

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
REGULAR BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:30 p.m.
August 4, 2020

MINUTES

Attending:

1. Barbara Major, President
2. Ora Wiley, Treasurer
3. Cheryl Beaco, Secretary
4. Debra Adams, Member
5. Ashley Dennis, Member
6. Marcia McWilliams, Member

Absent:

Stephen Goodly, Vice President

Staff:

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| <ol style="list-style-type: none">1. Terri Williams, Principal2. Marlene Wade, SFO3. Ashlyn Williams, Teacher4. Austin Sonnier, Teacher5. Ina Lewis, Teacher6. L'Tanya Randolph-Bruno,
Business Manager7. Elizabeth Stewart, Data Manager8. Shelby Evans, Teacher9. Tamara Jones, Para10. Karin Perrault, Teacher11. Tina Matthews, Teacher12. Melissa Williams, Para13. Dana Williams, Dean14. Martin Encalarde, Teacher | <ol style="list-style-type: none">15. Devona Nicholas16. Cynthia Horne, Admin. Secretary17. Nicole Simmons, Teacher18. Courtney Romero, Librarian19. Nakesha Whittington20. Karen Garner, Para21. Brittany Bolds, Teacher22. Deidra Bradley, Asst. Principal23. Shauntelle Demesne, Teacher24. Brian Richburg, Parent Liaison25. Brian Lindsey, Teacher26. Terrecenia Rodney27. Dana Durio, Teacher28. Esteller Brumfield, Para29. Beverly Castille, Teacher |
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Guests:

1. Kevin George, NOLA-PS

Consultants:

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

- I. Call to Order
President Barbara Crain-Major called the virtual meeting to order at 5:33 p.m. via the Zoom videoconferencing platform. L'Tanya Randolph-Bruno, Business Manager was the host. A quorum of members was established.
- II. Revised Louisiana Open Meetings Law (COVID-19)
Attorney Zanders shared the Open Meeting Law guidelines for the listening public.
- III. Approval of Agenda
Roslyn Smith notified the Board that the Salary Roster listed for the Executive Session was not ready for discussion. Debra Adams made a motion to accept the Agenda. Marcia McWilliams seconded the motion. The Agenda was approved by a unanimous vote.
- IV. Approval of Minutes from July 7, 2020 Regular Meeting
Ashley Dennis made a motion to accept the Minutes. Debra Adams seconded the motion. The Minutes were approved by a unanimous vote.
- V. Old Business and/or Action Items
 1. Financial Disclosure Reports
Only one Board member does not have the current required form on record.
 2. New Salary Scales for Teachers and Paras
A new salary schedule was presented that would create a scale for paras to match the scale of NOLA-PS. The "0" year was removed. It was not voted upon due to potential budget cuts. The revised scale would have given most Paras a slight raise. However, the Board wants to freeze the salaries.
 3. Student Transportation RFP
No negotiations have been held with Calvin Transportation due to virtual learning. The CEO will supervise transportation.
 4. CEO Search
Chief of Minds reported 50 applications for Moton's CEO vacancy. 15 candidates met all of the qualifications. Interviews of the candidates should be completed by the week of August 17th. Board members may submit interview questions to Chief of Minds. Guidelines for the interviews and scoring will be sent from Chief of Minds.
 5. Standing Committee Chairpersons for 2020 – 2021
Chairpersons elected are Debra Adams, Academic; Finance, Ora Wiley; Governance, Marcia McWilliams; and Stephen Goodly, Facility
- VI. New Business and/or Action Items
 1. Reduction in Force Plan
The Plan was presented and discussed. A special meeting will be held for further discussion. The meeting will be held on Thursday, August 6, 2020 at 1:00 p.m.
 2. Personnel Actions (Hires and/or Changes)
 3. **Employee Health and Safety Policy (Circulated to Board July 7, 2020)**

A motion to adopt the policy on Employee Health and Safety was presented. Marcia McWilliams made a motion to accept the policy and Ora Wiley seconded it. The vote was unanimously in favor of the motion.

4. Employee Sick Leave Compensation Policy (Circulated to Board July 7, 2020) will be revisited to give more time for review by new Board Members. Motion by McWilliams and seconded by Wiley. Unanimous vote.
5. Fiscal Accounting and Internal Controls (Revisions to existing policy) This will be revisited to give more time for review by new Board Members.
6. Credit Card Policy (Revisions to existing policy) will be revisited to give more time for review by new Board Members. Motion by McWilliams and Seconded by Dennis. Unanimous vote.

VII. Administrative Reports

1. Financial Reports

Marlene Wade, SFO

- **Credit Card Report - Recommendation to Receive and Accept the Report as required by the External Audit Corrective Action Plan. There was no credit card activity this month.**
- **Financial Statements - Recommendation to Receive and Accept the Report – The motion was made by Adams and seconded by Beaco. It was accepted unanimously.**
 - a. Federal and State Grant Reimbursements
Grant analysis form showed we received everything we requested.
 - b. Salary Adjustments/Supplemental Pay/Insurance Repayments
 - c. Stipends have not been included in the current budget.
 - d. Payroll Protection Program (PPP) final communication is awaited from the bank.
- Balancing the School's Budget for 2020 – 2021 will not use cash reserves. A new format for the balance sheet will be introduced to make the information more user friendly and show profit and loss by function.
- **Resolution to fund the Transformation Plan developed in 2019 -2020 from Moton's Reserve Funds was passed. This is an action to show the dedication of funds to support the school's Transformation plans. Wiley made a motion to accept the Resolution and Beaco seconded the motion. It was accepted unanimously.**
- **A motion was made by Adams and seconded by McWilliams to add an item to the agenda. The motion was accepted unanimously. The motion to accept \$112,000 from the Strong Start grant was made by McWilliams and seconded by Wiley. \$90K will be used to purchase computers. The vote was unanimous.**

3. Principal's Report

Tarynesa Williams

- Update on Plans for Opening of School
The 5-year plan that the principal envisioned to move from an F to an A included the whole child and the staffing model. The roster has 444 students

not counting Pre-k. The Principal recommended using reserve funds to balance the budget for the third year in a row.

- Moton Plan for Virtual/Hybrid/In-Person School Opening will be reexamined on August 28.
- Virtual Staff Orientation for August 3 – 7, 2020. Technology pick up is scheduled for August 6-7. Excess platforms are in use. Each child will have hardware on a 1:1 ratio.
- An updated calendar and changes are requested to have Mr. Smith add them to the web site.
- Inventory is needed on all of the computers that leave the building.

VIII. Standing Committee Reports

- a. Academic Debra Adams, Chair
None
- Minutes from meeting on June 7, 2020 were emailed.
- b. Facility Stephen Goodly, Chair
- none
- c. Finance Ora Wiley, Chair
Minutes from meeting on July 29, 2020 were emailed.
Special meeting will be held at 1:00 pm. on Thursday to discuss RIF
- d. Governance Marcia McWilliams, Chair
- Minutes from meeting on August 3, 2020 Read
 - Revisions to Employee Handbook (considering COVID-19) Revised
 - Theft Policy is pending
 - Inventory Control Policy is pending

IX. Executive Session

Entering Executive Session was motioned by Beaco and seconded by Dennis at 7:30 p.m. The vote was unanimous.

1. Salary Roster for 2020 – 2021

Not discussed because currently the budget is \$1.7 million over. After suggested cuts from the principal it is still \$419,000 too high. A Reduction In Force Plan was discussed.

2. Grievance Update

Not ready for discussion

- X. Adjournment was called for at 8:34 p.m. in a motion by Adams and seconded by Marcia McWilliams. The unanimous vote ended the meeting.

Cheryl Beaco

Secretary

September 1, 2020

Date

**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
8550 Curran Boulevard
New Orleans, Louisiana 70127**

**RESOLUTION 2020-08-05
OPERATING ACCOUNT FUNDS FOR CONTINUED SUPPORT FOR
THE TRANSFORMATION PLAN**

BE IT RESOLVED, that the Board of Directors of the Advocates for Innovative Schools, Inc. – Robert Russa Moton Charter School agree to transfer funds in the amount not to exceed \$2,200,000 from the school’s reserve funds to the operating budget for the 2019 – 20 School year to promote the Transformation Plan/School Improvement Plan that was approved by the Board in 2018 - 2019 and ensure that students are provided the means to develop intellectually, physically, and socially.

Funding is specifically for the following initiatives:

1. Tier I Curriculum Support for Reading and Mathematics
 - a. Staff/ Stipends/Supplies
2. Instrumental Music/Vocal Music/Dance/Visual Art
 - a. Staff/Equipment/Supplies
3. Technology for Teachers and Students
 - a. Staff/Fees/Professional Development
4. School Culture: Library/Computer Teacher/Dean of Students
 - a. Staff/Workshops, Team Building, etc.
5. Academic Intervention/Instructional Coaching/Special Education
 - a. Staff/Training Sessions/Stipends
6. Social and Emotional Growth
 - a. Nursing Services/Counselor/Social Worker/Para Educators

This is a one-time resolution with a goal of moving the school’s letter grade from a D to a C, thus paving the way for a charter renewal at the end of the 2019 – 2020 school year. All staffing decisions were made based on the need to ensure that students and teachers receive adequate and consistent support throughout the school year to guarantee that the progress from 2018 – 2019 was not lost.

BE IT FURTHER RESOLVED, that funds from the Minimum Foundation Plan and Federal grant programs will be used to supplement these activities as needed for the instructional program with reference to the Transformation Plan.

President

Date

Secretary’s Certification:

I certify that the foregoing resolution was duly adopted by the Advocates for Innovative Schools, Inc. Board of Directors at a properly noticed open meeting held on the 4th day of August, 2020, at which a quorum was present.

AIS Board Secretary

Date