Minutes

Attending:
Barbara Major, President
Stephen Goodly, Vice-President
Debra Adams, Member
Cheryl Beaco, Member
Ora Wiley, Member

Absent:
Carly McClay, Member

AIS Staff:
Terri Williams, Principal
Deidra Bradley, Assistant Principal
Paulette P. Bruno, SOO
Melvin Davis, SFO
L’Tanya Randolph, Business Manager
Willie Zanders, Attorney
Roslyn J. Smith, Consultant
Marcia McWilliams
Melissa Russell

I. Call to Order
President, Barbara Crain-Major called the meeting to order at 5:34 p.m. Introductions were made of Melissa Russell and Marcia McWilliams, Board Member Nominees. Ms. Russell’s resume has been distributed to the Board via email.

II. Approval of Agenda
Mr. Goodly made a motion to approve the agenda, which was seconded by Debra Adams. The motion was approved by a unanimous vote.

III. Approval of March 11, 2019 and April 8, 2019 Minutes
Minutes from the April 8, 2019 meeting were motioned for approval by Stephen Goodly and seconded by Ora Wiley. The March 11, 2019 minutes were not voted on because they were incomplete. The motion was approved by a unanimous vote.
IV. Old Business and/or Action Items
1. Additional Board Member Nominees
Marcia McWilliams was introduced as a nominee for the Board of Directors. Her resume will be distributed to the Board prior to the next monthly meeting. Voting will occur in June.

V. New Business and/or Action Items
1. Personnel Actions (Hires and/or Changes)
Discussion was reserved for Executive Session. After Executive Session, it was decided that Mr. Dickerson is returning from leave with pay and a reassignment to a para position for the rest of the school year. His teacher salary remains unchanged.

2. Parent Survey Results
Parental response to the first Board requested survey received a little more than 30% response. Recommendations from parents were noted. Some of the ideas are as follows: expand awards programs, recruit students in the neighborhood, use the newsletter to give more community information, intercessions was not a high priority, Tier I curriculum was a high priority. A comprehensive school climate will be conducted. Parents should be trained to assist in gathering data.

3. 2019 – 20 School Calendar
The new calendar is not the previous 45:15 year round schedule. It is more traditional. It must be submitted to the LDOE. Stephen made a motion to accept the proposed calendar. Ora seconded the motion. The motion was approved by a unanimous vote. The format needs to be changed for clarity.

4. Annual Parent Engagement Meeting
A Title I required Parent Engagement Meeting for parents will be held on May 28, 2019. Parents must receive OPSB required information on the school’s renewal position based on school performance.

5. LDOE Consolidated Grants Desk Monitoring
Moton was required to participate in a LDOE Consolidated Grants Desk Monitoring. Mrs. Wiley designed a form to collect the required data to complete the form. The audit referenced the 2017 – 18 school year. We did not have the information required to complete the form. No one developed the school improvement plan that year, as required for the federal grants. Moton will probably be monitored by the LDOE due to this issue.

6. Principal’s Report
Tarynesa "Terri" William
State Testing went smoothly, with no major issues. The Dad’s Club, a.k.a. “Big Bosses” will have a fund raising event on May 31st the Community Legion will donate all supplies.
It was suggested that next year’s schedule include a Social Emotional Learning Block and/or Advisory period. A Parent advisory group is needed, including a Parental Involvement Specialist.

Mr. Goodly will facilitate the school’s entry in the state Student of the Year competition next year.

7. School Operations Officer Report  
Paulette P. Bruno, SOO

Mrs. Bruno did not provide a written report. It was noted that Synergy presented a proposal for the Building Automation Maintenance System. All maintenance personnel must be reminded to sign in in the SOO office. Erick Trosclair did an initial inspection. Of 25 non-critical items only 5 had been completed. Mr. Ronald Holmes will be responsible for finishing the incomplete items before May 30, 2019.

8. School Finance Officer Reports  
Melvin Davis, SFO

Current liabilities include payroll issues for overpayments and under deductions for insurance. Delays in finance were due to the need to reclassify accounts in budget revisions. Title I funds were rolled through an exception for schools with large amounts (more than 15%) of unused funds. Mr. Davis reported that funds from previous years had been requested. All amendments have been submitted. He is prepared to submit everything up to March, third quarter. We can expect reimbursements soon.

A reported budget deficit noted by OPSB was discussed. Designation of an undocumented 2008 reserve of $2 million was the issue. The budget deficit can be resolved with funds from the cash reserves. The funds can come from Board action to transfer the needed money into our operating account. Mr. Zanders recommended that Mr. Davis write to OPSB to ensure the regulators that Moton has available cash and is not in financial trouble.

The Board must develop an investment plan for the excess funds in the bank.

A recommendation from the Finance Committee was made to change the pay dates for next year. Beginning in 2019 – 20, the payroll will be biweekly, on Fridays. This is a 26-pay plan. Employees will have a list of pay dates.

Insurance issues were discussed in Executive Session.

9. Standing Committee Reports
   a. Academics  
      Debra Adams, Chair
      There was no report from the Academics Committee.

   b. Facility Committee  
      Willie Zanders
      • Facility Plan Progress Report
      As of May 1, Corrective Action is due on all items. The review is scheduled for May 30. The Board agreed to hire external contractors for
services, if necessary to meet the deadline. Mr. Zanders agreed to take the lead on this issue. The motion was made by Mr. Goodly and seconded by Mrs. Wiley. Mrs. Williams and Mrs. Bruno will be responsible for ensuring that the custodial staff completes all minor repairs.

c. Governance
   - Employee Handbook Draft
   - Attendance Policy for Employees
   - Compensatory Time (Draft Policy)

Stephen Goodly made a motion to accept Mellissa Russell as a member of the Board. Ora Wiley seconded the motion. The motion was approved by a unanimous vote.

d. Finance
   Discussion was held during the SFO report.

VI. Executive Session
Debra Adams made a motion to move to executive session at 7:13 p.m. Stephen Goodly seconded the motion.

1. Personnel
   a. Employees Disciplinary Actions
      Mr. Dickerson’s suspension was discussed.
      Administrative Evaluation Report
      Mrs. Bruno’s administrative leave was discussed.
      Employee Insurance payments and a plan of action were discussed.

Stephen Goodly motioned to end executive session at 8:12 p.m. Debra Adams seconded the motion. The motion was approved by a unanimous vote.

The administrative leave and the employee suspension were motioned for acceptance by Goodly and Wiley. The motion was approved by a unanimous vote.

VII. Adjournment
At 8:22 p.m. Debra Adams motioned for the meeting to adjourn. Ora Wiley seconded the motion. The motion was approved by a unanimous vote.

Secretary  
7-22-2019  
Date