

**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.**  
**REGULAR BOARD MEETING**  
**8550 Curran Boulevard**  
**New Orleans, Louisiana**  
**5:30 p.m.**  
**March 2, 2020**

**MINUTES (Corrected page 3)**

Attending:

Barbara Major, President  
Cheryl Beaco, Secretary  
Ora Wiley, Treasurer  
Debra Adams, Member  
Marcia McWilliams, Member  
Ashley Dennis, Member

Absent:

Stephen Goodly, Vice President

Staff:

Terri Williams, Principal  
Deidra Bradley, Assistant Principal  
Ashlyn Williams, Instructional Coach

Consultants:

Roslyn J. Smith, AIS Consultant  
Willie Zanders, Attorney

- I. Call to Order  
The meeting was called to order at 5:57 p.m. A quorum was in attendance.
- II. Approval of Agenda (*Italicized items were added after the Agenda was posted*)  
Ashley Dennis made a motion to accept the agenda including italicized items that were added after the agenda was posted on the web site. Debra Adams seconded the Motion. There were no questions or comments. The vote for approval was unanimous.
- III. Approval of Minutes from February 3, 2020  
Cheryl Beaco made a motion to accept the minutes from the February 3, 2020 regular meeting. Ms. Dennis seconded the motion. There were no questions or comments. The vote for approval was unanimous. Minutes for the Special meetings were not submitted.
- IV. Old Business and/or Action Items
  1. SOO Vacancy  
Taking routine items from the CEO Job Description created the SOO position. The idea was to separate the Principal and CEO positions. The SOO was never intended as a permanent position.

## 2. CEO Position

### a. CEO Position Job Description

The duties of the CEO were too heavy for the employee returning from sick leave. The “Chief” title could not be used because of an ethics ruling. Discussion has been going on for four months. The Governance Committee asked for a special meeting with this one item. The meeting was scheduled for March 9, 2020.

### b. Revised Organizational Chart

After discussion it was decided that a special meeting would be called just to deal with the SOO vs. CEO positions. The HR Consultant will be asked to come back to explain the difference between the two jobs. The meeting was scheduled for March 9, 2020 at 5:30 p.m.

## 3. Student Transportation Issues

Willie Zanders, Attorney

### a. Compliance Requirements

As of February 17<sup>th</sup> all buses and drivers are certified. Four buses will be parked at the school. WR leased almost new buses. Forms for bus schedules, student conduct reports and transportation requests for special events were reviewed.

### b. Bus Contracts

The contract was signed on February 7, 2020. Debra Adams made a motion to accept the contract and Ora Wiley seconded the motion. There were no questions or comments. The motion was approved unanimously.

A motion to contract for the Special needs bus was made by Adams and seconded by Marcia McWilliams. There were no questions or comments. The contract was approved. Ms. Major asked about cameras on the bus to protect students and the school.

### c. Student Safety & Job Duties

A motion was made to change the title of the Dean of Students to Dean of Student Affairs to accommodate added responsibility. The job description must be changed to add duties. The current Dean was reported to be in agreement of the changes. Her contract will be changed to the end of the year. The changes will be ratified when the job is redesigned. Mr. Zanders recommended paying the Dean an extra \$1,000 a month for her extra duties. Specifics will appear on the Personnel Actions Report. Debra Adams made the motion to ratify the contract that was presented by a special Transportation Committee led by Mr. Zanders. Ora Wiley seconded the motion. Dr. Smith questioned the changes to the Dean of Student Affairs job description and the Personnel Action protocols to which this action did not consider. The vote for ratification was unanimous.

## V. New Business and/or Action Items

### 1. Personnel Actions (Hires and/or Changes)

Roslyn J. Smith, Consultant

- c. Executive Session Personnel Issue  
This report was held for Executive Session.

- 2. Financial Reports Marlene Wade, SFO
  - Federal and State Grant Reimbursements
  - Credit Card Report
  - Financial Statements

Ms. Wade presented an update on the financial situation. She will mail her report to the Board. She provided a sample of what the reports would look like.

- 3. Principal's Report Tarynesa Williams
  - a. Academics
  - b. Public Relations Initiatives and Social Media Platforms Demonstration
  - c. Unified Calendar Proposal

Ms. Williams presented a written report that included an academic update and information from OPSB. The Social Media platforms will be demonstrated at a later date.

#### VI. Standing Committee Reports

- a. Academic Debra Adams, Chair
  - Principal's Final Evaluation 2018-19 (Executive Session)

Debra Adams presented the Principal's Final Evaluation Report for the 2018-19 school year. Details were discussed in the Executive Session.

- b. Facility Stephen Goodly, Chair
  - Request for OPSB Approval to sign \$58,000 Contract to Install Playground Equipment

**Austin Sonnier prepared a request for OPSB to sign the \$58,000 contract to install Playground Equipment. Mr. Sonnier wrote a KaBoom! grant for the school and has been a leader in the initiative.**

The motion was made by Debra Adams and seconded by Marcia McWilliams. There were no questions. The motion was approved unanimously.

- c. Finance Ora Wiley, Chair  
Meeting Date Schedule

- d. Governance Marcia McWilliams, Chair
  - Request for Proposal for 2020 – 21 Food Service Contract
  - Disadvantaged Business Enterprise Policy
  - Fiscal Policy Review and Procurement Policy Changes
  - Recruitment, Transfer, and Promotion Policy (First Reading)

The Governance Committee will address the Food Service Contract RFP and the DBE policy. The Fiscal Policy review will be conducted by Ms. Wade and Attorney Zanders and presented to the Finance Committee before returning to the Board for a vote. The Recruitment Policy will be voted upon at the next Regular Meeting.

VII. Executive Session

Cheryl Beaco made a motion to move into Executive Session at 7:17 p.m. Ora Wiley seconded the motion. With no comments, the Board vote was unanimous to enter Executive session to address the following three items:

- a. Personnel Report – Reassignment for at will teacher who received a reprimand from the Principal.
- b. *Administrative Evaluation – This item was added to the agenda during the opening of the Regular Meeting. Discussion was on the final outcomes of the Principal's Evaluation for 2018 – 19.*
- c. *Grievance Resolution – This item was added to the agenda during the opening of the Regular meeting. Cheryl Beaco, Ad Hoc Grievance Committee Chairperson, made a presentation.*

At 8:12 p.m., Beaco made a motion to end the Executive Session and reconvene the Regular meeting.

Ora Wiley made a motion to support the Principal's decision. Marcia McWilliams seconded the motion. There were no questions or comments. The vote was unanimous for the motion.

Beaco made a motion to accept the Principal's Evaluation. McWilliams seconded the motion. With no comments, the Board vote was unanimous.

Wiley made a motion to accept the Ad Hoc Grievance Committee report. Beaco seconded the motion. With no comments, the Board voted. Ms. McWilliams and Adams abstained. The motion passed with three votes from Beaco, Wiley, and Major.

VIII. Adjournment

Debra Adams made a motion to adjourn the meeting at 8:16 p.m. McWilliams seconded the motion. With no comments, the Board vote was unanimous.

*Cheryl Beaco*

Secretary

April 6, 2020

Date