

**Advocates for Academic Excellence in Education, Inc.
(Benjamin Franklin High School)
Regular Board of Directors Meeting**

Thursday, January 21, 2010 at 4:00 PM
Benjamin Franklin High School Library

January 21, 2010

Agenda

- 1. Call to Order:** 4:00 pm
- 2. Roll Call:**
Duris Holmes, Carl Indest, Patricia Adams, Susan Weeks; ex-officio: Timothy Rusnak, Larry Baudoin
- 3. Reading of the Minutes:** Put to Motion, Motion 2nd, Motion passed
- 4. Approval of Minutes:** Put to Motion, Motion 2nd, Motion passed
- 5. Approval of Agenda:** Move Bourgeois Bennett presentation up, Put to Motion, Motion 2nd, Motion passed
- 6. Public Comment:** Mr. Parauka presented the Blue Ribbon congratulations letters from Congressman Cao and Senator Landrieu to the board members, as well as informing them that Congressman Cao would like to visit the school. Mr. Parauka and the Key Club have received a \$5,000.00 grant from Lowe's to improve the school grounds.

Standing Items

1. Committee Reports

Development Committee (Mark Mayer)

-On February 1, 2010, Tiffinie Cadwell, the new assistant to the Development Office, will start.

-The Restricted Funds are at \$51,525.72 and Unrestricted Funds are at \$59,409.34.

-The school received a grant due to parent participation and an unqualified audit.

Finance Committee (Carl Indest)

-Mr. Indest attended the NOPS meeting last week with Dr. Rusnak and Mr. Baudoin.

-NOPS noticed the progress the school has made in turning requested items in on time.

Human Resources Committee (Patricia Adams)

-None.

Nominating Committee (Vacant)

-None.

Planning Committee (Susan Weeks)

-Ms. Weeks has been meeting with the 7:00 am group. Ms. Weeks acknowledges that the faculty has taken the bull by the horns.

-Ms. Weeks wants to get a better handle on each group, (i.e. faculty, students and parents) to ensure that each group starts at the same place.

2. CEO Report

-The Faculty Handbook Committee merged ideas from the NOPS and UNO handbooks, as well as other resources to create the Ben Franklin Faculty and Staff Handbook.

-Dr. Rusnak has highlighted passages for the board to review. Dr. Rusnak would like to get the handbook into play by the end of the year, especially for new hires.

-NOPS has backed out of "Race to the Top".

- OCR complaint is against all charter schools with admissions criteria. This is 5 to 6 schools in the New Orleans area. Thanks go to the faculty and staff for compiling information requested by OCR.
- The original letter from the OCR was received by NOPS November 24, 2009. NOPS did not forward the letter to us until January 15, 2010.
- There are measures place to assist those students in need that want the assistance.

Finance Report

- Mr. Baudoin is working on a conflict of interest policy for all; faculty, staff and board members.
- The current YTD cash as of 12/31/09 was \$1.1 million.
- Mr. Baudoin wants to put the business office on track while still providing great customer service.
- The 3 new employees that will begin work on February 1, 2010 are Allison Sabo as the Director of Accounting and Fiscal Services, Anil Chawla as the Staff Accountant and Tiffinie Cadwell as the Office Manager in the Development Office. Mr. Baudoin was able to hire Allison and Anil without having to pay a ransom to their current employer. Their start date is February 1, 2010.
- It will cost the school \$3,000.00 more to stay with United Concordia Dental. Mutual of Omaha will save the school \$12,000.00 yearly compared to MetLife.
- TRSL's employee contribution has gone up from 15.9% to 20.2%, costing the school approximately \$150,000.00 effective 7/1/10.
- Operating budget needs new revisions.
- Completed year-end financial statements were not provided to auditors in previous years. With Blackbaud, the school will have financial statements and month and year end statements.

Admissions Report

- To date, the admissions office has received 405 applications. Acceptance letters will be mailed out this week.
- 78 9th graders will receive acceptance letters, 81 8th graders have the GPA, and 172 currently have the potential to meet the criteria.
- There are 4 more admissions test scheduled for the year.
- There has been huge interest in Franklin.
- The non-discrimination link should be on the home page of the website, rather than just the admissions page.
- Ms. Jenkins holds a seminar every year titled, "How do you choose a high school?" She does this to help students and their parents choose a high school, regardless of whether they choose Ben Franklin or not.

Board Business

1. Presentation by Bourgeois Bennett, Auditors

-There are notable changes in findings, which can be found on page 26. On June 30, 2008, there were 10 citings. This year there are only 3. The first citing is for preparation of financial statements (most non-profits have this citing), the second is for grants receivable and the third is for accounts payable. Procedures have been put into place in order to correct past citings. The response to management can be found on page 30.

2. Adoption of Gift Acceptance Policy: Put to Motion, Motion 2nd, Motion passed

Adjournment: Put to Motion, Motion 2nd, Motion passed, Meeting Adjourned at 5:51 pm.