

**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.**  
**REGULAR BOARD MEETING**  
**8550 Curran Boulevard**  
**New Orleans, Louisiana**  
**5:30 p.m.**  
**April 6, 2020**

<b>MINUTES</b>
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Attending:

1. Barbara Major, President
2. Stephen Goodly, Vice President
3. Ora Wiley, Treasurer
4. Cheryl Beaco, Secretary
5. Debra Adams, Member
6. Ashley Dennis, Member (left early)
7. Marcia McWilliams, Member

Staff:

1. Terri Williams, Principal
2. Deidra Bradley, Assistant Principal
3. Marlene Wade, SFO
4. Ashlyn Williams, Teacher
5. Austin Sonnier, Teacher
6. Ina Lewis, Teacher
7. L'Tanya Randolph-Bruno, Business Manager
8. Elizabeth Stewart, Data Manager
9. Brie Merritt, Teacher
10. Brenda Irvin, Teacher
11. Shelby Evans, Teacher
12. Brian Lindsey, Teacher
13. Tamara Jones, Para
14. Brittany Bolds, Teacher
15. Ashley Kelly, Teacher
16. Karin Perrault, Teacher
17. Kentrell Calhoun, Para
18. Maurice Sweeny, Public
19. Stevona Rogers, BeNOLA
20. LaTanja Sylvester, Public
21. Dana Williams, Teacher

Consultants:

1. Willie Zanders, Attorney
2. Roslyn J. Smith, Consultant

I. Call to Order  
President Barbara Crain-Major called the virtual meeting to order at 5:36 p.m. via the Zoom videoconferencing platform. Terri Williams, Principal was the host. A quorum of members was established. Dr. Smith read the Open Meeting Law guidelines for the listening public.

II. Approval of Agenda  
Cheryl made a motion to accept the Agenda. Ora Wiley seconded the motion. The Agenda was approved by a unanimous vote. There were no changes.

III. Approval of Minutes from March 9, 2020 (Special Meeting) and March 2, 2020 (Regular Meeting)  
Cheryl Beaco made a motion to accept the minutes and Debra Adams seconded it. Minutes from March 2 were approved. One addition was added to the record. The Facility report on the KaBoom Grant progress failed to credit Austin Sonnier, who prepared the application for Moton School. He is the lead person on the initiative. Minutes for March 9, 2020's Special Meeting were not available. They will be presented at the next regular meeting.

IV. Old Business and/or Action Items

**1. SOO Vacancy – Recommendation to remove this position from the AIS Organizational Chart (Special position created for compliance mandates)**

Stephen Goodly made a motion to remove the SOO position from the Organizational Chart. Debra Adams seconded the motion. The motion was approved.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	No
Ora Wiley	Yes	Marcia McWilliams	No
Cheryl Beaco	Yes		

**2. CEO Position – Recommendation from the Academic Committee to add this position to the Organizational Chart. The Job Description absorbs all of the Illustrative Tasks from the School Operations Officer (previously included in the CEO Job Description in 2018)**

There was a lengthy discussion on this item before the vote. Each person was given 3 minutes to speak. A few spoke multiple times.

Stephen Goodly made a motion to add the CEO position to the Organizational Chart. Ora Wiley seconded the motion. The motion was carried at 6:56 p.m. with a vote of 5:1.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	No
Ora Wiley	Yes	Marcia McWilliams	No
Cheryl Beaco	Yes		

V. New Business and/or Action Items

1. Personnel Actions (Hires and/or Changes)

Roslyn J. Smith, Consultant

The Personnel Actions were discussed in Executive Session.

2. Financial Reports Marlene Wade, SFO
- Federal and State Grant Reimbursements
  - **Credit Card Report - Recommendation to Receive and Accept the Report as required by the External Audit Corrective Action Plan**  
The Credit Card report was made by the SFO as part of the total Financial Report.
  - **Financial Statements - Recommendation to Receive and Accept the Report**  
Ms. Wade is working on SAF accounts to populate the records with accurate information. She must record expenses by Object Code and Function. This must tie back to the AFR report. Dr. Smith asked if we lost any Title I funds due to lack of rollovers. The information from 2017-18 and 2018-19 will be researched.

Debra Adams asked for information on the LEAP Prep Study Hall held last year. Specifically, was the program financial worthwhile based on student attendance? Ms. Wade will send the information to Ms. Adams. Ashlyn Williams, the administrator should have the attendance records.

Following a review of financial statements and discussion on setting up an Amenities Account, McWilliams made a motion to accept the Financial Report. Ora Wiley seconded it. The vote was unanimous.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	Yes	Marcia McWilliams	Yes
Cheryl Beaco	Yes		

1. Principal's Report Tarynesa Williams
- a. PowerPoint Updates  
Updates on the Academic program focused on Distance Learning.

VI. Standing Committee Reports

- a. Academic Debra Adams, Chair  
Minutes from April 2, 2020 Academic Committee were read into the record and accepted.
- b. Facility/Governance Stephen Goodly, Chair  
Marcia McWilliams, Chair  
The Facility Committee and Governance Committee were intertwined. Discussion centered on the KaBoom! Playground progress and service vendors access to the building during the COVID-19 Shelter in Place order.

- c. Finance Ora Wiley, Chair
- 1. Dean of Student Affairs – Recommendation to rescind the additional salary awarded for additional Transportation duties and development of a revised job description for 2020 – 21.**
  - 2. Business Manager – Recommendation to adjust the salary of the Business Manager to reflect additional duties in response to the 2019-20 External Audit Corrective Action Plan, retroactive to January 2020.**

- 2. COVID-19 Recovery Sanitation Company – Recommendation to hire a professional cleaning company to sanitize the school before reoccupation by staff and students, following the cessation of the school closure due to the Coronavirus pandemic. The cost of the service is not to exceed \$15,000.00**

The motion to set aside funds for sanitation was made by Adams and seconded by Dennis. The vote was unanimous.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	Yes	Marcia McWilliams	Yes
Cheryl Beaco	Yes		

- d. Governance Marcia McWilliams, Chair
- 1. School Nurse – Precautions for Students, Employees and Parents – Recommendation to approve a policy that gives the School Nurse the authority to determine when school health safety requires a student or employee to be removed from the building. (Read document into the record)** Voting on the policy will be done at the next regular meeting.

- 2. Fiscal Policy Review and Procurement Policy – Recommendation to approve the Policy that has been reviewed by the SFO and Attorney. (Attached)** This update has been in use without a formal vote since 2018. The motion to approve the policy was made by Goodly and seconded by Adams. The vote was unanimous.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	Yes	Marcia McWilliams	Yes
Cheryl Beaco	Yes		

- Recruitment, Transfer, and Promotion Policy pending revisions
- Parent Engagement Policy (First Reading)

VII. Executive Session

At 8:43 p.m. McWilliams made a motion to move into Executive Session. Beaco seconded the Motion. The vote was unanimous. Executive Session ended at 9:51

p.m. and the public meeting reconvened. Beaco made the motion and Adams seconded it. The vote was unanimous.

The following matters were voted on:

1. Legal Matter

a. Student Transportation Legal Issues

Concerns about the contract stipulations were raised. Mr. Zanders will provide the legal guidelines to respond to questions by Board members.

The changes to the Dean of Students duties and salary will be rescinded. Mr. Zanders volunteered to communicate with the staff member. Mr. Goodly made the motion and Ms. Adams seconded it. Vote carried unanimously.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	Yes	Marcia McWilliams	Yes
Cheryl Beaco	Yes		

3. Personnel Matters

b. Salary Adjustment

The Business Manager's salary will be adjusted to include the preparation of semi-monthly payrolls. This is in response to the External Audit Corrective Action Plan. The amount of \$200 per payroll will be paid retroactively beginning on January 3, 2020. The motion for the salary adjustment was made by Adams and seconded by Beaco. The motion carried with a vote of 6:1.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	Yes	Marcia McWilliams	No
Cheryl Beaco	Yes		

The retroactive payment will be paid on the April 24<sup>th</sup> paycheck.

a. Administrative Bonus

At the request of Principal Williams, this discussion was held in a public forum.

A motion was made by McWilliams to give Principal Williams a \$5,000 Performance Bonus for 2018-19. After procedural clarification from Dr. Smith, she withdrew the motion and substituted it with a motion to give the Principal a bonus without stipulating an amount. Ashley Dennis seconded the motion. The motion carried with a vote of 5:2.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	No	Marcia McWilliams	Yes
Cheryl Beaco	No		

A motion was made by McWilliams to give Principal Williams a \$5,000 Performance Bonus for 2018-19. Ashley Dennis seconded the motion. The motion failed with a vote of 4:3.

Vote Tally:

Barbara Crain-Major	No	Debra Adams	No
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	No	Marcia McWilliams	Yes
Cheryl Beaco	No		

A motion was made by Dennis to give Principal Williams a \$4,000 Performance Bonus for 2018-19. McWilliams seconded the motion. The motion failed with a vote of 4:3.

Vote Tally:

Barbara Crain-Major	No	Debra Adams	No
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	No	Marcia McWilliams	Yes
Cheryl Beaco	No		

A motion was made by Wiley to give Principal Williams a \$3,000 Performance Bonus for 2018-19. Ashley Dennis seconded the motion. The motion passed unanimously.

Vote Tally:

Barbara Crain-Major	Yes	Debra Adams	Yes
Stephen Goodly	Yes	Ashley Dennis	Yes
Ora Wiley	Yes	Marcia McWilliams	Yes
Cheryl Beaco	Yes		

The bonus will be paid on the April 24<sup>th</sup> paycheck.

VIII. Adjournment

Stephen Goodly made a motion to adjourn the meeting at 10:01 p.m. Beaco seconded the motion. The vote to adjourn was unanimous.

*Cheryl Beaco*

Secretary

April 6, 2020

Date

