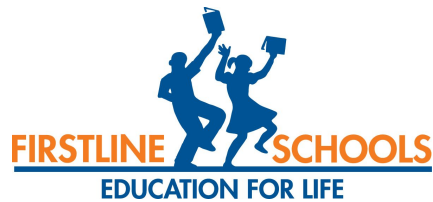


FirstLine Operations Committee Meeting – Minutes
Tuesday, August 6, 2019 4:30PM – 6:00PM
FirstLine Schools Central Office - 300 N. Broad St Suite 207 NOLA 70119 - Service Conference
Room

Attendees: Rebekah Cain ,Neil Williams, Jeffrey Howard, Kenny Welcome, Christy Slater

1. Call to Order.
 - Rebekah Cain called the meeting to order at 4:37PM
2. Introductions
 - Team introductions to Kenny Welcome
3. Review Minutes/Action Items from Previous Committee Meeting
 - 190619 Operations Committee Meeting Minutes
 - MOTION TO ACCEPT: Jeffrey Howard. Second by Christy Slater.
4. Committee Goals
 - Review 19-20 Operations Committee Goals
 - i. Goals for 19-20 have been reviewed
 - ii. 18-19 goals will be finalized once DBE numbers for 18-19 have been finalized (expected this week)
 - Update DBE Information
 - i. Information not currently available. Site for data download has been inaccessible due to cyber updates.
5. Business
 - Contract Review - 3 contracts are all renewals and set to go to the consent agenda.
 - i. City Year
 1. Covers Americorp Teachers - partner organization that works in our schools. (attend trainings and receive FLS email addresses etc)
 2. Not lead teachers, work in support roles.
 3. Currently in 3 schools: Ashe, Wheatley, LHA
 4. Notes
 - a. Insurance needs to specify that they have their own workman's comp. Additionally only mentions general liability.
 - b. Rebekah to get updated language regarding insurance for contracts.
 - ii. Relay Residency Program
 1. Program for people who want to become teachers. i.e Student teachers from teaching programs.
 2. Same insurance notes as mentioned for City Year contract above.



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- a. Rebekah to get updated contract to reflect needed changes before next board meeting.
 - iii. Luba Casualty Insurance Company
 - 1. Workers comp insurance for FLS
 - Updates
 - i. Clark Closure
 - ii. Summer Construction Projects
 - 1. Live Oak Drainage Project - RSD Project
 - 2. Green Kitchen Project - OPSB Project
 - a. Project is behind. RFP and pre-bid did not get enough quotes or DBE participation. Timeline did not work for completion for this year due to delay in bids and start of work.
 - 3. Wheatley Garden Build - FirstLine Project
 - a. Most of structure is complete. Volunteer build day being hosted this weekend @ Wheatley on 8/10
- 6. New Business
 - School Cyber Security Update
 - i. FLS Network was taken down on Saturday 8/3 in order to perform recommended maintenance to combat imminent threats to school based online networks.
 - ii. Currently working to whitelist all needed sites for central office and school based staff.
 - iii. FLS has Cyber security insurance coverage. Coverage shared with Operations Committee Members.
 - Data Team Transitions
 - i. 3 People on Data team, two will be resigning
 - ii. Director of Data will be moving on to pursue further development. Plan to exit Mid-October
 - 1. Biggest risk: “data Warehouse” mmgt. looking into short term plan for data maintenance
 - 2. Also risk of lack of creation of data systems. Will have to rely on current systems in the short term.
 - iii. Data manager is moving back to hometown. Plan to exit Aug 30th



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- iv. Currently have a candidate for Manager position and potential internal candidate for Director Position.
- v. Will continue to update as transition occurs.
- Building Security Assessment
 - i. Enterprise Risk Management Consultant
 - ii. Through Jill (liability insurance broker) introduced us to a potential vendor to conduct risk/security assessments at our schools sites.
 - iii. Planning to attend August Operations Manager Job-Alikes to conduct a PD.
 - iv. Provided quotes to conduct security walkthroughs
 - 1. Will assess PD quality and conduct one walkthrough @ Live Oak to assess quality of walkthrough and reporting w/follow up meeting
 - 2. Will ask for preview/example of security assessment report.
- 7. Next Meeting Date & Adjournment
 - September 9, 2019 - LOCATION TBD
 - Adjourned @ 5:48PM

Next Operations Committee Meetings:

- September, 9 2019 (LOCATION TBD) - @Early Start School
- October - Week of Oct 7th Fall Break (TENTATIVE)

Next Board Meetings:

- September 11, 2019 | Langston Hughes Academy
- November 12, 2019 | Arthur Ashe Charter School