

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

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**BOARD OF TRUSTEES MEETING MINUTES
January 18, 2016 - CORRECTED**

BOARD MEMBERS PRESENT

- Maureen Joseph – President
- Charles Easterling – Treasurer
- Cherrilynne Washington Thomas

BOARD MEMBERS ABSENT

- Larry Irvin – Secretary
- Eban Walters – Vice-President
- Stacie Trepagnier

VISITORS PRESENT

- Ms. Savina Jasper – Principal
- Ms. Lakeisha Robichaux – Interim CEO
- Mr. Rodney Lilley – Business Manager
- Mr. Todd Vile – IT Services

QUOROM

A Quorum was not present at 5:52pm. The meeting was called to order by President Maureen Joseph. This meeting is for informational purposes only; there cannot be an approval of the Agenda at this time.

- Roll Call of Officers/Members
- Acknowledgement of Visitors

- **CEO Report – January, 2016 - handouts**

Review of recent 2016 Kick off Professional Development meeting, which was held at the Copland Towers in Metairie, La. This meeting set the tone for the success of the New Year. Great feedback was achieved. Following the Professional Development meeting, there was a visit to Rock and Bowl Lanes where the team participated in a bowling event. This activity is slated to continue on quarterly basis.

New Mascot Logo was introduced to Board Members. The new Milestone Mascot is active and will be used for all marketing materials; including Uniforms for the next school year. The logo has been reviewed by staff and have received good reviews.

Public Relations – massive projects are active; an Electronic newsletter list is in the process.

Projects: Website launch – Milestone Academy.net – Board members are urged to take a look at it before public viewing. Each Board Member is asked to submit your Bios and photos so that they can be uploaded onto the website as soon as possible.

Communication plan - is under review (4/5 objects will be reviewed that will focus on strategies, objectives and tactics to assist school administrators. Also, Parent surveys will roll out next month, for parental feedback, and to see if they would recommend Milestone to other family and friends. This is a useful tool for a temperature check.

Return Enrollment Campaign – Advertisement plan will begin on Monday with Fox 8. Bus and Yard Signage is forthcoming.

CURRENT PROJECTS:

Community Outreach – The Health Fair project is nearing. Scheduled for April 9th here at the school. The primary sponsor is Aetna; budget is slated at \$5200.00. CC's is sponsoring a Service Clean-Up Day the second week in July or last Saturday in June.

Human Capital – Currently there are five (5) new hires; and in the process of hiring an ISS Coordinator.

Facilities – Two vendors came to look at the Boiler, it was reported by one vendor that the motor was broken and has been installed. St. James Major has to take responsibility for the broken pipes underground. The Board's Attorney has given advice on how to proceed with Roofing issues and other areas of the school that cannot be occupied because of leaks.

Weekend Tutoring Service - Saturday morning tutoring has begun. The first session was attended by 37 students; 58 students have enrolled. Free bus transportation is provided. The tutoring is from 9am-12pm. Expectation of an increase of 110 students within the next two weeks.

Board retreat was held on December 18th– Board members reviewed goals and agreed to revisit goals and objectives at the next meeting. Committees were assigned and the Board By-Laws were ratified; Team building activities and discussion of 2016 goals.

Enrollment Review – There is a total of 346 student population (hand out and breakdown given).

FINANCIAL REPORT – Budget Overview - Handout – Rodney Lilley

- Total Revenues: \$2,019,117
- Total Expenses - \$2,910,807
- Operating Income – \$ (72,690) - Loss
- Less Capital Outlay \$ 7,720
- Change in working capital \$ (80,410)
- Surplus Carry – forward: \$1,134,437
- Net Working Capital: \$ 1,054,027

Principal Report – Handouts (December/January)

- Professional Development – SLT Target goals Discussion Techniques that aligns with instruction and observation; to provide support and assistance for staff.
- Jan. 4th – CEO kickoff – scheduled Interventionist for upper grades; Test Prep
- Report Card Conference
- Teacher Toolbox – Jan. 11th - Explored teacher toolbox; testing scheduled April 25th-29th, 2016.
- Benchmark Assessments – Grades K -4; Mid-Year progress Jan.25-Feb.19, 2016.
- ANET Testing – February 22-February 27th (handout given).
- 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.

Quorum reached at 6:45pm

OLD BUSINESS

- Approval of Agenda -
Motion to approve Agenda with modifications was made by Cherrilyne W. Thomas and seconded by Maureen Joseph. All in favor, none opposed; no abstentions; motion carried.
- Governance Committee Update – Chaired by Larry Irvin; Charles Easterling – member.
- Academic Team Update – (Larry Irvin is the Chair); Staff members were Eban Walters and Stacie Trepagnier.
- Finance Committee Update – (Charles Easterling – Chair); Maureen Joseph has volunteered to be on this committee; Additional members are Rodney Lilley and Lakeisha Robichaux.
- Fundraising Activities –. Charles Easterling will chair this committee as a Subcommittee under Finance.
- Facilities – Maureen Joseph will chair this committee; Communications Team will be chaired by Maureen Joseph and co-chaired by Charles Easterling.

NEW BUSINESS

2016 Calendar Update – continue as proposed with the following monthly meetings being held on Saturdays: March, June, September.

Maureen asked for February meeting to outline our items that we will use to meet those goals and report when you will do your standing meeting.

Charles Easterling requested the Finance Committee meeting be scheduled on January 25th 5:30pm, to address issues with Policy and Procedures manual.

Cherrilyne W. Thomas motioned to plan our Annual meeting to be held on June 11, 2016. Charles Easterling seconded. All in favor; none opposed; no abstentions, motion carried.

Kindergarten Ceremony – scheduled for May 25, 2016; 8th Grade Ceremony scheduled for May 26, 2016.

Facility Update: Maureen Joseph reported, Due to much needed repairs it is imperative to authorize \$100k for a permanent home for Milestone Academy. The Executive Committee should begin the process of engaging with a Real Estate Agent for the upcoming 2018-19 School year. Charles Easterling motioned that the Board should approve the Executive Committee begin searching for a permanent location for Milestone Academy. Cherrilyne W. Thomas seconded the motion. All in favor, none opposed; no abstentions; motion carried.

MOTION TO ENTER EXECUTIVE SESSION – 6:50pm. -

Maureen Joseph requested to enter into Executive Session. Maureen Joseph motioned to enter into Executive Session, Seconded by Cherrilynne W. Thomas. All in favor; none opposed; no abstentions, motion carried.

Roll Call Vote:

Roll Call Vote: Maureen Joseph (yes); Charles Easterling (yes); Cherrilynne W. Thomas (yes); Larry Irvin (yes). All in favor; no abstention; motion carried.

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