ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
REGULAR BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:30 p.m.
December 2, 2019

MINUTES

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

Staff:
Terri Williams, Principal

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

Absent:
Ora Wiley, Treasurer

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 November 4, 2019
Marcia McWilliams made a motion to accept the Minutes from the November 4, 2019 meeting. Cheryl Beaco seconded the motion. It was approved unanimously.

1. Transportation Report
Willie Zanders, Attorney
Mr. Zanders reported on a meeting with W. R. Transportation. None of their buses are certified at this time and inspections were not completed as promised. They are currently employed month-to-month. Mr. Zanders suggested that the Board do an RFP for transportation. Mr. Penn can assist and have the proposal ready for the next Board meeting.
Stephen Goodly made the motion that was seconded by Ms. McWilliams. The motion was accepted unanimously.

2. Resolution on 2008 Budget Change (added item)
A resolution to clarify Moton's reserve fund for $2,000,000 that was established in 2008 had been addressed previously. Mr. Davis requested that the change be backdated to June 2019 for clarity. Debra Adams made a motion to accept the resolution and McWilliams seconded it. The vote was unanimous in support of the motion.

V. New Business and/or Action Items
1. Personnel Actions (Hires and/or Changes) Roslyn J. Smith, Consultant
Casuals will have specified amount of time for employment; the must have a direct contact of a responsible party and anyone who works directly with students must have a background check. The Employee Action report was motioned for acceptance by Goodly and seconded by Adams. The vote was unanimously in favor of the motion.

2. School Finance Officer Interview
The Finance committee vote for Marlene Wade was unanimous. Discussion was moved to Executive Session because it involved other individual employees and their job descriptions.

3. Financial Reports Melvin Davis, SFO
- Federal and State Grant Reimbursements were not discussed. Current information was not available.
- Insurance (2018 – 19) has been fully reimbursed by 20 of the 24 employees who owed the school for Employee portions of medical, vision, and dental insurance.
- External Audit Progress is being made with a deadline of December 31, 2019. Other matters discussed included 1) reasons for late TRSL payments and potential late fees, adjustments that need to be made before Mr. Davis retires 2) issues with the pay schedule 3) negative balances due to employees owing money for insurance, 3) SAF sponsors needed for all accounts, 4) the need for an SAF manual, 5) Outstanding checks, 6) Abnormal variances, 7) stipends for after school and records.
- Final AFR Status Report
The report was submitted on time and approved via a letter on November 5, 2019. The rating is “Good.”
Cheryl Beaco made a motion to accept the Financial Report and 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 I-Ready data and student progress. Foundational skills must be addressed with Common Core.

VI. Standing Committee Reports
a. Academic Debra Adams, Chair
The committee did not have a report this month.
b. Facility
Stephen Goodly, Chair
- Mr. Zanders will assist with the upcoming Inspection preparation.

c. Finance
Cheryl Beaco, Interim Chair
- A written report was submitted.
- An increase in insurance will occur in January. The first payment will be taken in December. Employees must be informed before the increase affects their checks.
- A meeting will be scheduled with the external auditor before it is finalized.

d. Governance
Marcia McWilliams, Chair
- A written report was submitted.
- Medical Insurance for January 2020 (discussed under Finance)
- Fiscal Policies and Procedures must be reviewed. Committee meetings were scheduled for January and February. Discussion will include an RFP for school food service for next school year. We need a policy on doing business with DBEs.

VII. Executive Session
Mr. Goodly made a motion to move into executive session at 7:37 p.m. Melissa Johnson seconded the motion. The motion passed unanimously.

a. Personnel Contracts
Mr. Davis reflected on his position as a finance consultant for the past few years. President Major asked for specific areas that would recommend we change. The Finance Committee will discuss his suggestions in January when Ms. Wade takes her position. He will end his contract on January 13, 2020.

b. Legal Concerns (added item)
Official medical leave forms are needed for an employee who is under a doctor’s care before the Board can act on the request for a leave. The Board must also act on a request to return from leave.

c. We will continue to look for a Social Worker to fill the vacancy. A one-semester approval was given to have a counselor to provide social and emotional support for students facing trauma, while looking for a licensed social worker.

Mr. Goodly made a motion to end executive session and return to the public meeting at 8:55 p.m. Ms. McWilliams seconded the motion. The vote was unanimously in favor.

Ms. Beaco made a motion to accept the recommendations of the Finance Committee to hire Ms. Wade as the SFO. Goodly seconded the motion. Votes in favor of the recommendation included Major, McWilliams, Beaco, Adams, Goodly, and Goodly. Johnson abstained. The HR Consultant will assist in the evaluation instrument with rubrics. The motion carried.
VIII. Adjournment
Ms. Beaco motioned to adjourn the meeting at 9:04 p.m. McWilliams seconded the motion. It was approved unanimously.

[Signature]
Secretary

01-04-20
Date