on the status of the roof repairs. Status of P traps and drains will also be checked. The SOO reported that workers are slow in coming out. She indicated that hopefully that will change with the new company.

X. Executive Session
The motion to move to Executive session was made by Cheryl Beaco at 7:48 p.m. Ora Wiley seconded the motion.

The board members said that they need to continue discussing BCBS with insurance deductions.
They also discussed the status of Ms. Wiltz, the return to work of Mr. Holmes, and the Performance Evaluation of SOO.

The motion was moved to come out of Executive Session by Carly McClay. Cheryl Beaco seconded the motion at 8:52 p.m. The vote was unanimous.

The recommendation was made to accept Ronald Holmes' return to work pending recommendations by Zanders. Carly McClay made the motion. Ora Wiley seconded the motion. The vote was unanimous.

XII. Adjournment
Cheryl Beaco made the motion that the meeting be adjourned. Debra Adams seconded the motion. The motion was unanimously approved at 8:53 p.m.

Cheryl Beaco, Secretary

7-22-2019

Date