

**Crescent Leadership Academy
Board Meeting Minutes
Tuesday, March 19, 2013
4:30 pm @ Crescent Leadership Academy
4300 Almonaster Blvd.
New Orleans, LA 70126**

To join the by phone:
Call-in toll number (US/Canada): 1-408-792-6300
Access code: 574 239 253

Board Members:

Present: Anthony Doty, Marlin Ford; Jim Letten and Judge Helen “Ginger” Berrigan (via phone)

Absent: Steve Hartman

Others Present:

Tracy Joseph, CLA Superintendent/ ROP Education Director

Chauncey Nash, CLA Principal

Tammy Lancaster, ROP Controller

Nancey Carter, ROP Education Business Manager

Summer Suleiman, reporter from *The Lens*

Proceedings:

I. Roll Call

Meeting called to order at 4:32 (CST) by Anthony Doty.

II. Approval of March Agenda

Anthony Doty moved to approve the Agenda; Judge Berrigan 2nd the motion. Agenda approved.

III. Approval of February Meeting Minutes

Anthony Doty made the motion to approve the February 13, 2013 Board Meeting Minutes. Judge Berrigan 2nd the motion. February Meeting Minutes approved.

IV. ESP Reports

a. Type 5 Charter Progress Report – Chauncey Nash/Tracy Joseph

Tracy Joseph, Education Director, introduced Dr. Chauncey Nash, CLA Principal, and indicated he would be presenting the Type 5 Charter Progress Report moving forward; however, Ms. Joseph will continue to be active during the calls.

Dr. Nash indicated that the New Schools for New Orleans (NSNO) visit went well; they identified what CLA is doing well and that they needed to improve academic rigor. By next year they want a picture of what a successful CLA student looks like because of the diverse population CLA serves (i.e. student population consists of assigned and choice students). While CLA has the same expectation for both types of students, NSNO does not. Therefore, staff and administration will take all feedback into consideration moving forward.

Crescent Leadership Academy is in **early** discussion with Dillard University about potentially partnering with them and occupying a portion of the university's Gentilly campus to bridge the gap between high school and college for many CLA students. A proposal has been submitted but has not been fully discussed between both parties. Currently, Crescent Leadership Academy is arranging to take Crescent Leadership students and several teachers on a tour of the university to help give them a glimpse of a day in the life of a college student at Dillard University.

On April 19, 2013, the school is planning a massive outreach effort (Parent and Student rally) as the 1st Annual Titan Fest in an attempt to recruit new students and obtain transition opportunities for graduating students. Titan Fest will be held at the school, from 10am-2pm, and will be advertised on local radio stations and potentially by the local sports team, the Hornets.

Finally, administration is working on putting the 2013-2014 calendar together.

Tracy Joseph indicated that she and CJ Bowers-Jenkins (CFO) will be giving a presentation, including a budget, to the Charter Management Operators Meeting (CMO) to find additional funding sources to provide the services necessary for the students at CLA.

Ms. Joseph also stated a suggestion was posed that CLA only service assigned students, but the school is committed to serving all students. That's part of the vision for the recruitment fair, to get more choice students in addition to the expulsion students. If the partnership with Dillard does not happen by August, they are targeting December. However, students will be involved this summer with Dillard university to gain a better understanding of their program: if students start in 8th grade and continue through high school, they get to attend Dillard University for free, tuition paid. High School students will be involved with the Upward Bound program that Dillard offers during the summer. They also provide ACT Prep for the Juniors and Seniors.

Ms. Joseph also indicated that the Dillard proposal would be presented to the Board once all parties came together and began discussions.

Summer Suleiman (from *The Lens*) asked for clarification of the program Dillard offers the students. Dr. Nash replied that the program is like an "extended high school." CLA students who start attending Dillard's summer programs in 8th grade and continue through high school at CLA on a college prep track, in the summer before college, they participate in a mandatory college remedial summer program which makes them eligible for federal funding that Dillard has a program through for them to get tuition free.

Summer Suleiman asked for the name of the program; Ms. Joseph said she would follow up with her.

b. Financial Report – Tammy Lancaster for CJ Bower

Balance Sheet: Tammy Lancaster indicated there is more cash in the bank due to timing as the checks were written after the end of the month. No changes in fixed assets.

Increase in unearned revenue due to funding level being given versus actual enrollment. This will decline within the next couple of months. School remains at a break even for the year.

Income Statement: Revenues are unfavorable to budget. Alternative Ed fee is lower because students previously not in count are now included.

Personnel costs are favorable to budget due to decline in enrollment. Direct Student Services is unfavorable due to the purchase of the Read180 program which was covered under the i3 Grant.

Operating Expenses are favorable due to lower enrollment. Transportation expenses are higher due to the purchase of the third bus.

Judge Berrigan had several specific questions relating to the reports. On the Revenue sheet, Berrigan wants to know why there are no funds for Title I and Title II. Ms. Joseph stated that the funds need to be pulled down from the eGrant system and a modification was sent in because of additional funding needed for salaries.

Judge Berrigan wanted to know why the administrative expenses were overspent and the instructional expenses were underspent.

Ms. Lancaster explained that administrative expenses would be reimbursed by an i3 grant the school is waiting to receive. As for instructional expenses, the school currently has one vacancy and is employing two substitute teachers.

Berrigan expressed a concern for the number of substitutes at Crescent Leadership Academy, saying that substitute teachers are not as commanding to students in the classroom. Ms. Joseph said Crescent Leadership Academy's substitute teachers are just as involved and committed as staff members are, including going to meetings, submitting lesson plans, etc. Judge Berrigan said okay. Ms. Joseph also indicated that subs are there every day, not intermittently.

Judge Berrigan asked for a description of the administrative expenses of the \$83K. Ms. Lancaster indicated there is a fee paid to the EMO for central office costs. Ms. Lancaster stated that it is the Business manager, the entire finance staff, and all other centralized functions needed to run the school. Judge Berrigan asked for a category breakout of the Administrative fees to fully understand the number. Ms. Lancaster said she would work with the CFO to put that together and give to the Board.

c. Activities Calendar- Dr. Chauncey Nash

This week kicked off spring testing. Today the first part of LEAP for 8th grade and the PLAN test for ACT and Explore test with remaining students. Thursday is a ½ day, with Parent-Conference night from 2-6 to meet with each parent to see where their student stands as relates to academics. Parents will sign contracts acknowledging what needs to be done for their child to be successful.

STAR Assessment training will be held for teachers. A Behavior Mentor will also deliver SCL training to staff. 4/19 is the recruitment fair/student celebration, inviting parents and community members to showcase what's being done at CLA. Following week the calendar will be completed so recruitment can be wrapped up with the RSD OneApp process for a projection of how many students have identified CLA as their school of choice.

Summer Suleiman of *The Lens* newspaper asked Dr. Nash for the name of the staff member who went to Pennsylvania for Crisis Management training. Dr. Nash indicated it was Sterling Fleming.

Mr. Jim Letten had to sign off due to a previous engagement.

V. Board Updates

Judge Berrigan said that Steve Hartman would have to be replaced as a board member because health issues have prevented him from attending meetings. Berrigan said she plans to nominate Deputy U.S. Marshal Maurice Lightfoot for a board seat. Judge Berrigan asked for the categories to be filled for board members. Nancy Carter indicated the categories as one or more members in the financial field, education field, and for profit/non profit administration/operations field. Judge Berrigan is going to approach a candidate to fulfill the non profit administration field (Melissa Sawyer from the Youth Empowerment Project that works with at-risk youth)

VI. Follow up Items

a. Update from Angola Visit

Ms. Joseph discussed the Angola Trip and how much the students learned, thanking Judge Berrigan for exposing CLA students to such a powerful and informative life lesson. Students are writing essays to be evaluated and the top two essays will be awarded a gift card. Students also put together thank you letters to everyone who made the trip possible.

b. Discussion of Fund Raising Activities

Ms. Joseph asked the Board to collaborate with fundraising activities ideas, especially as it relates to next year.

Dr. Nash stated he was in negotiations with local artists to potentially do a concert, or golf tournament with City Park (or partnering with another school). A black tie social event was another suggestion.

Judge Berrigan asked if a mock trial would be an interest with the students at CLA, especially with the new board member Jim Letten leading the initiative. Ms. Joseph indicated it would be an excellent

opportunity for CLA students. Berrigan asked for a three week lead time to get it all set up.

Ms. Joseph stated that the school has also reached out to Junior Achievement, a non-profit that aims to improve financial literacy among youth. The school is planning for about 30 students to take a Junior Achievement field trip in June.

Judge Berrigan shared that CLA students were the most well-behaved students of any that she's ever brought on the tour. They also had very substantial questions, and overall, she was very proud of the school and the work they are doing with the students.

Judge Berrigan moved to adjourn the meeting, Marlin Ford 2nd the motion. Meeting adjourned at 5:13 PM CST. The next meeting is Tuesday, 4/16/13 via Webex.

Minutes scribed by Nancey Carter for Anthony Doty.

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