



The Emerge School for Autism

Minutes

Board Meeting

Date and Time

Wednesday May 8, 2019 at 12:00 PM

Location

7784 Innovation Park Drive, Baton Rouge, LA 70820

Directors Present

C. Blaize, J. Perrault, M. Juneau, R. Pettit, S. Broome

Directors Absent

A. Meyer, E. Jones-Morgan, R. Thibodeaux, S. Waguespack

Directors who arrived after the meeting opened

R. Pettit

Guests Present

Fourth Sector representatives, L. Bozard, S. 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 May 8, 2019 at 12:03 PM.

Initially, there wasn't a quorum of members but Robert Pettit arrived late.

C. Approve Minutes

R. Pettit arrived.

II. Finance

A. Budget Update

Fourth Sector

- Meeting on next year's budget has started
- Approval in the June meeting

Focusing on closing out this year and getting ready for next year

Actuals came in \$545,000 with \$36,000 remaining

Total expenses \$407, with \$110 left to spend

Surplus of \$98,000

Projected surplus of \$24,000

\$56,000 in cash leftover

Balance sheet

\$55 in accounts payable

Part of expenses is the rent to The Emerge Center

Long term debt of \$15,000 - to be paid or a portion of that. Are we going to pay those to the Center. Melissa and JP will talk about that.

Ended equity of \$118,000

Net surplus of \$97,000

Projected cash flow

Will end the year with \$56,000 surplus in cash

State measures that on cash basis not P & L

III. Planning Ahead

A. Growth Campaign Update

We have secured \$1.6M in commitments to date with \$1.3M in cash on hand. We recently received a \$50,000 gift from The Boo Grigsby Foundation, a \$50,000 pledge

from The Pennington Foundation (to be paid in 2019) and a \$200,000 pledge from The Wilson Foundation (to be paid over two years). We have a pending grant request of \$100,000 of which we will receive notification by June 1.

B. Next Year's Location

- Work on EBR lease with Polk is coming to an end.
- IT issues are being resolved.
- Mr. Shamblin says they will sign the lease and send it to us for our signature.

J.P. wants to call for a vote to approve the lease.

Robert moved to allow JP to finalize the lease and sign on behalf of the School board.

Sarah seconded the motion.

J.P. called for a vote.

There was no opposition. Motion carried unanimously

July 8 is tentatively move-in date to Polk.

C. 2019-2020 Board Meeting Dates

This year, we met on the second Wednesday of the month. This posed a problem getting the financials ready in time.

Leigh would like to try to move to the third or fourth week next year.

Charles mentioned that the fourth week would be difficult for him.

The group agreed that meetings will be held on the third Wednesday starting in July.

Leigh will send calendar invites to the Board.

At the next meeting, we will propose a few new Board members who are very excited to join. We have at least two people maybe three.

D. 2019-2020 School Calendar

Leigh said that she has proposed a school calendar - almost identical to what we did this year.

Minimized breaks to avoid disruptions in the children's routines.

The ideal scenario would be to move into the new building in December.

Maybe Mardi Gras holiday will give the staff more time to move.

Just notify the parents that there could be a change in the calendar based on the move date schedule.

Spring break is different from EBR - will that be a problem? JP says we would like to be already at the new building by then.

Charles moved to accept the calendar and the new Board dates. Robert seconded.

Motion unanimously approved.

Melissa and Leigh had a meeting with Coleman Partners on the new building. They went through the floor plan. A

Extra area in multi-purpose room could be a teachers' lounge. There's a lot of details to talk through and to consider via the budget.

Not serving food out of the kitchen - will be only a warming kitchen.

To break even on providing food, we would need to be serving 100 kids - which we will not ever do. We have so few kids that it's been a challenge to get vendors to bid on the job.

Sarah asked about the dimensions for the quiet room - would they match 741? Isolation rooms have dimensional requirements. Coleman Partners knows the requirements but we will double back with them to make sure we comply.

Coleman Partners is preparing the AIA contract, meeting on May 15 to review FF&E. No permitting required on LSU property. Fire marshal takes about three weeks. David has done a pre-quote for the whole process.

After May 15 meeting, we will ask about timing to start. Our goal is to move in January 1 and to minimize change orders.

Placement of smartboards - we need to think about beforehand. We will take a look at e-rate solutions. Coleman is well versed in working on schools so we feel very comfortable with their knowledge.

David will come out to stake where it will be.

Cabinetmaker for Emerge was very cost efficient - asked David to reach out to him to get a few more built ins because of the storage issues.

We hope to wrap up planning and start drawing in the next month. We talked about access control scenarios and lighting the building enough to shine on the parking lot.

LSU - holding pattern with getting the lease signed.

Planning a groundbreaking for June 6.

IV. Overall School Update

A. Update on School

Hiring update - Leigh will be hiring our fourth and final teacher this week.

Summer camp will take place for current and incoming students in June.

Partnering with ABA with the Center - their camp will be in June.

Jamie Collins with Adams & Reese is a special education attorney. We think we need to start a relationship with her just in case any issues come up. She represents school districts in litigation. Leigh would like to engage with a \$500 retainer fee.

JP suggested that Jamie come talk with the Board. She's about \$325 per hour. We'd like to look at a rate sheet to manage costs.

V. Closing Items

A. Adjourn Meeting

J. Perrault made a motion to adjourn the meeting.

C. Blaize seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:50 PM.

Respectfully Submitted,

J. Perrault