



C.L.A.S.S.

COMMUNITY LEADERS ADVOCATING STUDENT SUCCESS

11755 Dwyer Road

New Orleans, Louisiana 70128

Thursday, March 21, 2019

BOARD OF DIRECTORS MEETING MINUTES

ROLL CALL: Emily Roubion

Debra Dean, Brenda Flint-Minor, Emily Roubion, Donnyette Love, Shannon London

Absent: Duane Stelly, Anthony LaPierre, Al Edwards

Additional Attendees: Kelly Batiste, Brenda Watson & Gretchen Batiste-Johnson

Meeting was called to order at 6:44 p.m.

ADOPTION OF AGENDA*- Debra Dean motioned to adopt the agenda as written.
Brenda Flint-Minor seconded the motion, all in favor, motion carried.

MINUTES- Donnyette Love made a motion to accept the minutes as printed and Brenda Flint-Minor seconded the motion, all in favor, motion carried.

CORRESPONDENCES – None

ADMINISTRATIVE REPORTS

Kelly S. Batiste, Principal/CEO

- **Staffing Update**-We have begun the hiring process for next school year. We have a 3rd grade teacher that is no longer with us and that position is being filled by a retired teacher that is currently working as a paraprofessional in that class. There is another 3rd grade teacher that is out. That will be discussed later on the agenda. We are in need of a part-time maintenance person. We are leasing this building and it requires a lot of maintenance and our current maintenance person is not skilled or qualified to do many of the repairs that may require a work order and an outside agency to come in to complete. If you all know of anyone, please let us know, and we will advertise in the newspaper and maybe Craig's List for a qualified person.
- **Enrollment Update**-In a previous board meeting with discussed the need to get the MFP count to 575. In July I discussed with the staff the possibility of reducing staff if the numbers didn't change. Current enrollment 537 as of October 1, 2018 (short of enrollment target) therefore, we will be eliminating sections for the upcoming school year. We have reached out to the enrollment office to ensure we reach the right number of students based on the sections. We will have to right size the staff based on student enrollment. Key content areas will be our focus, mainly Middle School.

Mrs. Batiste indicated that she recently attended a job fair in search of new candidates and suggested that the board members do some networking to assist in finding new teachers.

Total enrollment is 574, but 537 is the MFP count.

- **Testing**-Mrs. Batiste recently met with teachers of all testing grades and developed a 3 week plan of action. Teachers are aware of the standards and content that needs to be addressed and preparing students for testing. On Wednesday, March 20th we hosted a LEAP Parent Night and Thursday, March 21st conducted test security training with staff. Testing will begin April 1st and run thru May 3rd. Easter break falls between these dates.

Schoolwide activities: Muffins with Mom Friday, March 22nd at 9:00 a.m.

LEAP Pep Rally Friday, March 29th at 1:30 p.m.

Not on agenda discussion, David Hammer series on channel 4 about transportation and buses. We have been working with our current transportation provider, making sure they have required documents and insurance. We will put out an RFP for new transportation for the upcoming school year.

To date our biggest expenses are transportation and salaries.

Business Manager Report:

Brenda Watson

- **Budget to Actual Report-** was presented to the board
- **Annual Audit Overview-** report presented to board re: financial stability and best practices (in green). Vendors being paid by Grant funds must have all paperwork up-to-date. Based on information provided, we need to have 2 months of reserve (liability vs. assets)

30-60 days cash is what's needed and 144 days of cash is where we are. We're at a negative profit in loss based on kids. Overall we are financially healthy.

Executive Session: Personnel Matter

Motion to begin at 7:00 p.m. by Debra Dean and 2nd by Donnyette Love, all in favor, motion carried. Motioned to adjourn by Debra Dean at 7:25 p.m. 2nd by Shannon London, all in favor, motion carried.

NEW BUSINESS: Next board meeting April 18th 6:30 p.m.

OLD BUSINESS: None

ADJOURNMENT*-Ms. Love made a motion to adjourn the meeting; it was seconded by Mrs. Flint-Minor, all in favor, motion carried. Meeting was adjourned @ 7:30 p.m.