

**Innovators in Milestones, Inc.
Milestone Academy**

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**BOARD OF TRUSTEES REGULAR MEETING MINUTES
February 15, 2016 - CORRECTED**

BOARD MEMBERS PRESENT

- Maureen Joseph – President
- Eban Walters – Vice-President
- Larry Irvin – Secretary
- Cherrilyne Washington Thomas
- Stacie Trepagnier

BOARD MEMBERS ABSENT

- Charles Easterling – Treasurer

VISITORS PRESENT

- Ms. Savina Jasper – Principal
- Ms. Lakeisha Robichaux – Interim CEO
- Mr. Rodney Lilley – Business Manager
- Ms. LaShawn Wright – Dean of Students
- Ms. Perrilyn St. Junior – Interventionist
- Mr. Todd Vile – IT Services

QUOROM

A Quorum was present at 6:15pm. The Regular meeting was called to order by President Maureen Joseph.

- Roll Call of Officers/Members
- Acknowledgement of Visitors

CONSENT AGENDA

- Approval of Consent Agenda – Amend the Agenda as follows: Old Business - “Review corrected new Bylaws” - Motion to approve amended Agenda was made by Cherrilynne Thomas and seconded by Eban Walters. All in favor, none opposed; no abstentions; motion carried.
- **CEO Report** – February 2016 - handout
The major activities of the CEO and School for the month of February, 2016 included of the following: Marketing strategies, Public Relations, Human Capital, Facilities, SPED Consultant, Events and Enrollment. Marketing – we participated in the Urban League’s Annual School Expo on Saturday, February 13, 2016 giving us the opportunity to give potential parents and students an overview of our curriculum, extracurricular activities and culture at Milestone Academy.
 - Public Relations – SGI has finalized parent survey to get feedback on experiences as parent of Milestone Academy student.
 - Current PR Projects include: Student Enrollment Campaign, Community Outreach, Quarterly Newsletter and Social Media.
 - Human Capital – Welcome to Ms. Malika Brown, 7th/8th grade Social Studies Teacher and Mr. Alton Newton, ISS Coordinator. We are currently hiring a 5th/6th grade Math Teacher and Music Teacher.
 - Facilities – Recently met with Sewerage and Water Board of New Orleans for routine inspections. Backflow issues were cited; Facilities Team will pursue the Archdiocese for assistance with repairs. Board will speak with Attorney this week to determine which process should be following concerning this matter.
 - SPED – We are working with our SPED Consultant to compile all documents and submit to the LDOE. The deadline for submission is February 26, 2016. Ongoing process reframing for Staff and Parents. We have policy to inform parents we are proactive about the SPED process.
 - Enrollment – current enrollment is 343 students. Intent to Return – Total overall 17 students have decided not to return next school year.
 - Bill boards and radio advertisement from public relations group.
 - Student Recruitment Campaign - Projected 440 total number of students for next school year.
 - Events – 8th Grade One App Workshop – February 5, 2016 – this will allow parents an opportunity to register their kids for High School.
 - Black History Program – has been changed to 1pm on March 4, 2016 to allow other schools to participate, school bands are scheduled to attend.

FINANCIAL REPORT – Budget Overview - Handout – Rodney Lilley

- Total Revenues: \$2,264,424
- Total Expenses - \$2,425,997
- Operating Income – \$ (161,574) - Loss
- Less Capital Outlay \$ 7,720
- Change in working capital \$ (161,294)
- Surplus Carry – forward: \$1,134,437
- Net Working Capital: \$ 965,143

Review of Proposed School Commercial – CEO and Principal

A review of the proposed Milestone Academy advertisement commercial; Board members and Staff were asked to critique specifics, as well as provide input for improvement.

Principal Report – Handouts (January/February)

- Professional Development – Compass Rubric – Provided support and assistance of how Using Questioning and Discussion Techniques that aligns with instruction and observation.
- Teacher Toolbox (Ready Common Core) – Teachers explored, navigated, and reviewed the recourses available based on the Ready Common Core materials currently using. Also used video to reinforce standards taught.
- 3rd-8th Grade – Assessment Design/High Stake Testing – discussed and reviewed LDOE Assessment Design updates and testing expectations.
- MANO Teacher of the Year –Ballot was conducted to determine the top three-teacher nomination based of following attributes: Improved test scores, Teacher Leader. Team Player, Role Model.
- Curriculum Materials/Resources – Additional Science Resources will be purchased soon in preparation for Science LEAP and ANET test.
- IREADY Program – PD scheduled for February 26, 2016. Assist with online testing Students; visiting lab for instructions.
- Community Involvement – Upcoming activities include College & Career Fair scheduled for March 17th and Upward Bound. Mr. Banks (7th/8th Grade ELA Teacher) is the Chair of both activities.
- LSU Partnership/School of Medicine – Office of Diversity & Community Engagement – January 27th – Medical Students came to present 7/8th grade students information about the Tiger Cubs Program; After school program and stipend was offered for Saturday and Summer events.
- Cohen College Prep – Recruitment and Retention Department – February 1, 2016 – Cohen student ambassadors visit with our 7th/8th students to discuss what Cohen College Prep has to offer our students.
- Upcoming Community Involvement Activity – College & Career Day- Scheduled for March 17, 2016
- UNO Upward Bound students are working with 7/8th grade students mentoring and tutoring as needed.

OLD BUSINESS

- Review and Corrected new Bylaws

Ratified in December, 2015 meeting. The Bylaws are now official and a copy has been posted.

NEW BUSINESS

- Governance Update - Meeting held on February 15, additional board members are needed; activity scheduled for March 16 to move forward.
- Academic Update – Need timeline for meeting (Larry Irvin is the Chair); ANET 3 to commence next week and tutoring is scheduled for 9a-12noon every Saturday.
- Finance Update – (Charles Easterling – Chair) is out sick; Additional members are needed with background in areas of Finance.
- Fundraising Activities – Milestone Academy Staff have expressed an interest in a Jazz Brunch for Spring, 2016; seeking the Board participation; tentative schedule for April or May; local musicians and connect with additional participants; suggestions for other talent recommendations are welcomed.

ANNOUNCEMENTS

Larry Irvin extended an invite to Board Members to attend a benefit program “To Ed with Love” on March 11, 2016 7pm-10pm, Propeller Incubator, 4200 Washington Ave., cost \$35.00. Thanks for your support.

Stenographer, Gail George, presented mileage compensation suggestion to the Board for review. After discussion, President Maureen Joseph and CEO Lakeisha Robichaux recommended approval to prepare working contract for services rendered which will also include reimbursement for mileage to/from meetings as services are requested.

Next Board Meeting will be the Town Hall Meeting on Saturday, March 19, 2016 at 9am. Parents are welcomed to attend.

Larry Irvin has agreed to be the Governance Committee Chair replacing Stacie Trepagnier.

Adjournment

The meeting was adjourned at 7:59pm. Motion was made by Cherrilynne Thomas and seconded by Eban Walters.

There being no further business to discuss the meeting was adjourned at 8:03 pm.