

**Crescent Leadership Academy
Board Meeting Minutes
Tuesday, May 21, 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: Marlin Ford, Anthony Doty, Helen "Ginger" Berrigan, Maurice Lightfoot and Jim Letten (via phone)

Absent: Steve Hartman

Others Present:

Tracy Joseph, CLA Superintendent/ ROP Education Director
 Chauncey Nash, CLA Principal
 CJ Bower, ROP CFO
 Nancey Carter, ROP Education Business Manager
 Summer Suleiman, reporter from *The Lens*

Proceedings:

I. Roll Call

Meeting called to order at 4:34 (CST) by Judge Berrigan.

II. Approval of April Agenda

Judge Berrigan moved to approve the Agenda; Maurice Lightfoot 2nd the motion. Agenda approved.

III. Approval of March Meeting Minutes

Judge Berrigan made the motion to approve the April 16, 2013 Board Meeting Minutes. Maurice Lightfoot 2nd the motion. April Meeting Minutes approved.

IV. ESP Reports

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

Dr. Nash indicated that they just finished State Testing-LEAP testing for 8th graders and End of Year for High School student; 37 tested and scored, 8 students passed ELA, 5 passed Math with a total of 7 students passing both.

Summer school will begin for 8th grade LEAP remediation and a bridge process for those students will begin in the next two weeks. Summer school will run from June 10-27.

Staffing is in good standing for next year and as it relates to the Type 5 Charter requirements. CLA also met all the academic requirements for the year.

b. Financial Report –CJ Bower

Balance Sheet: Large accounts receive for \$575K is primarily the i3 Grant. Ms. Bower is working with the i3 Grant staff next week and should have the money released next month. ROP has advanced the money to CLA until the i3 monies are released.

Good month this month indicated by bottom line earnings going up; next two months should show a positive year end. No large expenditures for June, i.e. bus service, since school is out.

Income Statement: Alternative Ed fees billed out this month. Slight shortage due to lower enrollment numbers.

Title I and Title II will be billed out completely by school year-end.

Personnel costs are right on budget.

Direct student care is right on budget. Building expenses are a little higher based on maintenance to get up to standard.

Operating expenditures are under this month and will continue to be under for the next few months as most expenses, i.e. office supplies, were incurred during the first half of the year.

Transportation is over as an additional bus route has been added for a total of three bus routes. The increase is necessary to transport students that travel from all over the different parishes.

Favorable to budget and on target this year.

Budget for the next school year will be presented at the next board meeting. Currently, CJ and Tracy are meeting with the RSD to request additional funding for the expulsion students as they require more services than the other students. The deadline to have the budget finalized is July 31, and a public budget hearing will also be posted for public review of next year's budget.

c. Activities Calendar- Dr. Chauncey Nash

Dr. Nash reported a senior lunch was held for the seniors on 5/16/13. Senior breakfast will be held on Tuesday for the graduating seniors. Roughly 25 students will also be going to Delgado Community College for the Jr. Achievement Conference. Graduation rehearsal will be on Friday, 5/31 from 5-8pm, with the graduation ceremony beginning at 6pm at Lake Area High School.

Official start date for summer school is 6/10. Retesting will take place on 6/25-27.

d. Executive Report – Tracy Joseph

Ms. Joseph shared a story from one of the graduating seniors at the luncheon. Ms. Joseph asked the student if she ever thought she'd see herself in the position of graduating. The student said she didn't know when, but she always thought she would eventually give up and now here she is graduating.

Ms. Joseph updated the Board on Sped funding. CLA does get funding for both the 2/1 count and the 10/1 count, but all the students need to be entered into the system and services opened by 2/1 to be able to be funded for both counts.

Ms. Joseph distributed the CLA Strategy Work Plan to the Board. It is a 2-year plan that was distributed to the team to have everything in place and meet expectations for the next school year. Strategy meetings will take place every Wednesday to visit academics, transportation, etc. so the vision for CLA and the school year is clear to everyone, including the Board.

CJ Bower stated that CLA has an annual audit every year. RFPs were sent out into the community to five different organizations and Carr, Riggs and Ingram was the only respondent bid on the service to do the audit. Ms. Bower asked the Board's approval to go forward with this accounting firm to do the audit. All were in agreement to move forward with this firm.

V. Board Updates

Both Jim Letten and Maurice Lightfoot were previously approved by the Board and need to submit their paperwork to be filed with State.

Summer Suleiman asked if Maurice was nominated to the Board and Judge Berrigan indicated that he was approved by the Board, but needs to submit his paperwork.

Judge Berrigan also indicated she is recruiting a CPA to be a part of the Board as well.

VI. Follow up Items

a. Update on Dillard Discussions

Ms. Joseph indicated there is no change in status, and they are still waiting to hear back from Dillard.

Ms. Joseph also asked the Board to still consider any fundraising opportunities. As federal employees, the majority of the Board is unable to participate in fundraising activities. Ms. Joseph indicated that ideas would be brought to the Board about potential fundraising opportunities. The fundraising could help put Smart Boards (average of \$4,500 each) in all the classes and increase access to state of the art technology for the students.

Through the RSD, CLA was awarded an Activities Fund grant for \$7,600 and an account needs to be set up for just those funds. The account will be used to build up the athletic program (i.e. uniforms and equipment) or a band (i.e. instruments).

Summer Suleiman asked Ms. Bower the name of the annual audit firm that responded. Ms. Bower spelled out Carr, Riggs and Ingram's name. Ms. Suleiman asked what the audit entails. Ms. Bower explained that the audit is for every school entity and the auditors come in and looks at all the policies and procedures and test all the transactions that go through the school and make sure that all the GAAP guidelines are being followed. The single audit has more scrutiny and they will take a look at more transactions such as how the grant is being administered based on federal GAS standards.

Ms. Suleiman asked if they were two separate audits. Ms. Bower indicated yes, the annual audit is for school entities and the single audit is because CLA received federal fund in the form of grant. Ms. Suleiman asked when the audits would be taking place. Ms. Bower said field work for the audits would begin sometime in August. Ms. Suleiman asked if the budget would be presented to the Board at the next meeting. Ms. Bower said the budget would be presented at the next board meeting and if they thought it was final, it would be approved. However, additional changes might need to be made based on enrollment projections. If that is the case, finalization of the budget would be in July.

Ms. Suleiman asked Ms. Joseph to explain what they hoped to accomplish in the strategy meetings. Ms. Joseph stated that the goal was to prepare for next year by looking at school operations. Ms. Suleiman asked who was required to attend the meetings. In attendance will be the Principal, Dean of Students, Lead Behavior Mentor and Guidance Counselor, as well as the Director of Facilities from ROP. The meeting will take place every Wednesday of each week through the summer, after that, the team will manage how often they need to meet.

Judge Berrigan moved to adjourn the meeting, Marlin Ford 2nd the motion; all in favor.

Meeting adjourned at 4:34 PM CST. The next meeting is Tuesday, 6/18/13 via Webex.

Minutes scribed by Nancey Carter for Anthony Doty.

###