



FirstLine Schools Board of Directors Meeting Minutes
Tuesday, November 12, 2019; 5:00 PM - 7:00 PM
Arthur Ashe Charter School; 1456 Gardena Drive, NOLA 70119 (Library)

Board Meeting Minutes

- **Board in Attendance:** Charles West, David Barbier, Greg St. Etienne, Alison Hartman, Christy Slater, Sarita Carriere, George Freeman, Kim Henry, and Carol Starr.
- **Absent:** Kellie Turner, Derius Harrell, Mark Stein, and Jeffrey Howard.
- **Staff in Attendance:** Sabrina Pence, Najah Shakir, Tom Shepley, Claudia Barker, Rebekah Cain, Gizelle Banks, Maya Wyche, Amanda Sullivan, and Alisha Johnson Perry.
- **Public in Attendance:** None.

Charles West called the meeting to order at 5:07 PM.

1. Charles West presented FirstLine Schools' Consent Agenda. Greg St. Etienne moved to approve the Consent Agenda items and Resolution FLS-RSL-19-0015 B. No audience members were in attendance. David Barbier seconded; there was no discussion and the motion passed unanimously.
2. Sabrina Pence presented FirstLine Schools' dashboard and answered questions from the board regarding:
 - a. FirstLine Schools' enrollment update and additional enrollment information as of FirstLine Schools' Oct. 1 count
 - b. 2018-19 YTD and 2019-20 YTD attendance data by school
 - c. Suspensions to date
 - i. PK-4 OSS (out of school suspension) rate and 5-8 suspension rate
 - ii. Sabrina explained that schools are flagged for urgent intervention when suspension rates are 5.2% or higher in PK-4 and 20.8% or higher in grades 5-8. Currently, each FirstLine school has been placed into urgent intervention for having two consecutive years of high suspension rates 16-17 and 17-18. Sabrina described the plan to move all schools out of urgent intervention as soon as possible (next year).
 - d. State Letter Grades
 - i. Components of FirstLine Schools' performance scores (SPS)
 - ii. Letter grade scale transition over next 5 years
 - iii. FirstLine Schools letter grades:
 1. Arthur Ashe, C
 2. FirstLine Live Oak, D
 3. Samuel J. Green, C
 4. Langston Hughes, D
 5. Phillis Wheatley Community School, D
 - iv. Letter grade comparison this school year vs. last school year
 - e. FirstLine Schools' Pre-K performance data



- f. Tom Shepley presented FirstLine Schools' academic progress and discussed key strategies being used to increase achievement.
 - g. Upcoming events:
 - i. December 11, January 15, and February 12: "Dinner After the Bell: Safekeeper Series," focusing on social and emotional learning
 - h. Other Updates:
 - i. The job opening for President of Strategic and External Affairs has been posted, and the interview process will include school directors, C-Team, and board members.
3. Gizelle Banks, Chief Finance Officer, presented FirstLine Schools' financial reports.
- a. Summary balance sheet, July 1- September 30, 2019
 - b. Revenue summary, September 30, 2019
 - c. Expense summary, September 30, 2019
 - d. Sustainability dashboard
 - a. Greg St. Etienne, Board Treasurer, presented Resolution FLS-RSL-19-0143 approving and accepting the Finance Committee report. No audience members were in attendance. David Barbier moved to approve and accept Resolution FLS-RSL-19-0143. Alison Hartman seconded. There was no discussion and the motion passed unanimously.
 - b. Greg presented Resolution FLS-RSL-19-0144 empowering the Finance Committee to accept and adopt the FY18-19 audit. No audience members were in attendance. Carol Starr moved to approve Resolution FLS-RSL-19-0144. David Barbier seconded. There was no discussion and the motion passed unanimously.
 - c. Gizelle updated the board on FirstLine Schools' annual audit and tax filing process including the timeline for completion.
 - d. Greg indicated there were no current updates to the FY19-20 Finance Committee Goals.
4. Alison Hartman presented the Governance Committee report:
- a. Alison reviewed the 2019 and 2020 board calendar.
 - b. Alison presented the proposed updated FirstLine Schools Succession Plan and Resolution FLS-RSL-19-0039.A and requested approval. No audience members were in attendance. Alison Hartman moved to approve the Resolution. David Barbier seconded. There was no discussion and the motion passed unanimously.
 - c. Alison presented FirstLine Schools Student Fee Policy for FY19-20 and Resolution FLS-RSL-19-0052.B to approve the Fee Policy as required by the LA Dept. of Education. No audience members were in attendance. David Barbier moved to approve Resolution FLS-RSL-19-0052.B. Alison Hartman seconded. There was no discussion and the motion passed unanimously.
 - d. Alison reminded the Board of Directors to complete Louisiana's required online Annual Ethics Training for FY19 by December 31, 2019.
 - e. Alison presented FirstLine Schools' "Whole Child Safeguarding and Protection Policy" and Resolution FLS-RSL-19-0145 and requested approval. No audience members were in attendance. Sarita Carriere moved to approve the Resolution. Christy Slater seconded. There was no discussion and the motion passed unanimously.
 - f. Alison provided an update on the FY2019-20 Governance Committee goals.
5. Alison Hartman presented a motion to amend the present agenda to include a presentation updating the board of directors on FirstLine Schools' Cyber Security plans. No audience members were in



attendance. Carol Starr seconded. There was no discussion and the motion passed unanimously.

- a. FirstLine Schools' Operations Committee report included:
 - i. September 16, 2019, Operations Committee meeting minutes
 - ii. Cyber Security Products
 - iii. Update of the Operations Committee goals.

6. Claudia Barker, Chief Development Officer, presented FirstLine Schools' Development Committee report:
 - a. Claudia presented FirstLine Schools Fundraising Policies and Resolution FLS-RSL-19-0146 to approve and adopt the FirstLine Schools fundraising policies. No audience members were in attendance. Carol Starr moved to approve. Sarita Carriere seconded. There was no discussion and the motion passed unanimously with the following amendment:
 1. The policy will be revised to include a clause allowing FirstLine Schools to remove a donor's name in the case of an unfulfilled pledge.

7. **Topic Presentation:** Amanda Sullivan, FirstLine Schools Director of Student Support, presented an update on Student Support Services at FirstLine Schools.
 - a. Major departments of student support
 - b. Special Education, 504 accommodations, and English Language Learners
 - c. Special education demographics
 - d. Special education 10/1 count
 - e. Additional special education funding sources
 - f. Special education compliance
 - g. 504 demographics
 - h. English learners' demographics
 - i. Local citywide partners
 - j. Key messages.

8. Charles West moved to adjourn the meeting. Alison Hartman seconded. The motion passed unanimously and the meeting was adjourned at 7:19 PM.