



The Emerge School for Autism

Minutes

Board Meeting

Date and Time

Wednesday February 13, 2019 at 12:00 PM

Location

7784 Innovation Park Drive, Baton Rouge, LA 70820

Directors Present

J. Perrault, M. Juneau, R. Pettit, R. Thibodeaux, S. Broome

Directors Absent

A. Meyer, C. Blaize, E. Jones-Morgan, S. Waguespack

Guests Present

Brandy Whitfield, J. Jones, L. Bozard, M. Leger, Melissa Fox, Shelton Jones

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Perrault called a meeting of the board of directors of The Emerge School for Autism to order on Wednesday Feb 13, 2019 at 12:12 PM.

C. Approve Minutes

J. Perrault made a motion to approve minutes from the Board Meeting on 01-09-19 Board Meeting on 01-09-19.

M. Juneau seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Finance

A. Budget Update

Melissa: I will be taking over Jeremys role. We did work on these together.

Page 4

- Actual vs. Forecast

Total revenue 22% remaining

Salaries and benefits- \$28,000 in savings (maternity leave and those who did not enroll in benefits)

other than personal - 42% remaining, there are some savings

total expenses- 46% remaining, ahead of budget, could be some savings

Leigh: Could we add cash flow?

Melissa Fox: Yes I will add that and send after this meeting.

Page 5

- Prior Forecast

just indicating changes from last meeting

Revenue increase from last meeting.

Increases in other than personnel

Legal- \$7300 was added. There was an invoice that went out 6/28 that was not included in last years fiscal amount it has to be reflected in this year. It was legal fees from Baker Donaldson.

Accounts Payable

- still an amount remaining, invoices received from CPA vs info from center show same thing. Baker Donaldson did not code their invoices in the same way. So there is a variance showing due to Baker Donaldson, in the notes we received it shows that the Center paid \$4337 to Baker Donaldson.

Melissa- Could you send an email following up on that so we can resolve this.

Jeremy- Yes I can send that over. We are balanced on the school end so we're trying to understand where the discrepancy is.

III. Overall School Update

A. Update on School

Leigh-

When we started to look at insurances premiums and policies. The only policy that could be rolled over was the 401k so we used the same policy as the center. It came to our attention in December that 401k benefits had not been pulled out of paychecks. We discussed with Ameritas and 4th Sector. As a result there were some matching benefits that will be due to staff and that will be part of obligation to our employees. We will also need to meet with employees individually to discuss any changes that need to be made.

JP: How many employees:

Leigh: 4. Brandy has gotten a spreadsheet of the amounts so that we can start setting up the meetings.

JP: Any questions?

Leigh: Our application window has opened. We already have more applicants than potential spots. We are currently verifying information and eligible to attend. Approximately March 2nd the window will close. We will allow some time to check over documentation and then we will hold a lottery. The platform we are using will hold the lottery for us.

IV. Planning Ahead

A. Next Year's Location

Update on discussion with EBR on potential locations to move to for 1 year. To allow time to construct building.

Leigh- We visiteid Polk Elementary, it's where FLAIM was previously located. It is an older building that has been updated. It is two stories but we would really only have option of first floor. They have five classrooms and library that could be used for ABA services. Teachers lounge could potentially be used for cafeteria than planned cafeteria.

There are also some additional spaces that could be used for office space or treatment. They have asked us to make a list of furniture which we would not have to pay. We would have to pay for freight to get furniture to building. Other cost would include negotiating cleaning with Aramark and low rent costs. Currently compiling list of furniture and requesting all in cost.

Melissa- There is a playground and access to gym for rainy days. Great overall space. It is available because FLAIM moved. Their master plan is to close University Terrace and

to close location. So this space is available for 1 year while they build a new campus for University Terrace and Buchanan. They are open to considering a 1 semester lease. We could potentially negotiate a month by month contract.

Robert- Is it completely vacant?

Melissa: Yes other than a few administrative space.

Robert: So the school would be utilizing a portion of a larger space.

Melissa: We would occupy one wing of the building. It is truly an ideal space. The condition is pristine.

Robert: Would utilities be included:

Melissa: We haven't gotten there yet. Leigh is identifying space we would need and then get a full rate. They seem very willing to work with us for this year. It is a safe area and the entire area is fenced in. There is even a custodian currently assigned to the school.

JP: We did discuss going 6 months and then potentially month to month. So there is a hard line that the space is only available for the year. This afternoon we have a call about the services agreement. They have already given us the go ahead that we should be able to increase the do not exceed amount. After this meeting we are meeting with Shelton to discuss other funding opportunities.

Melissa: I just wanted to clarify that the board would be open to approve the move location of the school so that we can make families aware as soon as possible so that if location impacts their decision we can let them know.

JP: I will send an email and make sure everyone is updated and take a vote to gauge approval of possible move.

Sarah: Note on services contract. They raised the cap on the high needs allocation to 20 (and indicated that more could be available if needed) and EBR did not come close to meeting that cap. It could make them more inclined to increase professional services contract.

V. Other Business

A. Update on Growth Campaign

Shelton: Just an overview of fundraising for new building. We have talked about some of the gifts in previous meetings. We have our gift table indicating goals and gifts.

We have been working with our donors. We have received a verbal commitment of \$100,000. If you add that in were at 1.353. The board is comfortable breaking ground at 1.4 million. We are planning \$600,000 in grant submissions. We will that we can meet this 1.4 million cash goal this spring and we will confident that we can close this out by summer.

Melissa: The meetings have gone very well and the support has been extremely positive. So we should probably move forward with some architecture plans. We will be updating the Center board, executive board, and foundation board.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:54 PM.

Respectfully Submitted,

J. Perrault

J. Perrault made a motion to adjourn the meeting.

M. Juneau seconded the motion.

The board **VOTED** unanimously to approve the motion.