

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

<b>MINUTES</b>
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**Attending:**

1. Barbara Major, President
2. Debra Adams, Member
3. Terry Clay, Member
4. Louvinia Wallace, Vice President
5. Ora Wiley, Treasurer
6. Cheryl Beaco, Secretary
7. Charmaine Sonnier, Member

**Absent:**

Debra Gould, Member

**Staff:**

1. Deidra Bradley, Principal
2. Terracenia Rodney, Asst. Principal
3. L'Tanya Randolph-Bruno, Business Manager
4. Tina Matthews, Teacher
5. Melissa Williams, Para

**Consultants:**

1. Willie Zanders, Attorney (Late)
2. Roslyn J. Smith, Consultant

**I. Call to Order and Roll Call**

President Barbara Crain-Major called the meeting to order at 5:36 p.m. Present were Mr. Clay, Ms. Major, Ms. Adams, Ms. Beaco and Dr. Wallace. Ms. Wiley entered at 5:49 and Ms. Sonnier entered at 5:47 p.m. A quorum of members was established.

**II. Approval of Agenda**

Debra Adams made a motion to accept the Agenda and Louvinia Wallace seconded the motion. The motion to accept the agenda was approved by a vote from Adams, Clay, Beaco, Major, and Wallace.

**III. Approval of Minutes from the October 6, 2020 Regular Meeting**

Mr. Clay made a motion to approve the minutes from October 6, 2020. Ms. Beaco seconded the motion. Ms. Adams, Ms. Beaco, Mr. Clay, and Ms. Major voted "Yes." Dr. Wallace abstained. The motion passed.

IV. Old Business

1. CEO Semi-Finalist Interviews

Roslyn J. Smith

a. Interviews

The Board will interview 5 finalists for the CEO position. The interviews will be virtual. The time will be based upon the number of questions in the interview protocol. Questions and a scoring rubric will be emailed to all Board members 30 minutes before the first interview for confidentiality.

b. Timeline for CEO Interviews

The schedule is as follows:

Thursday, November 12, 2020 5:30 – 7:30 p.m. (2 candidates)

Friday, November 13, 2020 4:30 – 7:30 p.m. (3 candidates)

Tuesday, November 17, 2020 In-person interviews 4:30 – 6:30 p.m. The schedule is subject to change by the Board of Directors.

2. New Board Member Orientation Report

Requirements for new Board members have been met, including Ethics training and NOLA-PS training.

3. **School Bus Transportation Contract 2020-2021 Revision**

Willie Zanders

Attorney Zanders provided a revised School Bus Transportation Contract with edits to the ending date for the agreement, as requested by the Board.

4. **Property and Equipment Policy**

The Property and Equipment Policy was tabled until the next meeting.

V. New Business

1. **Introduction of Board Nominee**

Barbara Crain-Major

**Raven Hodges-Bell**

Ms. Hodges-Bell could not be in attendance at the meeting, due to a personal matter.

VI. Administrative Reports

1. Chief Finance Officer Reports

Marlene Wade, SFO

a. **Credit Card Report - Recommendation to Receive and Accept the Report as required by the External Audit Corrective Action Plan**

Dr. Wallace made a motion to accept the Credit Card report and Ms. Sonnier seconded the motion. The vote was unanimously approved.

b. **Financial Statements - Recommendation to Receive and Accept the Report**

c. Federal and State Grant Reimbursements Current

d. Payroll Protection Program Update (PPP) Documentation Submitted

e. External Audit Progress Report 2020 "No Findings" Rating

f. Annual Financial Report 2019 – 2020 "Excellent" Rating 11-04-20

Dr. Wallace made a motion to accept the Financial report and Ms. Adams seconded the motion. The vote was unanimously approved. Dr. Wallace asked for a vote to add an item to the agenda to create a resolution to change signatures for banking to include Ms. Bradley and Ms. Rodney on the Liberty Bank and Hancock-Whitney Bank accounts. Ms. Sonnier seconded the motion and the vote was unanimous. A second motion was made by Dr. Wallace to allow Attorney Zanders to draft a resolution to change the signees for the accounts. Ms. Adams seconded the motion and the vote was unanimous.

2. Principal's Report Deidra Bradley

**a. Approval of Rules of Operation for 2020 – 2021**

Ms. Wiley made a motion to accept the Rules of Operation with recommended changes from Attorney Zanders as needed and Ms. Beaco seconded the motion. The vote was unanimously approved. Copies will be available via email and printed.

**b. Approval of School Secretary Job Description**

**c. Approval of Rtl Interventionist Job Description**

**d. Approval of Enrichment Coordinator Job Description**

Job Descriptions were approved for the School Secretary, an Rtl Interventionist, and an Enrichment Coordinator. Documents will be distributed at the next meeting. The motion was made by Dr. Wallace and seconded by Ms. Adams. The vote was unanimous.

**e. Approval of Middle School Hybrid Instructional Schedule Change (Grades 5 – 8)**

A change to the middle school Hybrid Instructional Schedule was recommended by Principal Bradley. 5<sup>th</sup> and 7<sup>th</sup> grade students will attend in-school classes on Mondays and Tuesdays. 6<sup>th</sup> and 8<sup>th</sup> grade students will attend classes on Wednesdays and Thursdays. The motion was made by Beaco and seconded by Wiley. The motion was approved unanimously.

**f. Staffing Adjustments Pending Budget Approval**

The staffing changes were not discussed.

**g. First Quarter Progress Report**

Principal Bradley announced the Family Thanksgiving Drive Thru would be held on Thursday and an adjusted Fall Festival would be held on Friday before the Fall Break. Board members were invited.

**h. Calendar Adjustment due to Weather Emergencies**

There is no need to adjust the school calendar to add make-up dates for the time missed due to hurricane closures. Moton's calendar has extra minutes built in for emergency closures. (63,720 minutes required)

i. Charter Renewal Reports

The NOLA-PS review has begun. A review of the web site is happening. Although there are improvements in process by the Academic staff, all required items are on the web site so that Moton is in full compliance.

VII. Standing Committee Reports

1. Academic Debra Adams, Chair  
No report was submitted.
2. Facility Terry Clay, Chair  
No report was submitted.
3. Finance Ora Wiley, Chair  
No report was submitted.
4. Governance Dr. L. Wallace, Chair  
Dr. Wallace was granted the personal privilege to address the Board on keeping the faith during uncertain times. She gave a written Governance report.

VIII. Executive Session

Debra Adams made a motion to enter Executive Session at 7:42 p.m. Ms. Beaco seconded the motion. The vote was unanimous. Dr. Smith submitted written reports with listing of personnel and their salaries, a final Reduction In Force Report, and a PowerPoint documenting the number of personnel changes as of 11-05-20.

1. Personnel
  - a. Personnel Actions (Hires and/or Changes) Roslyn J. Smith
  - b. Reduction In Force Report
  - c. 2020 - 2021 Personnel Salaries Approval Marlene Wade
  - d. Attorney Zanders shared Holiday Pay Eligibility information.
2. Legal
  - a. Website Management Louvinia Wallace  
The principal and staff will handle Website management.
  - b. Transition Committee's Report Willie Zanders  
The final Transition Committee Report was given by Attorney Zanders.
  - b. Renewal Communications from OPSB were discussed.

Debra Adams made a motion to end the Executive Session at 8:12 p.m. Ora Wiley seconded the motion. It was approved unanimously.

President Major will send a "Thank You" message to the staff for all of the efforts to make a good showing for the Charter Renewal visits. The message will be posted on the web site.


We have the option to have the website professionally managed. The Governance Committee can review the work. All suggestions for improvement must be given to the Principal, who will decide what gets posted.

Mr. Clay made a motion to accept the Personnel Actions Report. Ora Wiley seconded the motion. It was approved unanimously.

**IX. Adjournment**

Ms. Sonnier made a motion to adjourn the meeting at 8:14 p.m. Ora Wiley seconded the motion. It was approved unanimously.

  
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Secretary

  
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Date