MINUTES

Attending:
Barbara Major, President
Stephen Goodly, Vice President
Cheryl Beaco, Secretary
Debra Adams, Member
Marcia McWilliams, Member

Absent:
Ora Wiley, Treasurer
Melissa Johnson, Member

AIS Staff:
Terri Williams, Principal
Cynthia Horne, Administrative Secretary
Brenda Irvin, Teacher

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

Guest: Ashley Dennis, Parent Board Nominee

I. Call to Order
President Barbara Crain-Major called the Regular Meeting to order at 5:32 p.m.

II. Approval of Agenda
Stephen Goodly made a motion to accept the agenda. Debra Adams seconded the motion. The vote for acceptance was unanimous.

III. Marcia McWilliams motioned to accept the minutes from September 24, 2019. Ms. Adams seconded the motion. The vote for acceptance was unanimous.

IV. Old Business and/or Action Items
There was no Old Business because the September 24th meeting was primarily the Budget Hearing
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V. New Business and/or Action Items
1. Personnel Actions (Hires and/or Changes)
Specific changes were not made under Personnel Actions because contract/salary details were still being resolved. Verification forms must be completed before contracts are signed. The employee contract form was accepted. The Board voted to give the Consultant, Dr. Smith, authority to complete any remaining meetings and adjustments and follow up with a report at the next meeting. Ms. Adams made the motion to accept the Personnel Action and Ms. Marcia McWilliams seconded the motion. The vote for acceptance was unanimous.

2. Introduction of Potential Board Members
An interview committee including Ms. McWilliams, Ms. T. Williams and Dr. Smith will interview Ms. Ashley Dennis before the next regular Board Meeting.

3. Human Resources Consultant Contract details for hiring LaKeisha Robichaux are being finalized by Mr. Zanders. Her timeline for completing work is 6 weeks with one follow up visit.

4. The July and August Financial Reports were distributed by Mr. Melvin Davis, SFO.
The Annual Financial Report (AFR) has been submitted. Final approval is expected before the October 31st final deadline.

Federal and State Grant Reimbursements for the first month are estimated at $60,000. Mr. Austin Sonnier, Title I Instructional Coach will make monthly reimbursement requests.

5. Payroll Concerns continue. Some of the Insurance Repayments are complete. A full report will be given at the next Board meeting.

6. Principal's Report
Tarynesa Williams
Ms. Williams submitted a written report addressing the Title I Desk Audit due October 17th, Parent and Family Engagement, ESL, Homeless and other requirements for federal funding.

A visit from BENOLA and a layer of support will help the school in professional development services.

7. Revised Job Descriptions
Roslyn J. Smith, Consultant
Ms. Williams will advertise the position for a full-time School Finance Officer. The Board will finalize a job description for all new positions. Dr. Smith distributed two drafts of job descriptions for Board member input before they are finalized.
8. 2019 – 2020 Employee Contracts will be ready before the next Board Meeting. Ms. Horne and Mr. Davis will determine any reimbursements due to people who have salary changes.

VI. Standing Committee Reports
   a. Academic
      Debra Adams, Chair
      Ms. Adams submitted a written report with information on the afterschool program and employee evaluations.
   
b. Facility
      Stephen Goodly, Chair
      The Inspection Report indicated that the traps in the art room are not made to support the paint in the drain.
   
c. We did not have a Finance Report. Ora Wiley, Chair is still under medical care. Ms. Beaco will substitute as the chair of the committee.
   
d. Governance
      Marcia McWilliams, Chair
      Employees Policies and Procedures
      Willie Zanders, Esq.
      Handbook
      The second part of the Handbook will include references to the Policy Manual Rights and Responsibilities. It will be presented to the Board before full distribution to the staff and the public.

      The school already has an approved Test Security Policy. Mr. Goodly made a motion to accept the policy as an official policy for Moton. Ms. McWilliams seconded the motion. The vote was a unanimous approval.

      Mr. Zanders presented the Policy on Seclusion and Restraint of Students. The motion to accept the policy was made by Mr. Goodly and seconded by Ms. Adams. The vote for the policy was unanimous.

      A probationary period for contracts was discussed. All contracts do not have to be for a full year. The administrators must be able to document and justify any decisions. The Board wants to be fair and give due process, with or without a contract.

VII. Executive Session
   Executive Session was called at 7:26 pm with a motion by Mr. Goodly and a second by Ms. Adams. The motion was accepted unanimously.

   Personnel Insurance repayments were discussed for several employees. Personnel on Leave was discussed.

   At 7:35 the public meeting reconvened on a Motion by Mr. Goodly and a second by Ms. McWilliams. Mr. Holmes agreement to use his overtime back pay toward his insurance repayment was a motion made by Ms. McWilliams and seconded by Mr. Goodly. The motion was accepted unanimously. Mr. Ward's return to employment was a motion by Ms.
McWilliams and a second by Mr. Goodly. The motion was accepted unanimously. He will remain an at will employee.

VIII. Adjournment
At 7:39 p.m., Ms. McWilliams made a motion for adjournment. Mr. Goodly seconded it. The motion was accepted unanimously.

[Signature]
11-4-2019