MINUTES

Attending:
Barbara Maior, President
Stephen Goodly, Vice-President
Melissa Johnson, Member
Debra Adams, Member
Ora Wiley, Member

Absent:
Cheryl Beaco, Member
Carly McClay, Member

AIS Staff:
Terri Williams, Principal
Melvin Davis, SFO
Willie Zanders, Attorney
Roslyn J. Smith, Consultant

I. Call to Order
President Barbara Crain-Major called the Annual Meeting to order at 5:30 p.m.

II. Approval of Agenda*
One item was added to the original agenda. Stephen Goodly made a motion to accept the agenda including the additional item. Debra Adams seconded the motion. The vote for acceptance was unanimous.

III. Approval of March 11, 2019 and May 6, 2019 Minutes
Debra Adams motioned to accept the corrected minutes from March 11, 2019 and the minutes from May 6, 2019. Stephen Goodly seconded the motion. The vote for acceptance was unanimous.

IV. Old Business and/or Action Items
1. Additional Board Member Nominee – Marcia McWilliams
   Marcia McWilliams’ resume had been circulated to all Board members. She attended the meeting in May and was nominated as a member. Debra Adams made a motion to
accept Mrs. McWilliams' nomination as a Board member. Stephen Goodly seconded the motion. The vote for acceptance was unanimous.

2. Parent Engagement Meeting Report
   The Board received a copy of the PowerPoint presented to parents at the Parent Engagement Meeting on May 29, 2019. They also received a copy of the flyer mandated by the Superintendent of OPSB, referencing the school's renewal schedule.

3. Biweekly Payroll for 2019 – 20*
   The Finance Committee recommended a change in the payroll schedule to a 26-week plan. However, questions by Mr. Davis resulted in the Board sending the item back to the committee for further development and clarity. The Finance Committee will meet on Wednesday, June 12, 2019 at 12:00 noon.

V. New Business and/or Action Items
1. President’s End of Year Review
   Barbara Crain-Major
   President Major gave the Annual President’s Remarks highlighting the challenges and successes experienced during the 2018 – 2019 school year. Her written report was distributed. Ms. Adams commented on the new comparable salary schedule and fair treatment of employees. Mr. Goodly noted the work of a transformation Board and improved organizational structure as special accomplishments. He complimented the board members noting, "The sky is the limit but the choice is ours." Mrs. Wiley cited better communication between Board members and leadership focused on children first as critical accomplishments. Ms. Williams acknowledged the challenges she faced and thanked the Board for providing a mentor.

2. 2019 – 20 School Calendar (Revised Layout)
   Additional information was added to the calendar, but the format still needs work before it is put on the school's web site. The calendar was approved pending changes to the presentation.

   The Board was informed of the upcoming State pay raise for teachers ($1,000) and support personnel ($500) for the 2019 – 2020 school year. Motion will have a new salary schedule reflecting the additional funds. An additional $54 per student will also be awarded for discretionary spending.

4. End of Year Supplemental Pay
   All staff members will receive their total contracted salaries within the last two pay cycles of the year. A spreadsheet with the specifics will be presented to the Board at the next meeting.

5. Tier 3 Personal Financial Disclosure Statement
   New Board members will need to complete the Tier 3 Personal Financial Disclosure Statement. Mrs. Johnson has already completed one. Mrs. McWilliams just joined the Board after the cutoff reporting date of May 15th.
6. Reorganization of Administration and Business for 2019 – 2020
   This item was discussed in Executive Session because it involved specific employee’s job performance.

7. Personnel Actions (Hires and/or Changes)
   This item was discussed in Executive Session because it involved specific employee’s job performance.

8. Principal’s Report
   Tarynesa “Terri” Williams
   Ms. Williams written report included discussion of the End of Year iReady Screener Report that documented academic growth across tiers. Dr. Summer Whitmore provided a progress monitoring review of Special Education services. Progress continues to be satisfactory with no evidence of systemic noncompliance under IDEA, Part B. Motion’s Hiring Process was presented and an update on staffing approved positions was received. The beginning of year staff retreat will be held at Beau Rivage Hotel in Biloxi, MS on August 5 – 7, 2019. Board members are invited to attend. Other items included the Student Enhancement Block 8g Grant ($3,915), an update on the School Calendar, and the teacher check out process for the closing of school.

9. School Operations Officer Report
   Roslyn J. Smith, Consultant
   There was no written School Operations Officer Report due to Ms. Bruno’s administrative leave. Dr. Smith reported that a Facilities Submission Document is due to OPSB by July 1, 2019. Charter schools must have all vendor contracts in place for the 2019 – 20 school year by that date. Ms. Randolph will be the contact person for the report’s submission.

10. School Finance Officer Reports
    Melvin Davis, SFO
    Mr. Davis clarified the difference between biweekly and semimonthly pay for employees. A motion to approve the biweekly schedule was made by Stephen Goodly and seconded by Marcia McWilliams. Before it was voted on, it was withdrawn and sent back to the Finance Committee due to a conflict with the dates on the pay schedule provided by Mr. Davis. Ms. Russell noted that any budget adjustments should be made by June 30, the end of the fiscal year. Title I budget amendments were in process. Ms. Randolph is assisting in getting the approvals through direct contact with LDOE assistants. Mr. Zanders is assisting with the school’s enrollment in Treasure Solutions, an online banking service.

11. Standing Committee Reports
    a. Academic
       Debra Adams, Chair
       • Ms. Adams provided a written Academic Committee report that focused on end of year requirements, staffing, summer program plans, testing irregularities, school calendar changes, the staff retreat and scheduled monthly staff meetings for 2019 – 20. The committee also recommended that state pay raises be adjusted once the funds were included in the MFP, not before.
b. Facility  
  Stephen Goodly, Chair  
  • Facility Plan Progress Report  
    Willie Zanders  
    Moton’s Facility Plan was completed by the OPSB deadline. Several warranty issues are still outstanding. Paul Lucius is monitoring the progress for OPSB.

c. Governance  
  Ora Wiley, Chair  
  • Employee Handbook Draft – not finalized; must be ready for the Opening of school  
  • Attendance Policy for Employees  
    Willie Zanders  
    An attendance policy for employees is needed to include “hard block” days. A Policy Binder was presented by Dr. Smith with the Board policies created in 2018 – 19. Mr. Zanders is working on a number of policies needed to ensure that practices have the weight of the Board’s authorization.  
  • Additional Policies (Added Item)*  
    Progressive Discipline Procedures for Employees Draft

d. Finance  
  Ora Wiley, Chair  
  Ms. Wiley submitted copies of several Finance Committee Meeting Agendas and Minutes.

VI. Executive Session  
Debra Adams made a motion to go into Executive Session at 8:15 a.m. Stephen Goodly seconded the motion. The motion was approved unanimously.  
1. Personnel  
   a. Employees Leave Updates  
      Mr. Zanders presented information on Mrs. Bruno’s work expectations and Mr. Dickerson’s attendance.  
   b. Employee Insurance Payments  
      Mr. Davis presented information on employee insurance payments and reimbursements  
   c. Student Testing Update  
      Ms. Williams presented information on the employee testing irregularities investigation. No report has been received from the LDOE.

2. Legal  
   a. Security Service Contract  
      The contract with L&R was discussed, focused on overtime litigation.  
   b. Construction Reserve Fund  
   c. A ruling from the Board of Ethics was requested concerning hiring a vendor

The Board reconvened at 8:40 p.m. following a motion from Debra Adams that was seconded by Stephen Goodly. The motion was approved unanimously.
Stephen Goodly made a motion to give Mrs. Bruno an administrative leave until the end of July. Debra Adams seconded the motion. The motion was approved unanimously.

Stephen Goodly made a motion for an Employee Attendance Policy with specific guidelines for implementation. There would be no action against employees who have excessive absences or absences on hard block days because the policy was not in place. Ms. McWilliams seconded the motion. The motion was approved unanimously.

L & R Security invoice will be paid with the exception of the overtime charges. Mr. Zanders will resolve the issue.

Mr. Zanders presented a draft for Employee Discipline Procedures.

Mr. Zanders was asked to contact the Board of Ethics for a ruling in advance of the Board engaging with Undoing Racism, due to a question of conflict of interest.

VII. Adjournment
The Board Meeting adjourned at 8:55 p.m. following a motion from Stephen Goodly that was seconded by Debra Adams. The motion was approved unanimously.

Announcements

Proposed July Meeting Date: July 15th, 2019

[Signature]
Secretary

[Date] 7-3-2019

Date