

**FirstLine Operations Committee Meeting – Agenda**

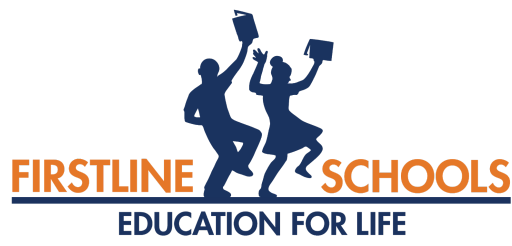
**Monday, October 21, 2019 4:30PM – 6:00PM**

**FirstLine Schools Central Office - 300 N. Broad St Suite 207 NOLA 70119 - Service Conference Room**

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Attendees: Neil Williams, David Barbier, Sabrina Pence, Derius Harrell

1. Call to Order.
  - Meeting Called to order at 4:34 PM
2. Review Minutes/Action Items from Previous Committee Meeting
  - 190916 Operations Committee Meeting Minutes
  - MOTION TO ACCEPT: Derius Harrell accepted meeting minutes
3. Committee Goals
  - Review 19-20 Operations Committee Goals
    - i. Reviewed and updated 19-20 Goals
      1. Goals reviewed and updated.
      - ii. Neil to Update DBE goal on slide for 18-19 Year
  - Update DBE Information
    - i. 191021 DBE Vendor Report 2 (19-20 Fiscal)
      1. 8.76% from July 1 - October 21
      2. Plans to increase DBE Spend:
        - a. Work with Schools to use DBE vendors (Particularly w/JEI and Corporate Business Supplies)
        - b. Will bring in SOMs and purchasing FOAs to future Job-Alike to discuss DBE Spending.
  - Review/discuss draft Toolbox
    - i. Facility Topical Review Information
      1. Neil to add Facility Topical Review Rubric
      2. Add a document for progress toward goals (i.e DBE reporting w/numbers on potential for DBE contracts and the potential for increases)
      3. Adding a review document describing what each section of toolbox is (slides) reference documents for future/change in board and committee members
        - a. Make committee dashboards a part of board dashboard.
        - b. Reaching out to outside organizations to see what they are doing well. Adopting good templates/formats.
4. Business
  - Facility Improvement Plans Review
    - i. Priority Levels discussed and current status of projects
    - ii. Things to discuss further:



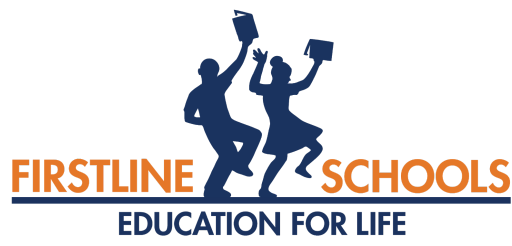
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1. Need to look at priority items as a committee to determine what's the most important globally and allocate funds accordingly.
- Building Security Assessments Update
    - i. A consultant has conducted reviews at both Live Oak and Wheatley. We have a report from this review.
    - ii. Will work to find time for consultant to review other sites this fiscal year
    - iii. Plan is to review findings and next steps w/SOMs and directors next month and make actionable items.
      1. Will review reports with Committee after we have reviewed with School Teams.
  - Update: Data Department Staffing
    - i. Director of Data and Systems support manager departed earlier in year.
      1. New Director of Data - Juan Delgado Valize- started on Oct. 7th w/one week of overlap with Taylor.
      2. Systems support manager position offer will be made by Friday 10/25
  - Update: Cyber Risk Mitigation
    - i. Working on quotes for 3 different types of services. Will likely use a combination of all three.
      1. First: Email scanning - awaiting further quotes
      2. Second: Document restoration - backing up the google drive
      3. Third: Carbon Black - antiviral software for servers (LDOE recommended and has current government contracts)
        - a. 21K-22K per year for all 3.
        - b. Currently unbudgeted, so trying to figure out what can be managed this year.
      4. Currently using?
        - a. Rebekah to get further information on current software in place from IT Manager.
      5. Concerns?
        - a. Email scanning likely to require active management by IT staff.
        - b. Email scanning can prevent phishing attacks - helps to prevent more than ransomware.
        - c. Could just want access to drive/log-in info to get data.
        - d. Software being looked at does work for phishing



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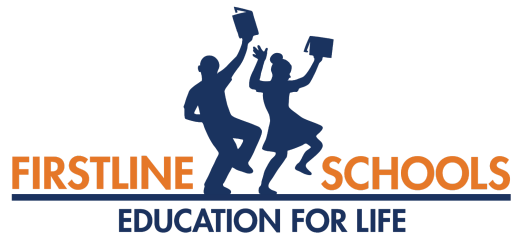
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- i. Also has add on options for HIPPA and FERPA protections for outgoing emails

5. New Business

- Contracting timeline (draft)
  - i. Date from hearing back from other vendors is June 1 - not allowing for much time to secure additional vendors
    1. Will consider moving timeline up to May 15th to allow for more time for responses.
  - ii. Want to consider for RFPs/contracts that we are putting out, including language that will provide us with some idea of what future cost increases will be.
    1. Can look into adding language to cap what future increases would be.
- Lease amendment for 300 N Broad (for November board approval)
  - i. 1 Year extension for current central office building.
  - ii. Same rate as previous lease extension
  - iii. Current extension will be until Dec 31, 2020
  - iv. Possibility that a second phase of development will be happening that could allow for more space in the future.
  - v. David Barbier moved to recommend lease approval to the board. Seconded by Derius Harrell
- SFPP Working Group (School Facility Preservation Program)
  - i. Rebekah is a member of the working group (Monthly meeting on specific policies to access funds)
    1. Group organized by NOLA Public Schools (OPSB)
  - ii. Would like to make SFPP Working group a standing item for review
  - iii. Amount of funds based on the age of buildings.
  - iv. One of 1st things to be done is each school to have a capital plan. Rebekah to be working on committee to choose vendor for Capital Planning RFP
  - v. Rebekah will come back w/more information each month on what is happening in those meetings. General timeline to be shared (adding to toolkit)
  - vi. Process: RFP for vendor, then building assessments to be conducted w/input from operators.
- Anticipated RFPs for this Year: Custodial
- Brief Intro to VendorRisk
  - i. Who has access to system now?
    1. Anyone who manages a vendor has access. People who use it the most: Naj, Neil, Rebekah.
    2. Other individuals with access work with Naj mostly
    3. SOMs also have access.
- School Operations Manager opening



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i. Offer being made to an internal candidate today.

**6. Next Meeting Date & Adjournment**

- Date: Monday November 18, 2019 - Langston Hughes Academy (3519 Trafalgar St)
- Adjourned: 6:02 PM

**Next Operations Committee Meetings:**

- November 18, 2019 (Langston Hughes)

**Next Board Meetings:**

- November 12, 2019 - Arthur Ashe Charter School (1456 Gardena Dr)