

ADVOCATES FOR INNOVATIVE SCHOOLS, INC.
REGULAR BOARD MEETING
8550 Curran Boulevard
New Orleans, Louisiana
5:30 p.m.
December 1, 2020

MINUTES

Attending:

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

Staff:

1. Deidra Bradley, Principal
2. Terracenia Rodney, Asst. Principal
3. L'Tanya Randolph-Bruno, Business Manager
4. Brian Richburg, Parent Liaison
5. Tina Matthews, Teacher
6. Melissa Williams, Para
7. Brenda Irvin, Teacher
8. Tamara Jones, Para

Consultants:

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

I. Call to Order and Roll Call

President Barbara Crain-Major called the meeting to order at 5:33 p.m. Present were Ms. Crain-Major, Ms. Adams, Ms. Wiley, Ms. Beaco, Ms. Gould, and Dr. Wallace. A quorum of members was established.

II. Approval of Agenda

Debra Gould made a motion to accept the Agenda and Louvinia Wallace seconded the motion. The motion to accept the agenda was approved by a unanimous vote.

Approval of a Change to the Agenda

Ms. Gould made a motion to make items VII 4a and 4b action items for a vote on the Agenda. Dr. Wallace seconded the motion. The motion was approved by a unanimous vote.

III. Approval of the Minutes

Debra Adams made a motion to approve the minutes from the November 5, 2020 Regular Meeting, November 12, 2020 Special Meeting, November 13, 2020 Special Meeting, and November 17, 2020 Special Meeting. Ora Wiley seconded the motion. The vote was unanimous.

IV. Old Business

1. Approval of Property and Equipment Policy Willie Zanders, Attorney
The policy will be voted on at the January Meeting to give everyone more time for review.
2. Approval of Rules of Operation for 2020 – 2021 (Document)
The Rules of Operation were presented and accepted with revisions. It will be voted on at the next meeting.
3. Approval of School Secretary Job Description (Document)
4. Approval of RtI Interventionist Job Description (Document)
5. Approval of Enrichment Coordinator Job Description (Document)
Principal Bradley shared new Job Descriptions for School Secretary, RtI Interventionist and Enrichment Coordinator. They will be ratified at the January Meeting.

V. New Business

1. Ratification of the Social Worker Contract for SPED Services by Shantinee Van Buren
Dr. Wallace made a motion to amend the contract for the Social Worker. Cheryl Beaco seconded it. The vote was unanimous. Mr. Zanders and Mr. Clay will follow up on the required supervision by an LCSW and amend the contract as needed.

The contract submitted by Ms. Van Buren was not a Moton document. Ms. Major and Mr. Clay will review the Moton contract before the contract is ratified.

2. Approval of the Contract changes for the Chief Executive Officer, John McCrary (Executive Session)
3. Introduction of Board Nominee Raven Hodges-Bell Barbara Crain-Major
Ms. Hodges-Bell was not present. She will be invited to the next meeting. Dr. Wallace questioned the process according to the By laws that listed an interview by the Governance Committee. In lieu of the Governance Committee recommendation, Ms. Hodges was interviewed by the President several months ago and recommended for the Board. Dr. Smith and Board Member Adams were present. Her absence was due to personal issues.

VI. Administrative Reports

1. Principal's Report Deidra Bradley
 - a. Second Semester Staffing Adjustments Pending Budget Adjustments
Ms. Bradley proposed adding Spanish language instruction to the academic program in the future. She also discussed ideas to increase parent support. The Principal has a meeting scheduled to talk with Superintendent Lewis as a follow-up to his visit to the school. This is part of the charter renewal process.
 - b. Charter Renewal Reports/Recent Contact with the Board of Health and the Mayor's Office via NOLA-PS
The school received a visit from the Department of Health on the day of the Thanksgiving Drive Thru Family Feast. There were no findings. The school received a call from the NOLA-PS office about concerns from the Mayor's office related to the Harvest Festival. Ms. Bradley submitted details of the plans for the event, which was approved with no problems or suggestions noted from the district.
 - c. Afterschool Tutoring - Extended Day Plans
Ms. Bradley presented preliminary plans for an extended day tutoring program. Details will be presented to the Academic Committee for discussion and recommendation.

2. Chief Finance Officer Report Marlene Wade, SFO
 - a. Financial Statements - Recommendation to Receive and Accept the Reports – Federal and State
 - b. Payroll Protection Program Update (PPP)
 - c. Budget Adjustments
Ms. Wade presented the Financial reports for the month of November. Anticipated additional funds from the MFP have not been generated at this time. PPP confirmation on the loan repayment status could take up to 60 days. It was uploaded on November 6, 2020. Ms. Adams made the motion to accept the Report and Charmaine Sonnier seconded the motion. Majors, Adams, Beaco, Clay, Gould, Sonnier, and Wiley voted for the report. Wallace abstained. It was approved.

VII. Standing Committee Reports

- a. Academic Debra Adams, Chair
There was no report from the Academic Committee
- b. Facility Terry Clay, Chair
There was no report from the Facility Committee
- c. Finance Ora Wiley, Chair
There was no report from the Finance Committee
- d. Governance Louvinia Wallace, Chair

a. Greater New Orleans Foundation's Nonprofit Leadership and Effectiveness Program. Fee paid by Dr. Wallace was reimbursed to her. Board Members attended several sessions. Further action has not occurred.

- b. AIS Board Planning Session Debra Gould
Ms. Gould suggested that all board members be involved in setting goals. A Board Retreat is ideal.
- c. Board Members-School Leaders Communication Policy Mr. Zanders
Ms. Gould made a motion to approve the Policy and Ms. Wiley seconded the motion. The vote was unanimous.

VIII. Executive Session

Ms. Adams made a motion to enter Executive session at 7:55 p.m. Ms. Beaco seconded the motion. The vote was unanimous.

- 1. Personnel
 - a. Personnel Actions (Hires and/or Changes) Roslyn J. Smith, Consultant
The Personnel action report was presented to the Board for consideration. A current Faculty and Staff Roster was distributed.
Discussion for extending the contract of Dr. Roslyn J. Smith occurred.
Clarifications on the CEO contract, including the date were discussed.

Cheryl Beaco made a motion to end Executive Session and reenter the Public Meeting at 8:45 p.m. Debra Adams seconded the motion. The vote was unanimous.

Mr. Clay made a motion to approve the Personnel Action Report. Ms. Gould seconded the motion. The vote was unanimous.

Mr. Zanders will make adjustments to the CEO Contract, but it was approved pending the date change and other clarifications concerning the CEO's direct reports' contracts. There was no vote needed for this item.

Ms. Gould made a motion to extend the contract for Dr. Roslyn Smith as the Board's Consultant. Ms. Adams seconded the motion. The vote was unanimous. This was a preliminary action due to the expiration of the current contract before the next Board Meeting. There was no new contract upon which to vote and the item was not officially added to the agenda. Mr. Zanders will amend the current contract with an extension and bring it back for an official vote. It can be month-to-month.

XI. Adjournment

The motion to adjourn the meeting was made by Cheryl Beaco at 8:49 p.m. Debra Adams seconded the motion. The acceptance was unanimous.

Secretary

Date