

FirstLine Schools Board Meeting Minutes
March 28, 2018
5:00 – 7:00 pm
Joseph S. Clark Preparatory High School

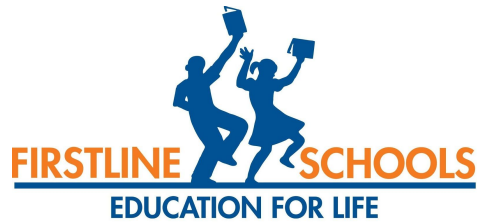
In Attendance: Carol Starr, Michael Murphy, Brian Egana, Alison Hartman, Derius Harrell, Greg St. Etienne, George Freeman, Monique Cola, Charles West

Absent: Christy Slater, Christian Rhodes

Staff in Attendance: Jay Altman, Alisha Johnson Perry, Joe Neary, Claudia Barker, Gizelle Banks, Tiffany Robbins

Visitors: Stan Smith, consultant; Ericka Freeman, OPSB; Larry Jones, Bruno & Tervalon

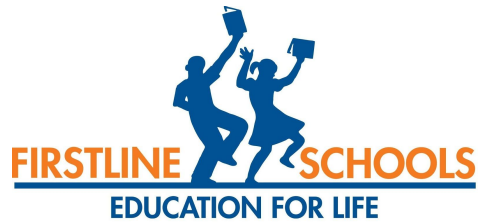
1. Brian Egana called the meeting to order at 5:07.
2. Alison Hartman moved to approve the minutes from the January and February board meetings as circulated. Carol Starr seconded, and the motion passed unanimously.
3. Brian Egana welcomed guests, Stan Smith, Ericka Freeman and Larry Jones.
4. CEO Update
 - a. Jay Altman shared the Ed Navigator report card that weighs absolute scores and growth scores equally.
 - b. He also distributed the draft school calendar for 2018-19.
 - c. Jay Altman gave an update on the CTE center, on whose founding board he and Monique Cola both serve.
 - d. Jay Altman gave an update on the new transformation school, temporarily known as FirstLine Live Oak, until we finish the process of gathering community input on an appropriate name. The building needs infrastructure upgrades and we are working with OPSB on these.
 - e. Jay Altman announced that we will be rescheduling the board strategic planning retreat and will be reaching out to board members regarding potential dates.
5. Jay Altman gave the legislative update, as Caroline Roemer was not able to be present.



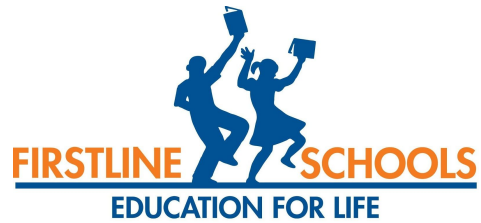
6. Greg St. Etienne presented the Finance Committee report. The Finance Committee met twice since the last board meeting.
 - a. Through January 2018, we forecast a net addition to the fund balance of about \$1M for FY18
 - b. Greg St. Etienne reported on the status of the most recent budget to actuals by school.
 - c. The staff and Finance Committee will present a preliminary budget at the May meeting. They are also working on a financial management dashboard for key indicators, expected, to be completed by the second quarter of 2019.
 - d. Greg St. Etienne reported that we are expanding our banking services. The staff and Finance Committee will be seeking cost comparisons for various accounts and services.
 - e. Greg St. Etienne reviewed the Finance Committee goals for the current year, as circulated in the board packet.
 - f. Alison Hartman asked that we defer approving the finance report until we circulate the most recently updated statements. Gizelle Banks explained that the current financial statement, which updates nightly through Financial Edge, includes some adjustments to the balance sheet that were made to the prior period during the audit. The Finance Committee has reviewed the balance sheet and income statement, which will be circulated via email to the board.

7. Greg St. Etienne presented the Audit Committee report, noting that Bruno and Tervalon have been engaged to conduct the audit. Given turnover of finance team personnel in 2017, we requested and received an extension from the state, until March 30th.
 - a. Larry Jones from Bruno and Tervalon reviewed findings from the Statewide Agreed-Upon Procedures and BESE Agreed Upon Procedures, a list of required reviews of the key policies of an organization, the state required elements, and supporting evidence. There are some outstanding matters to be resolved before the audit can be completed.

8. Derius Harrell presented the Facilities Committee report. He reported on the Live Oak facility upgrade needs. Work will begin June 1st. There are a number of RFPs out (landscaping, maintenance, arborist, and water treatment). All are available on the website. He explained the process for evaluating and scoring proposals. He reported on the Facilities Committee's goals and noted that the committee has completed its needs assessment for each campus, except Live Oak.



9. Alison Hartman presented the governance committee report. She reviewed the minutes from the January governance committee meeting.
 - a. Alison Hartman reported that the Governance Committee recommends creating a new class of board member: Board Member Emeritus. She presented Resolution FLS-RSL-18-0059 amending the FLS By-laws to include Emeritus Status. Michael Murphy moved that the motion be approved, Carol Starr seconded, and the motion passed unanimously.
 - b. Alison Hartman presented resolution FLS-RSL-18-0060, electing Larry Kullman as FirstLine's first Board Member Emeritus. George Freeman moved, Monique Cola seconded, and the motion passed unanimously
 - c. Alison Hartman presented resolution FLS-RSL-18-0061 to update the check signing authority,, to add CFO Gizelle Banks as a signer and to remove Joe Neary, COO. Brian Egana moved and Carol Starr seconded the motion, which passed unanimously.
 - d. Alison Hartman presented FLS-RSL-18-0062, the proposed CEO goals for the academic year 2018-19. Brian moved to defer the resolution pending further discussion. Michael Murphy seconded, and the motion was deferred.
 - e. Alison Hartman presented resolution FLS-RSL-18-0063, authorizing Gizelle Banks to open two savings accounts for FLS, one with Capital One and one with IBERIABANK. Brian Egana moved, Charles West seconded, and the motion passed unanimously
 - f. Alison Hartman reminded all board members to complete the Tier 3 Personal Financial Disclosure forms by May 15, 2018.
 - g. Alison Hartman asked for participation in the FirstLine Schools commencements:
 - i. Wheatley - Brian and Greg
 - ii. Clark - Monique and Brian
 - iii. Ashe - George and Charles
 - iv. Green - Michael and Carol
 - v. LHA - Michael and AlisonAlison Hartman asked that any board member who has not signed up to attend at least one graduation do so asap.
10. Michael Murphy presented the development report. He reported on cultivating a donor to help with the Live Oak capital improvements. Discussion followed about naming rights to parts of a campus, such a library or teaching kitchen. Jay Altman suggested that the Development Committee establish a policy to present to the board.
 - a. Claudia Barker reported on An Edible Evening, for which the fundraising goal was achieved.



- b. Michael Murphy reported on the Development Committee’s goals, all of which are met or on track, including participation by FLS board members. Claudia Barker thanked the board members for their contributions.
11. Tiffany Robbins, new Controller, introduced herself. Jay Altman thanked Stan Smith for his support of the finance team.

Alison Hartman moved to adjourn the meeting at 7:29, George Freeman seconded, and the motion passed unanimously.