

**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
SPECIAL BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
1:00 p.m.
February 12, 2020**

MINUTES

Attending:

Barbara Major, President
Cheryl Beaco, Secretary
Ora Wiley, Treasurer

Absent:

Stephen Goodly, Vice President
Debra Adams, Member
Marcia McWilliams, Member
Ashley Dennis, Member

Staff:

Terri Williams, Principal

Consultants:

Roslyn J. Smith, AIS Consultant
Lakeisha Robichaux, HR Consultant
Tabitha Chrisentery, HR Consultant

- I. Call to Order
The meeting was called to order at 1:13 p.m. A quorum was not established. However, the meeting was set for information and discussion purposes only and no items were up for a vote.
- II. Approval of Agenda
New Business and Actions Items and Executive Sessions were carried over from the Regular Meeting held on February 3, 2020. These items were not discussed. Ora Wiley made a motion to accept the agenda with one item, "Human Resources Consultant Report," and Cheryl Beaco seconded the motion. It was approved unanimously.
- III. Approval of Minutes scheduled for March 2, 2020
Minutes from the Regular Meeting were held for the next regular meeting scheduled for March 2, 2020.

IV. Old Business and/or Action Items

1. Human Resources Consultant Report

Lakeisha Robichaux
Chief of Minds, LLC

- a. CEO Position
- b. SOO Vacancy

Consultants from Chief of Minds, LaKeisha Robichaux and Tabitha Chrisentery, presented expanded details from the official Human Resources Audit prepared for Advocates for Innovative Schools, Inc. in November 2019. At the request of President Barbara Crain-Major, the consultants were asked to discuss the difference between the Chief Executive Officer (CEO) position and a School Operations Officer (SOO) position. Specifically, the consultant was asked what she saw during the audit that led to her recommendation that AIS should hire a CEO as soon as possible. Ms. Lakeisha Robichaux responded as follows:

- The academic side of the organization is in recovery and thriving, based upon information from the Principal and School Performance Scores.
- The Principal pushes the academic structure and it appears to be doing great.
- The Business side of the organization has no attention to details and processes are not in place.
- The organizational structure has to be solid.
- Vision, fund-raising, operations and finance should be pushed by the CEO
- The change in organizational structure will help business flow.
- From a Liability standpoint, things are not going well due to lack of knowledge and training.
- Part of the Charter renewal is the business side.
- A delineation of duties is needed.

Communication is not good. One issue that is more than a year old is still in contention. Ms. Robichaux suggested those emails should stop. Communication is difficult because of the blurred lines and the Principal is worried about things that are not her responsibility. There was so much to clean up and everything was not smooth going. There is concern about the CEO's vision, the Business/Finance piece and development and training to learn the CEO piece.

Ms. Robichaux explained that the vision was not a single vision of a CEO but that person carries it out. It involves the community, Board, etc. The leadership role requires respect and there may be a little friction at first. Budget cuts/balancing the budget and other internal processes and functions require building a relationship with the CEO. The principal could grow into that role. Now is not the time because we can't let the academic piece suffer.

There are three deficiencies in Moton's financial audit because of internal problems. Consultant Roslyn Smith has been doing everything that the Principal can't reach. Her administrative work is reactive, not proactive. Moton can't move forward in

this manner. Ms. Robichaux asked Ms. Williams the question, “What would it be like for you, if you could just do the academics?”

Academics and culture must be addressed by whoever is CEO. The Goal is to have the business side as tight as the academic side. Do not change what is already working. There must be a partnership. The Principal can even sit in on interviews for the CEO but the Board makes the decision. It will be a public meeting. The CEO must have experience in the charter school arena. The Principal wants Moton to be an “A” school. She will need to be collaborative, fair, hard working and be goal-centered.

Dr. Smith explained the evolution of the SOO position to accommodate the personnel available in 2018 when the CEO tasks were separated from the Principal tasks in the new job descriptions. The medical limitations of the personnel and an agreement with the Board of Ethics meant that some duties were taken over by the Board’s Attorney on retainer and the Board’s Consultant serving as liaison between the Board and staff. It was never intended to be a permanent solution.

Some very important duties were not picked up by anyone. The evaluation of non-instructional staff should not be for the principal, but the current Organizational Chart has the Clean Team reporting to her. It was previously assigned to the CEO. A newly hired School Finance Officer reports directly to the Board. The CEO job description should be tight and includes the phrase “in conjunction with the principal” or finance officer where needed.

Currently, Moton is frequently in clean up mode (Smith) and handling damage control (Zanders) because there is no one on site to get in front of the problems. A CEO will decrease petty problems. Ms. Beaco stated the issue succinctly, “We need to stop spending major time on minor problems.” The CEO supports the principal to make “us” more successful.

The contracts for the current Principal, Consultant, and Finance Officer end on June 30, 2020. The CEO Job Description must be reviewed and refined. She recommended that we do not delay the search, definitely not later than May-June. The search could start next month with a hire date no later than June 1.

A new job description will be submitted in time for the AIS meeting in March. The current job descriptions will be shared with Chief of Minds. The company can also help do the executive search confidentially, if needed.

The discussion closed on the topic of Human Resources. The CEO Job Description includes references to a person for those tasks. We may need to outsource some HR functions. Training and development would take over a year for current personnel. It is better to focus on the job functions, not the person holding the position. Several job descriptions must be written over.

- V. New Business and/or Action Items
NOT DISCUSSED
1. Revised Job Descriptions (SFO, Business Manager, Principal, Data Manager)
 2. New Job Descriptions (Human Resources, School Secretary, CEO)
 3. National Public Charter School Conference June 21 – 24, 2020, Orlando, FL
- VI. Executive Session
NOT DISCUSSED
1. Personnel Reports
 - a. Evaluation
 - b. Medical Leave
 - c. Grievance Hearing
- VII. Adjournment
Cheryl Beaco made a motion to adjourn the meeting at 2:42 p.m. Ora Wiley seconded the motion. The vote to adjourn was unanimous.

Cheryl Beaco
Secretary

May 4, 2020
Date