

**FirstLine Schools Board of Directors**  
**Meeting Agenda**  
**Tuesday, February 27, 2018; 5:00 PM – 6:15 PM**  
**Langston Hughes Academy; 3519 Trafalgar Street, NOLA (Library)**

Agenda Item	Action	Who	Materials	Time
1. Roll Call	Attendance	Brian Egana		5:00 pm
2. Audience Introductions		Brian Egana		5 min.
3. Strategic Planning Process & Timeline	Discussion	Jay Altman	<ul style="list-style-type: none"> <li>Overview of strategic planning process</li> </ul>	55 min.
4. Executive Session	Resolution on CEO Compensation	Brian Egana	<ul style="list-style-type: none"> <li><a href="#">Resolution: FLS-RSL-18-0057</a></li> </ul>	15 min.
5. Public Comment Period (as needed)				
6. Adjournment	Motion to Adjourn	Brian Egana		6:15 pm

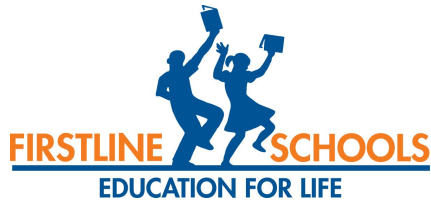
**Next Meeting Dates:**

March 28, 2018: Joseph S. Clark (Library)

May 23, 2018: Arthur Ashe (Library)

**Public Comment Policy:** Time before a vote on any motion allows public comment on that specific item. If you are attending the meeting and wish to discuss a matter not on the agenda, please sign in by the beginning of the meeting and indicate you have a comment. You will be allotted a set amount of time during the “public comment period” of the meeting

ALL VOTES MUST BE LIVE, CAST ALOUD AND RECORDED



**RESOLUTION for FIRSTLINE SCHOOLS  
FLS-RSL-18-0057**

WHEREAS, the performance of the Chief Executive Officer (CEO) of FirstLine Schools is managed in accordance with the duties and responsibilities as outlined in the CEO Job Description,

BE IT RESOLVED, on the 27<sup>th</sup> day of February 2018, FirstLine Schools' Board of Directors approves the CEO Job Description as amended and attached hereto.

Board Secretary \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Votes cast- February 27, 2018**

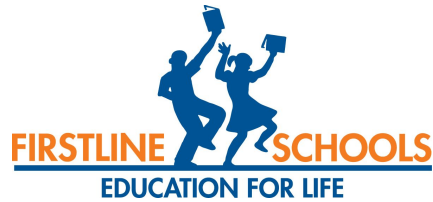
<b>No</b>	<b>Board Member</b>	<b>Vote</b>
1.	Brian Egana, Board President	
2.	Greg St. Etienne, Vice President	
3.	Alison Hartman, Secretary	
4.	Monique Cola	
5.	George Freeman	
6.	Derius Harrell	
7.	Michael Murphy	
8.	Christian Rhodes	
9.	Charles West	
10.	Christy Slater	
11.	Carol Starr	

AMENDED CEO JOB DESCRIPTION:

<https://docs.google.com/document/d/1xyQmcU0nnaShPN8m-r8ww4qb3CuBqj1ZMI9QqhAejPg/edit#>

FIRSTLINE SCHOOLS – EDUCATION FOR LIFE

P.O. Box 791729, New Orleans, LA 70179-1729 | (504) 267-9038 | [www.firstlineschools.org](http://www.firstlineschools.org)



## **FirstLine Schools: CHIEF EXECUTIVE OFFICER (Revisions Proposed February 2018)**

*Creating and inspiring great open admissions public schools in New Orleans*

### **Position Summary:**

The Chief Executive Officer (CEO) is responsible for ensuring that FirstLine Schools' (FLS) mission and vision are realized and that the organization meets or exceeds its goals in all areas including finance, operations, development, advocacy, talent management, and most importantly student achievement.

The CEO is responsible for ensuring high achievement of all students and for seeing that our schools nurture students' social, emotional, and physical well-being.

The CEO will provide effective leadership over the following areas to achieve the above outcomes:

- School Leadership
- Academic Programs
- Culture Programs
- Strategic Management
- Talent Management and Human Resources
- Operations (Facilities, Transportation, Food Service, Information Technology)
- Data and Information Systems
- Financial Management
- Fundraising
- Communications
- Community Relations and Advocacy

The CEO will also work closely with the FLS Board of Directors to support effective organizational governance.

### **Position Responsibilities:**

The CEO has leadership and management responsibilities for the development, implementation, and on-going refinement of systems and practices in each of the areas below:

#### ***School Leadership, Academic and Culture Programs and Practices***

*Ensure high achievement for all students by supporting school leaders and the network academic team in leading:*

- Outstanding instruction
- Systematic use of formative assessment data
- Curriculum development
- Scaffolded, responsive learning support
- Responsive special education

- Extended school and enrichment programming
- Leader and teacher professional learning
- Alignment of students, staff, and parents around the school's values and approach
- Behavior management systems and practices
- Behavior inclusion strategies
- Student support systems
- High attendance for all students
- Motivational and aspirational school culture
- Edible Schoolyard programming

### ***Strategic Management***

*Ensure a systematic strategic management processes that includes:*

- Annual strategic planning and evaluation cycles
- Regular review of progress towards goals across all leadership teams (with adjustments as needed)

### ***Talent Management and Human Resources***

*Ensure a skillful, well-supported, and continually developing staff by providing leadership on talent management, including:*

- Job design
- Recruitment and selection
- Performance management systems
- Career Pathways
- Professional development programs
- Human resource policies, procedures and management
- Recognition and retention strategies
- Compensation strategies
- Succession planning
- Workforce planning and budgeting

### ***Operations Management***

*Ensure high-quality, cost-effective, and responsive services in the following areas:*

- Facilities management
- Information technology infrastructure management
- New site development and capital improvements management
- Transportation
- Food Service

### ***Data and Information Systems***

*Ensure robust data systems to support and provide services and continuous improvement in the following areas:*

- Academic programming
- School culture
- Operations

### ***Financial Management***

*Ensure the organization's financial health and sustainability through:*

- Annual school and programming budgeting cycles with regular updates
- Robust financial systems at all levels of the organization
- Effective and efficient internal financial controls

- Timely and accurate external audits and reporting (State, District, Federal and Private)
- Timely and accurate financial and grants compliance and reporting

### ***Development - Fundraising***

*Support FirstLine's development needs through:*

- Strong on-going relationships with funders and potential funders
- Quality grant proposals from the FirstLine team

### ***Communications***

*Enable people connected with and/or interested in learning more about FirstLine to have the information they need:*

- Compelling print materials, website, and social media
- Effective organizational communication practices

### ***Community Relations and Advocacy***

*Develop strong relationships with key local and state stakeholders and work to ensure a policy, funding, and programming environment that will facilitate the schools' success through:*

- Relationships with parents, community members, school and non-profit leaders, local school board members and leadership team, state education board members and leadership team, and other elected officials
- Promotion of FirstLine Schools locally and nationally
- Relationships with local and national education and political leaders to support the accomplishment of FirstLine's mission
- Advocacy efforts regarding funding, education policy, and other youth services

### **Education & Experience:**

- Passion for and deep commitment to improving educational opportunities for urban students and for building a strong, mission-driven organization
- Bachelor's Degree; Master's Degree desirable
- Significant senior leadership experience in a public agency, for-profit or non-profit organization
- Demonstrated record of leading an educational organization with academic achievement as well as robust financial, operational, and data management
- Demonstrated record of inspirational leadership and building strong relationships with a variety of stakeholders
- Demonstrated record of strategic planning and management
- Demonstrated record community organizing, development and advocacy
- Commitment to the mission and vision of FirstLine Schools
- Able to plan and oversee the delivery of a number of projects within a complex environment
- Commitment to designing systems of accountability and continuous improvement
- Strong analytical skills, ability to assess challenges and develop solutions at all levels (school, organization, city, state, etc.)
- Highly professional and able to handle confidential and complex situations with grace and flexibility
- Ability to effectively coach, support and manage others
- Demonstrated track record of public and private fundraising

### **Desired Qualities & Characteristics:**

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- A firm belief in every student's ability to achieve in a rigorous college or career prep curriculum
- Ability to achieve results based on agreed-upon expectations
- Acceptance of personal responsibility
- Highly detail-oriented
- Ability to collaborate effectively with a broad range of stakeholders
- A commitment to creating great schools in New Orleans
- Strong written and verbal communication skills
- Demonstrable evidence of the FirstLine values of Service, Learning, Collaboration, Results, and Fun

**Physical Requirements:**

- While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear
- Light lifting of equipment may be required (up to 20 lbs.)

**CHIEF EXECUTIVE OFFICER reports to:** FirstLine Schools Board of Directors

*Salary is competitive and commensurate with experience. FirstLine Schools offers a comprehensive benefits package with a generous 403b plan.*

*FirstLine Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*