

**Crescent Leadership Academy  
Board Meeting Minutes  
Tuesday, July 16, 2013  
4:30 pm @ Crescent Leadership Academy  
4300 Almonaster Blvd.  
New Orleans, LA 70126**

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

*Present:* Marlin Ford, Anthony Doty, Helen "Ginger" Berrigan, Maurice Lightfoot, Jim Letten, Kevin Maney and Allison Albert

*Absent:* Anthony Doty

**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 2<sup>nd</sup> the motion. Agenda approved.

**III. Approval of March Meeting Minutes**

Judge Berrigan made the motion to approve the June 20, 2013 Board Meeting Minutes with the correction of adjournment time to reflect CST. Marlin Ford 2<sup>nd</sup> the motion. June Meeting Minutes approved.

**IV. ESP Reports**

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

Dr. Nash indicated that they are getting ready for the 2013-2014 school year and are about 90% staffed: 2 Behavior Mentor vacancies, LCSW vacancy and Healthcare professional vacancy.

Moving forward with Culinary Program, using donated equipment from KIPP and Reed schools.

Presented Calendar to the Board illustrating an A/B block schedule with 90 minute classes. Students will be able to earn 8 credits in a year. If a student starts with CLA in 9<sup>th</sup> grade, they can graduate in three years based on LA graduation requirements. Will also use this as a recruitment tool.

Teachers come back 7/25 and students come back 8/5.

Current partnerships: continue to work with Junior Achievement who will be onsite more during this year teaching life skills classes, i.e. Financial literacy course and setting up bank account. Will be doing a mock trial with Tulane University, coordinated by Board member Jim Letten.

Will be participating in a new venture-Aspen Challenge program-where community leaders come in and pose problems specific to New Orleans and CLA will formulate a team of students who will come up with a solution to that problem. Students will present their solution at a conference of world/national leaders. Also building partnerships with businesses and other schools to continue to find resources for our students.

**b. Financial Report –CJ Bower**

Balance Sheet: End of June, cash in bank is \$10, 215. However, \$860K of A/R. We have received the A/R from RSD and they paid in full about \$150K. Expecting to get first drawdown from the i3 grant on 7/25 which should be close to \$200K. They will do their best to get the rest of what is owed, if they can. Billed all but \$26K on the i3 grant.

Fixed assets: Leasehold improvements of \$1,900; reclassified some machinery and equipment because they fell below materiality threshold of \$1K per unit.

A/P: CLA is owed \$860K, \$863K owed to vendors. Net left in the bank will be about \$7K. Much of cash showing on the statement has been to purchase assets. However, did make money this year which is what the auditors will look at.

Income Statement: Revenues are on target. Anticipated being at 200 students, wound up with 162. Expenditures were adjusted to account for that. Saved \$481K in expenditures.

Line items over for YTD: Administrative salaries-i3 grant was only for Administrative Salaries. Recruitment and pre-service came up higher because of first year recruiting and training. Line item will go back to normal next year.

Building Expenses need more work than anticipated. Increased budget for next year to capture repairs.

Student transportation was over budget due to the purchase of an additional bus to transport students, especially the expulsion students, and adding extra bus routes. Will increase bus routes for next school year.

Ultimately, made about \$90k for the year, which is good for the first year of operations. Board members had no questions about the budget.

**c. Activities Calendar- Dr. Chauncey Nash**

Dr. Nash indicated two sessions for parent orientation. Morning session was less attended, but expecting more students in the evening session.

**d. Executive Report-Tracy Joseph**

In the process of looking for a building to provide a co-location to separate Jr. High from HS, whether for this year or the next.

CLA Leadership retreat for the Leadership Team before school begins. About 10 staff in attendance.

Ms. Joseph meeting with RSD tomorrow regarding policy for Early Return to give feedback as it relates to students at CLA. All students at CLA will have a PEP, developed in partnership with students, and will be used with RSD as they set goals with the receiving school if the early release is adopted.

Community Service is another focus for the 13-14 school year to expose students to new opportunities and for the community to know who CLA is and what they provide. Would also like *The Lens* to cover these opportunities to show what our students are doing in the community.

Another challenge faced last year was no funding for SPED services because services were not opened for CLA SPED students which posed a huge impact to the funding received by CLA from the State.

Looking for online services and other companies to provide accommodations for SPED students with an IEP because the last year's services were very expensive.

**V. Board Updates**

**a. Board Member Recruiting**

Judge Berrigan has been in touch with Carolyn Bromer who will help find a fundraiser to be on the Board. Judge Berrigan asked the Board to suggest candidates to the Board. Board member Kevin Maney suggested that committee members are also important, especially if they knew of a person that could not commit to being a Board member. Board member Jim Letten suggested parents of former students as potential candidates for the Board.

**b. Subcommittee designations**

Judge Berrigan asked Mr. Maney and Ms. Albert what subcommittees they would suggest forming to better serve the students at CLA. Mr. Many indicated a need for a strong fundraising committee and also a governance committee.

**c. Board approval for Allison Albert to be added as a signer to the bank account**

Judge Berrigan moved that Allison Albert be added as a signer to the bank account; Maurice Lightfoot 2<sup>nd</sup>; all in favor, so moved. Ms. CJ Bower to send out a signature card.

## **VI. Follow up Items**

Announcement: Ja'Net Davis, first CLA employee, is leaving.

Mr. Letten is going to provide more information about the Greater New Orleans Demand Reduction Coalition to bring together and fashion continuing strategies that are integrated to implement strategies across all disciplines to reduce drug demand. Asked if CLA would want to send resources to represent the education arena.

Mr. Letten would also like to propose his band and others to be a part of any planned fundraising activities.

Mr. Lightfoot wanted to know when the annual meeting is scheduled to be in compliance with the Bylaws. Public meeting notice is going to be run for the Public Hearing to review the budget on 8/20/13.

Mr. Letten also indicated CLA students to consider forming a delegation to attend the International Civil Rights Conference. He will provide more information once the foundation has considered the proposals for sponsorship.

Judge Berrigan moved to adjourn the meeting, Jim Letten 2<sup>nd</sup> the motion. Meeting adjourned at 5:10 PM CST. The next meeting is Tuesday, 8/20/13 @4:30 pm CST with the Public Hearing to review the 2013/2014 budget following at 5:30pm CST.

Minutes scribed by Nancey Carter for Kevin Maney.

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