



**NBSF NOLA**  
NEW BEGINNINGS SCHOOLS FOUNDATION

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

September 21, 2017

5:30 pm

2000 Lakeshore Drive, UNO Bicentennial Education Center, Rm. 206

New Orleans, Louisiana

### **Minutes**

A meeting of the Board of Directors of New Beginnings Schools Foundation was held on September 21, 2017 at 5:30 pm at 2000 Lakeshore Drive.

The following members were present:

**Present for the meeting were:**

Leslie Bouie  
Travis Chase  
Tracey Jackson  
Val Marshall  
Ashley Spears  
Jill Sylvain

**Absent from the meeting were:**

Wanda Brooks  
Raphael Gang  
Kathy Saloy  
Tamara Wyre

Ms. Bouie called the meeting to order at 6:07pm.

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

Mrs. Bouie advised that there was an additional information item to be added to the agenda, which was an update by Bruno and Tervalon. Ms. Sherina Lewis will be providing the board with an update on the current annual audit. The motion was made by Travis Chase to adopt the agenda with the requested addition. The motion was seconded by Tracey Jackson. Chair Bouie called for the vote. **Motion carried.**

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

Board President, Leslie Bouie called to approve the minutes from the July 13, 2017 board meeting. Board Member Valkessha Marshall requested that the minutes be revised to reflect the correct spelling of her first name. Motion was made by Travis Chase. The motion was seconded by Ashley Spears. Chair Bouie called for the vote. **Motion carried.**

New Beginnings Schools Foundation  
Board Meeting Minutes  
September 21, 2017

Board President, Leslie Bouie called to approve the minutes from the August 17, 2017 board meeting. Board Member Valkessha Marshall requested that the minutes be revised to reflect the correct spelling of her first name. Motion was made by Ashley Spears. The motion was seconded by Tracey Jackson. Chair Bouie called for the vote. **Motion carried.**

### ***Information Items***

#### **Update from Bruno and Tervalon**

Sherina Lewis, from Bruno and Tervalon, provided on the annual audit, which is currently underway. Ms. Lewis provided a letter to board members explaining the required audit communications to the board. She advised the responsibilities under government auditing standards. Field work started on August 29, 2017 and she reminded the board members that there is an additional component of the audit, which is the statewide agreed upon procedures audit, which was completed in late May. They are currently about 70% completed with the financial statement audit. The BESE agreed upon procedures audit is about 20% completed. They expect to make an audit presentation to the board in November. The Legislative Auditor's deadline is December 31<sup>st</sup>.

#### **Monthly CEO Report**

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

- School updates, including Lake Area's recent program where 32 scholars were inducted into the school's inaugural chapter of the National Honor Society; Nelson's Back to School Night, and Nelson's spotlight on WWL-TV's Geaux Blue NOLA Day coverage; Capdau's award of funding for a service learning project from the Joe Brown Foundation;
- An update on the charter renewal timelines, as well as upcoming important school dates and school visits scheduled;
- A detailed review of discipline rates by school, which included the types of consequences, the number of instances and the most-frequent infractions by each school;
- An update on TAP Implementation;
- An update on SPED and ESL Compliance;
- A review of the financial update, including the budget timeline. Ms. LaKenya Collins provided additional information regarding the FY18 budget, and reviewed the proposed budget with the board members.

### ***Committee Reports***

Board President, Leslie Bouie, advised that the Board Executive Committee met on September 20<sup>th</sup>. The Executive Committee recommended that Ms. Kim Ramsey be added as a new member. Ms. Ramsey is a CPA has toured the schools and met with leadership staff. Ms. Ramsey will become a member, effective tonight, and her first meeting will be in October. Motion was made by Leslie Bouie. The motion was seconded by Travis Chase. Chair Bouie called for the vote. **Motion carried.**

The Executive Committee also discussed the regular meeting date of the board business meetings, which is the 3<sup>rd</sup> Thursday, which has been a challenge for some board members. Ms. Bouie advised that the committee recommended that board meetings now take place on the 4<sup>th</sup> Thursday of each month. Leslie Bouie made a motion that board meetings be changed from the 3<sup>rd</sup> Thursday to the 4<sup>th</sup> Thursday of each month. The motion was seconded by Ashley Spears. Discussion included concerns with the Thanksgiving and Christmas holidays because both those fall on the 4<sup>th</sup> Thursday of each month. The board will make accommodations for the upcoming holidays in November and December. Chair Bouie called for the vote. Board Member Val Marshall opposed the motion. **Motion carried.**

Chair Bouie also informed the board that recently she and Kathy Saloy attended a meeting of the Louisiana Association of Public Charter Schools to inform board chairs that the standards for academics were changing related to the State's performance goals. Chair Bouie advised that the Recovery School District's Chief Executive Officer, Kunjan Narechania, will be invited to attend the board's October meeting to provide more information on the changes. Additionally, Mrs. Blouin-Williams advised that she will provide the board with a report on the impact expected from the changes to the standards, and how NBSF schools will be impacted due to the timing of the changes relative to charter renewals.

Chair Bouie also provided some information to the board regarding a potential partnership with the John F. Kennedy High School Alumni Association as they consider adopting Lake Area High School. Mrs. Bouie also advised that discussions are in the very preliminary stages and the board will be updated on discussions as they progress.

### ***Action Items***

#### **CEO Signatory Authorization**

Chair Bouie advised that Mrs. Blouin-Williams was granted certain signatory authorized when she became the Chief Executive Officer of NBSF, but a motion from the board was required for Mrs. Blouin-Williams to execute the lease agreements for Lake Area High School and Nelson Charter School. Motion was made by Leslie Bouie. The motion was seconded by Travis Chase. Chair Bouie called for the vote. **Motion carried.**

#### **FY18 Proposed Budget**

The proposed budget for Fiscal Year 2018 was provided to the board, in accordance with all legal requirements, and was being provided for approval by the board. Motion was made by Leslie Bouie. The motion was seconded by Val Marshall. Chair Bouie called for the vote. **Motion carried.**

### **Revised NBSF Fiscal Policies & Procedures**

Chair Bouie advised that all previously approved fiscal policies and procedures had been approved by the board, and they have been codified and updated to include the updated policies, as indicated in the redlined copies provided to the board. Motion was made by Leslie Bouie. The motion was seconded by Tracey Jackson. Chair Bouie called for the vote. **Motion carried.**

### **Revised NBSF Employee Handbook**

Chair Bouie advised that the employee handbook was updated based on changes from the state. Those changes have been codified and updated as indicated in the redlined copies provided to the board. Motion was made by Leslie Bouie. The motion was seconded by Ashley Spears. Chair Bouie called for the vote. **Motion carried.**

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

#### **Monthly Financial Information**

Ms. LaKenya Collins reviewed the monthly financials for the months of July 2017, which were provided to the board members. Ms. Collins discussed the details of the monthly budget-to-actuals comparison, trial balances, financial statements and voided checks for July 2017.

#### ***Executive Session***

The board entered into Executive Session to discuss matters referenced on the agenda at 7:10pm.

#### ***New Business***

None.

#### **Prepared by:**

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