



**Governance Committee Meeting Minutes  
January 8, 2018 11:30 AM - 1:30 PM  
Network Office, Service Conference Room  
300 N. Broad Street, Suite 207  
New Orleans, LA 70119**

**In Attendance:** Alison Hartman, Greg St. Etienne, Charles West and Derius Harrell

**Absent:** Brian Egana, Michael Murphy, Christian Rhodes and Lou Hobson

**Staff in Attendance:** Jay Altman, Naj Shakir, and Claudia Barker

**Alison Hartman called the meeting to order at 11:37 AM.**

1. The committee reviewed the governance committee minutes from the November 13, 2017, meeting. Charles West moved to approve the minutes as circulated. Derius Harrell seconded. The motion passed unanimously.
2. The committee reviewed and discussed the draft agenda for January's board retreat.
  - a. Charles West suggested that we collect questions in advance for Superintendent Lewis's and Patrick Dobard's portions of the agenda. Alison Hartman will send out a request for board members to submit questions.
  - b. The board retreat agenda will be modified to include an additional resolution for approval of a new school, FLS-RSL-18-0053.
  - c. The job description of the Board of Directors will be modified to include the following required activities:
    - i. Complete Board Self-Evaluation Survey every other year
    - ii. Complete CEO Performance Evaluation Survey every year
    - iii. Complete annual state-required Ethics Training
    - iv. Complete Annual Tier 3 Financial Disclosures
  - d. The Board of Directors will consider inviting "The Education Equity Index" to the next board retreat.
3. Nominations
  - a. Larry Kullman has recommended Mark Stein as a potential development committee member and board member. Jay Altman will reach out to Mark Stein to discuss next steps.
4. CEO update
  - a. The committee agreed to defer Jay Altman's presentation on FirstLine's Whole Child Report Card at the next Governance Committee meeting in March 2018 due to time constraints.
  - b. Jay Altman presented FirstLine Schools' academic achievement results from



2016-17.

- c. Jay Altman provided the transformation school update. The next steps in the approval process are:
  - i. Community review process
  - ii. Approval from the Superintendent of Orleans Parish School Board, who will make the final decision by January 24.
5. Jay Altman provided an update on the phasing down of Joseph S. Clark Preparatory High School and the new citywide CTE Center.
6. Alison Hartman presented the FY17-18 governance committee goals.
  - a. Naj Shakir will ask committee chairs to update progress on the FY17-2018 committee goals prior to the retreat.
8. Jay Altman presented and discussed the CEO 2017-18 goals, which will be presented at the board retreat.
9. Alison Hartman presented and discussed updates made to FirstLine Schools' policy directory. Board members expressed interest in reviewing and discussing the following policies:
  - a. IT policies (priority)
  - b. Anti-bullying policy
  - c. Expulsion policy
  - d. Parent communication policy and practice
  - e. Fundraising policy
  - f. Performance management policy
  - g. Vendor policy
  - h. Background check policy
10. Alison Hartman presented and discussed the current Chief Executive Officer's job description and proposed revisions. The revised job description will be presented to the full board at the March meeting.
11. Jay Altman presented and discussed a resolution about FirstLine Schools' Wellness policy, FLS-RSL-18-0051, which will be presented for a vote at the board retreat.
12. Jay Altman presented and discussed FirstLine Schools' Student Fee policy, FLS-RSL-18-0052, which will be presented for a vote at the board retreat.
13. Executive Session:

Alison Hartman moved into Executive Session at 1:21 PM to discuss the CEO's performance evaluation results and compensation. Charles West seconded the motion. The motion passed unanimously.



14. The Board came out of Executive Session at 1:39 PM. Greg St. Etienne moved to adjourn the board meeting at 1:42 PM and Charles West seconded. The motion passed unanimously.

**Next Governance Committee Meetings:**

March 19, 2018

May 14, 2018 (proposal to change to May 7)