MINUTES

Attending:
Barbara Major, President
Stephen Goodly, Vice President
Cheryl Beaco, Secretary
Debra Adams, Member
Marcia McWilliams, Member
Ora Wiley, Treasurer
Ashley Dennis, Member

Absent:
Melissa Johnson, Member

Staff:
Terri Williams, Principal
Deidra Bradley, Assistant Principal
L'Tanya Randolph Bruno, Business Manager
Cynthia Horne, Administrative Secretary
Marlene Wade, School Finance Officer

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

I. Call to Order
A quorum was established. President Barbara Major called the meeting to order at 5:30 p.m.

II. Approval of Agenda
Debra Adams made a motion to accept the Agenda. Marcia seconded the motion. It was approved unanimously.

III. Approval of Minutes from December 2, 2019
Stephen Goodly made a motion to accept the Minutes from the December 2, 2019 meeting. Debra Adams seconded the motion. It was approved unanimously.
IV. Old Business/or Action Items

1. Human Resources Consultant's Report

HR Consultant Lakeisha Robichaux presented a detailed report on the HR and Business Operations of the school, based upon observations, interviews, and examination of records and reports. She submitted a well-received written report from Chief of Minds. Major recommendations included hiring a CEO and restructure the non-academic side of the school's administration. Hire, outsource, or train someone for Human Resources. The report included 10 areas that AIS should explore including information on hiring a CEO (or not). Following a lengthy discussion, Ms. Major requested that we invite Ms. Robichaux back for a follow up special meeting to discuss her suggestions.

2. Transportation Report

Mr. Zanders submitted a draft of an RFP for transportation services. The deadline was January 29, 2020 at 4:00 p.m. Mr. Goodly made a motion to accept the RFP and Ms. McWilliams seconded it. The motion was approved unanimously. The RFP will be announced in several local media streams including Vincent Sylvain, The New Orleans Tribune and the New Orleans Advocate.

Moton is in Level I Non-Compliance and must submit a Corrective Action Plan because our transportation company is not approved. Mr. Goodly made a motion to move forward with the transportation RFP under Mr. Zanders' direction. Ms. McWilliams seconded the motion. The vote was unanimous.

V. New Business and/or Action Items

1. Personnel Actions (Hires and/or Changes)

Discussion centered on the Personnel Actions included personnel who needed to be discussed during Executive Session. Goodly made a motion to accept the report and Adams seconded it. The Report was not voted upon. The vote was postponed until Mr. Zanders arrived for Executive Session discussions.

2. Board Member Resignation

Due to legal questions on the topic of Board Member Resignation, this topic was reserved for discussion in Executive Session.

3. Financial Reports

- Federal and State Grant Reimbursements were not discussed. Current information was not available.
- Mr. Davis did not submit a Credit Card Report. This is a requirement in the Credit Card Policy.
- Printed copies of the final External Audit are being sent from Roslyn J. Johnson, CPA through Mr. Davis.
- Dr. Smith presented the edited Corrective Action Plan for the Audit. It included an important step for the Finance Committee periodically to review the deficiency areas in the audit.
• Mr. Davis distributed a newer, more detailed listing of insurance repayment debts that need to be reconciled with recent employee contributions to determine how much money is yet to be paid back to Moton for incorrect 2018 – 19 medical, vision and dental insurance employee deductions.

• The Final AFR Status Report indicated it was submitted on time. 990s were also submitted on time.

• TRSL payments are usually late because of our pay schedule. This needs to be rectified. We have paid a penalty one time in the past.

• Fiscal Policies will be shared with Board Members again. It may need to be updated. SAF guidelines and Procurement steps will be included.

• End of Contract Transitioning has begun between Ms. Wade and Mr. Davis.

Ms. Adams made a motion to accept the Financial Report and Mr. Goodly seconded it. The motion was accepted by a unanimous vote.

4. Principal’s Report

Tarynesa Williams

Ms. Williams submitted a written report. Her main focus was on information shared with single site charter schools. She presented a Talent Calendar that had a timeline for hiring. Moton will follow the suggested timelines for staffing 2020 – 21.

VI. Standing Committee Reports

a. Academic

Debra Adams, Chair

The committee did not have a report this month. The HR Consultant will be asked to help develop better evaluation criteria for our top administrators.

b. Facility

Stephen Goodly, Chair

• New entrance doors have finally been installed by OPSB. The next step is the doorbell security. The Corrective Action Plan punch list has been cleared.

•

c. Finance

Cheryl Beaco, Interim Chair

• A written report was submitted.

• Ms. Marlene Wade has been hired as a full-time SFO.

d. Governance

Marcia McWilliams, Chair

• A written report was submitted.

• Discussion centered on the vacant SOO position listed on the current Organizational Chart and the suggestion of changing back to the CEO position that was adapted due to employee FMLA status requirements. Ms. Beaco made a motion to table discussion of the SOO and CEO until more information can be obtained. Ms. Wiley seconded the motion. The motion was accepted with 6 votes. Ms. McWilliams abstained.

Debra Adams made a motion to accept the Board Goals presented by the Governance Committee. Ms. Wiley seconded the motion. The motion was approved unanimously. The goals are as follows:
VII. Executive Session

Ms. Beaco made a motion to move into executive session at 8:00 p.m. Mr. Goodly seconded the motion. The motion passed unanimously.

a. Personnel Contracts
   Discussion included the salary to be paid to the SFO for the remainder of the school year. The current budget includes the funds.
   The resignation of a Board member was considered. Written documentation of the resignation has been received.
   An employee on medical leave requires that the pending disciplinary matter remain pending.

b. Legal Concerns
   The attorney has written a letter banding a parent from campus for threatening behavior.
   Mr. Zanders responded to a public records request.

Mr. Goodly made a motion to end executive session and return to the public meeting at 8:29 p.m. Ms. McWilliams seconded the motion. The vote was unanimously in favor. There was no vote taken on the Executive Session matters.

VIII. Adjournment

Ms. McWilliams motioned to adjourn the meeting at 8:29 p.m. Mr. Goodly seconded the motion. It was approved unanimously.

[Signature]
Secretary

Date: 9-3-90