MINUTES

Attending:
Barbara Major, President
Cheryl Beaco, Secretary
Melissa Johnson, Member
Debra Adams, Member
Marcia McWilliams, Member

Absent:
Stephen Goodly, Vice-President
Ora Wiley, Treasurer

AIS Staff:
Terri Williams, Principal
Cynthia Horne,
Administrative Secretary
Terracenia Rodney
Jalora Gross
Brie Merritt
Karin Perrault

Marietta Simmons
Melissa Williams
Brenda Irvin
Kentrell Calhoun
Kiana Remble
Jermaine Bennett
Karen Garner

Sarah Willis
Lynn Foy
Ashlyn William
Dana Williams
Shauntrell DeMesme

Consultants:
Willie Zanders, Attorney
Roslyn J. Smith, Consultant

Guest: Ashley Denn

I. Call to Order
President Barbara Crain-Major called the Special Meeting to order at 5:41 p.m.

II. Approval of Agenda
Marcia McWilliams made a motion to accept the agenda. Melissa Johnson seconded the motion. The vote for acceptance was unanimous.
III. Cheryl Beaco motioned to accept the minutes. Ms. McWilliams seconded the motion. The vote for acceptance was unanimous.

IV. Old Business and/or Action Items
   1. Board members were reminded to complete their mandated ethics training. The Consultant requested copies of the Ethics Certificates for Board Members. (https://laethics.net/EthicsTraining/login.aspx) All Board members must also have Disclosure statements and Verification forms on file.

IV. New Business and/or Action Items
   1. The Personnel Action report was motioned for acceptance by Adams and seconded by Marcia McWilliams. Salary corrections were accepted. The Employer Action to cut a Custodian position was postponed. The Board voted for unanimous approval.

   President Major made an apology to attending faculty members for the accounting glitch that resulted in delayed payroll on Sept. 13, 2019.

   2. Introduction of Potential Board Member, Ashley Dennis was made by Principal Williams. Ms. Dennis’ resume was circulated to the Board. Charmaine Sonnier, a second nominee, was not in attendance. Her resume was circulated via email.

   3. A contract for the Human Resources Consultant was reviewed. Changes need to be made and the salary cap of $10,000 was added for the six weeks contract. Debra Adams made the motion to accept the contract, with changes. Melissa Johnson seconded the motion. The vote for the motion was unanimous.

   4. Melvin Davis was not at the meeting due to a scheduling conflict. The Board reviewed the budget. There were concerns about certain categories from the 2018-19 Actual and Amended Budgets. No salary was listed for the Business Manager. It was combined with the Office Clerk’s salary. The 2019 -20 Budget listed a Facilities Manager instead of a Facilities Supervisor and a Business Office Clerk instead of an Assistant School Secretary, two job changes for the new year. Cheryl Beaco made a motion to accept the budget for approval. Melissa Johnson seconded the motion. After discussion the vote was taken. Major, Adams, McWilliams, and Beaco approved the budget with a majority vote in favor. Johnson voted against the motion.

   Board members received a confidential narrative with detailed explanation for certain changes and future actions on the annual budget.

   5. Payroll concerns were discussed focused on recent problems including late processing, 26-pay plan, insurance repayment schedules, and pay raises. A number of faculty members were in attendance to address the Board. Brie Merritt was asked to speak for the group about the issues.
a. Smith gave an explanation for the late payroll that included efforts by several staff members to incorporate a number of changes for this submission and inadequate communication from the payroll company.

b. The 26-week pay plan is not good for some employees. Smith submitted a draft of a letter to allow employees to opt out of the school’s 26-week plan. Funds from the September 13\textsuperscript{th} and September 27\textsuperscript{th} pay checks that were Summer Pay deductions would be returned to employees who do not want to continue in the 26-week plan. Refunds will be on the October 13\textsuperscript{th} checks. Individual meetings to discuss details were held prior to the Board Meeting. Input collected by Smith was presented to the Board via a short survey.

Some teachers did not see the $1,000 on their Intent to Hire forms; the Board had not approved the increase at the time they received their Intent to Hire forms. Dr. Smith will review all verification forms and salaries to ensure that everyone has the correct salary before contracts are signed, unless the HR consultant is on board in time to do it.

Ms. Gross asked the Board to consider a $3,000 raise like Jefferson Parish.

Ms. Adams made a motion to allow employees to opt out of the 26-week pay plan. McWilliams seconded the motion. The vote was unanimously in favor of the motion.

V. Executive Session started at 7:20 on a motion by Debra Adams that was seconded by Marcia McWilliams. The vote to enter Executive Session was unanimous.

a. Personnel to be addressed included overtime pay for Ronald Holmes
b. Tim Ward’s status on Leave with pay was discussed.

A motion to exit Executive Session and return to the public meeting was made by Cheryl Beaco and seconded by McWilliams at 8:11 p.m. The vote was in favor unanimously.

Mr. Holmes will be paid overtime of approximately $7,489 from working a 10-hour day from June 1, 2018 to April 30, 2019. Two hours of overtime pay were owed to him for each day of work recorded. Beaco made the motion that was seconded by McWilliams. The vote was unanimously in favor of the motion.

Mr. Ward will receive directions on what is required for him to continue his employment at Moton School. Beaco made the motion that was seconded by McWilliams. The vote was unanimously in favor of the motion.

Mr. Zanders will complete the HR contract negotiations. Adams made the motion that was seconded by Melissa Johnson. The vote was unanimously in favor of the motion.
Smith clarified salary information. Every teacher and para would receive the state raise of $1,000 and $500 respectively. The Board will match salary raises for faculty members who did not receive the state raise. Custodians are not included in the raises because their salaries were already increased. Employees who negotiated matched salaries that are above our salary schedule will be “redlined” until they are equal to our scale.

VI. Adjournment was at 8:24 pm. The motion to adjourn was made by Beaco and seconded by Johnson. The vote was unanimously in favor.

Cheryl Beaco

_________________________________________________
Secretary

October 7, 2019

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Date