

FirstLine Schools Board of Directors Meeting Minutes
Tuesday, August 13, 2019; 5:00 PM- 7:00 PM
Samuel J. Green Charter School; 2319 Valence Street, NOLA 70115
(Cafeteria)

In Attendance: Greg St. Etienne, Alison Hartman, David Barbier, Kim Henry, Carol Starr, and Kellie Turner.

Absent: Monique Cola, George Freeman, Charles West, Christy Slater, Derius Harrell.

Staff in Attendance: Sabrina Pence, Najah Shakir, Tom Shepley, Claudia Barker, Rebekah Cain, Gizelle Banks and Maya Wyche.

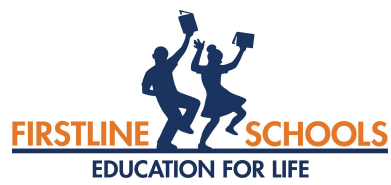
Board Member Nominees: Jeffrey Howard and Mark Stein.

Public in Attendance: None.

While awaiting a quorum of directors:

1. Sabrina Pence, CEO, presented FirstLine Schools' Dashboard and updates.
 - a. Enrollment and Events
 - i. School started on August 1st. Enrollment currently looks strong across all schools, but is still fluctuating. We will have final enrollment numbers at the September meeting.
 - ii. Sabrina noted the list of upcoming events circulated to the board and encouraged everyone to attend.
 - b. Joseph S. Clark Preparatory High School close out process
 - i. FirstLine Schools has surrendered all operational obligations for the Joseph S. Clark site to NOLA Public Schools.
 - ii. FirstLine Schools is preparing Clark student records to be turned over to NOLA Public Schools.
 - iii. Sabrina reviewed Joseph S. Clark's graduation rate for the 2017-18 school year.
 - c. Rebekah Cain, Executive Director of Operations, presented FirstLine Schools Data Systems update:
 - i. FirstLine Schools has two openings in its data department, the Director of Information Systems and the Systems Support Manager.
 - ii. FirstLine has retained consultant help to ease the transition when these two staff depart (mid-October) and has begun assessing long-term data systems needs.
 - iii. Will keep the Operations Committee up to date as FirstLine navigates this transition.
 - d. Rebekah presented FirstLine Schools cyber security update:
 - i. Since August 3rd FirstLine Schools has complied with the state's recommendation to limit access to the internet due to a cyber breach that has affected schools.
 - ii. FirstLine currently has access to less than 0.1% of internet IP addresses.
 - iii. After the full implementation of the recommended network protocols, FirstLine has found that these current protocols are preventing schools from accessing critical student-based curriculum so FirstLine will be making some modifications to the protocols.
 - iv. FirstLine will inform the state that modifications to the protocol are being made in order to access mission critical sites.
 - e. Sabrina gave an update on teacher and staff salary increases enabled by recent legislation, with comparisons to local, regional and national teacher salary averages.

- i. The teacher salary increases will take effect in October 2019, retroactive to July 2019.
 - f. Sabrina presented FirstLine Schools student achievement scores for the 2018-19 school year and our approach to improving scores, including:
 - i. Building a strong culture of achievement
 - ii. FirstLine fundamentals
 - iii. Middle School Math Curriculum
 - iv. Teacher retention
 - v. Special education
 - vi. Using our time in the block at a strong pace (Sweating the Block)
 - g. Sabrina discussed FirstLine Schools' growth plan through 2022.
2. Greg St. Etienne called the meeting to order at 6:11 PM.
3. Alison Hartman presented the Consent Agenda items. David Barbier moved to approve the Consent Agenda items. Carol Starr seconded. The motion passed unanimously. The following items were approved:
 - a. May 21, 2019 Board Meeting Minutes.
 - b. Resolution FLS-RSL-19-0984A; City Year.
 - c. Resolution FLS-RSL-19-0135; Relay Residency Program.
 - d. Resolution FLS-RSL-19-0134A; LUBA Casualty Insurance Program.
 - e. Resolution FLS-RSL-19-0136; Pupil Progression Plan
4. No audience members were in attendance, so there were no audience introductions.
5. Gizelle Banks, FirstLine CFO, presented FirstLine Schools' Finance & Audit Committee Report:
 - a. June 30, 2019, financial statements, including the income statement and balance sheet.
 - b. July 31, 2019, Finance and Audit Committee meeting minutes.
 - c. Finance dashboard/metrics.
 - d. 2019-20 FirstLine Schools' Finance and Audit committee goals.
 - e. FY19-20 consolidated draft budget.
 - i. Anticipated changes from August to September 2019.
 - f. Greg St. Etienne moved to approve the finance report. Kim Henry seconded. No public comment. The motion passed unanimously.
6. Alison Hartman presented the Governance Committee report:
 - g. Board of Directors meeting calendar and requested that all members note the meeting dates for 2020.
 - h. Update on the CEO performance assessment timeline, which will commence when final achievement results are available (Anticipate October - November)
 - i. Board Diversity Assessment Matrix for the board's information.
 - i. Alison Hartman presented the nominations of three new directors to the FirstLine Board: Mark Stein, Sarita Carriere, and Jeffrey Howard, nominated via resolutions numbered 19-0138, 19-0139, and 19-0140, respectively. David Barbier moved to accept each of these nominations, Kim Henry seconded each motion, there was no public comment and all passed unanimously.
 - ii. FirstLine Schools seeks to add two additional parent board members and someone with experience in public relations and / or advocacy.
 - j. Governance Committee goals. Goals will be updated at each meeting.



7. Rebekah Cain presented the Operations Committee report:
 - a. Operations Committee's June 19, 2019, meeting minutes.
 - b. Operations Committee 2019-20 Goals.

8. Claudia Barker, Chief Development Officer, presented FirstLine Schools Development Committee report.
 - a. Development Committees report (prior year).
 - b. Development Committee goals for 2019-20.
 - c. Fundraising goal for 2019-20 and presented the August 7, 2019 development report.

Alison Hartman moved to adjourn the meeting. Carol Starr seconded. The motion passed unanimously, and Greg St. Etienne adjourned the meeting at 6:53 PM.