



# NBSF NOLA

NEW BEGINNINGS SCHOOLS FOUNDATION

## **New Beginnings Schools Foundation Board Meeting**

June 15, 2017

5:30 pm

2045 Lakeshore Drive, CERM Building Rm. 438

New Orleans, Louisiana

### **Minutes**

A meeting of the Board of Directors of New Beginnings Schools Foundation was held on June 15, 2017 at 5:30 pm at 2045 Lakeshore Drive.

The following members were present:

#### **Present for the meeting were:**

Leslie Bouie  
Travis Chase  
Raphael Gang  
Tracey Jackson  
Valkeesha Marshall  
Ashley Spears  
Jill Sylvain  
Tamara Wyre

#### **Absent from the meeting were:**

Wanda Brooks  
Kathy Saloy

Ms. Bouie called the meeting to order at 5:32, although there was not a quorum of members in attendance. Ms. Bouie advised that the board would pass on the adoption of the agenda and minutes until the quorum of attendance is met. Ms. Bouie stated that she was going to provide the members with information regarding the upcoming board retreat, which included a draft agenda, and some information from the retreat facilitator. Ms. Bouie also introduced the facilitator for the board retreat, Ms. Linda Flot, who was in attendance at the board meeting. There was also a discussion regarding the roles and expectations of the board members. Additionally, the board will be discussion a member vacancy, as well as the OPSB Unification, and she hopes that there may be a guest speaker from OPSB. There will also be a discussion regarding goal setting. The retreat will take place on Saturday, July 15<sup>th</sup> from 8am until noon.

#### ***Adoption of the Agenda***

At 5:53, Board President Leslie Bouie advised that there was a quorum of attendance present at the meeting. She then called the meeting to order. The agenda was revised to reflect that the discussion on the board retreat was moved up on the agenda and that the presentation from Eustis Insurance was moved to after all action items had taken place on the agenda. Motion was made

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by Val Marshall. The motion was seconded by Raphael Gang. Chair Bouie called for the vote. **Motion carried.**

### ***Adoption of Minutes***

Board President, Leslie Bouie called to approve the minutes from the April 12, 2017 and the May 18, 2017 board meetings. Motion was made by Raphael Gang. The motion was seconded by Travis Chase. Chair Bouie called for the vote. **Motion carried.**

### ***Action Agenda Items***

Board President Leslie Bouie advised that the board need to ratify the actions of the Executive Committee Actions from its committee meeting held on May 24, 2017.

#### **FY17 Budget Revisions (Action Item)**

The Executive Committee approved a motion to adopt the NBSF FY17 MFP and OPSB Revenue based on the February 1, 2017 student count and legislative changes. Motion was made by Val Marshall. The motion was seconded by Raphael Gang. Chair Bouie called for the vote. **Motion carried.**

#### **2017-2018 NBSF Employee Salary Scale (Action Item)**

The Executive Committee approved a motion to approve the 2017-2018 NBSF Employee Salary Scale. Motion was made by Val Marshall. The motion was seconded by Travis Chase. Chair Bouie called for the vote. **Motion carried.**

#### **NBSF Policies and Procedures**

Board President Leslie Bouie advised that the finance committee met on June 6, 2017 and is recommending that the board approve NBSF policies and procedures detailed below.

##### ***Record Retention Policy (Action Item)***

Motion was made by Travis Chase. The motion was seconded by Jill Sylvain. Chair Bouie called for the vote. **Motion carried.**

##### ***Fundraising Policy and Procedures (Action Item)***

Motion was made by Travis Chase. The motion was seconded by Ashley Spears. Chair Bouie called for the vote. **Motion carried.**

##### ***Asset Management Procedures (Action Item)***

Motion was made by Raphael Gang. The motion was seconded by Travis Chase. Chair Bouie called for the vote. **Motion carried.**

#### **2017-2018 Network Employee Salary Scale (Action Item)**

Board President Leslie Bouie advised that the finance committee met on June 6, 2017 and is recommending that the board approve the 2017-2018 Network Employee Salary Scale. Motion was made by Jill Sylvain. The motion was seconded by Raphael Gang. Chair Bouie called for the vote. **Motion carried.**

#### **Risk Management Request for Proposal (Action Item)**

Board President Leslie Bouie advised that the finance committee met on June 6, 2017 and is recommending that the board approve the Risk Management Request for Proposal. Motion was made by Travis Chase. The motion was seconded by Raphael Gang. Chair Bouie called for the

vote. **Motion carried.**

### **Presentation from Eustis Insurance.**

Julian Posecai provided a summary of insurance for the period July 1, 2017 through July 1, 2018. The summary included the growth rate for New Beginnings Schools Foundation, which includes total students and total payroll. Additionally, there was a workers compensation loss analysis and a detailed explanation of issues that have been address in past insurance policies. Lastly, Mr. Posecai detailed the summary of all insurance, which included but was not limited to property, commercial general liability, educators legal liability, D&O, student accident, and umbrella. The summary also included costs for the periods 2015-2016, 2016-2017, and 2017-2018. There was also an explanation of other coverages including flood, active assailant event, and T3 property terrorism. Board President advised the board members to provide her with any questions they may have regarding the presentation and advised that she would provide those to Mr. Posecai as necessary.

### **Election of Officers**

Ms. Ashley Spears, chair of the board's Nominating Committee advised that the board officers for the 2017-2018 year needed to be elected. Ms. Spears emailed the full board requesting nominations of officers for Board Chair, Board Vice-Chair, Board Secretary and Board Treasurer. Nominations for the board officers are as follows: Board Chair – Leslie Bouie; Vice Chair – Kathy Saloy; Secretary – Val Marshall; and Treasurer – Raphael Gang. Ashley Spears called for the vote for each of the board officers. All members in attendance voted in favor of the officers as presented. There were no nays or abstentions from the vote. **Motion carried.**

Ms. Bouie also advised the board that according to the bylaws, this will be her last term as board chairs, due to the three-year term limit for the position.

### ***Committee Reports***

Board President, Leslie Bouie advised that the finance committee met on June 6, 2017. Additionally, she advised that the committee has recommended several policies that will be addressed in the action items section of the meeting.

### ***Standing Agenda Items***

#### **Monthly Financial Information**

Ms. LaKenya Collins reviewed the monthly financials for the months of March 2017 and April 2017, which were provided to the finance committee at its meeting on June 6<sup>th</sup>. Ms. Collins discussed the details of the monthly budget-to-actuals comparison, trial balances, and financial statements for both March and April 2017.

#### **Monthly CEO Report.**

Mrs. Blouin-Williams provided the monthly CEO report, which included an update to the board on the following:

- Update on the results of the Agreed-Upon Procedures Audit
- FY18 Budget Timeline and Goals

- Enrollment projections for the 2017-2018 school year for each of the NBSF schools
- Summer learning information for students, teachers and support staff
- Cohort Graduation data and information on the graduation rate
- School leadership and school staff update
- Avery Alexander building update
- Important upcoming dates through August 30<sup>th</sup>.

*New Business*

None.

*6:54 PM Meeting Adjourned*

**Prepared by:**

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**Shawanda Raphael, Executive Assistant  
New Beginnings Schools Foundation**