

Safety Tip Hotline 504-262-5505
SafeSchoolTipLine@lfno.org

Matthew Moreland, *Chair*
Dr. Shearon Roberts, *Vice Chair*
Adrienne Warren *Secretary*
David Amoss
Lauren Knight
Anitra Walker
Dr. Ann Meese
Stephen Sewell
Khrista McCarden
Cassandra Sanchez
Leandro Freitas
Keith Bartlett, *Emeritus (ex-officio)*
Danielle Dufauchard, *Interim CEO (ex-officio)*

Meeting of the Board of Directors of Lycée Français de la Nouvelle Orléans
Tuesday, March 15, 2022 at 6:00PM
Meeting will be Held In-Person at: 1800 Monroe Street New Orleans, LA 70118

Please note the Public Comment Process which will be in place during this meeting is attached as an addendum to this Agenda.

- I. Open Meeting - M. Moreland 6:07
- II. Roll Call - C. Sanchez
 - A. Present: Matthew Moreland, Shearon Roberts, Lauren Knight, Anitra Walker, Stephen Sewell, Ann Meese, Khrista McCarden, Cassanda Sanchez, Danielle Dufauchard, Interim CEO (ex-officio)
 - B. Absent: Adrian Warren, David Amoss, Keith Bartlett *Emeritus (ex-officio)*, Leandro Freitas

Quorum Met

- III. Approval of Minutes - C. Sanchez
 - A. Motion to approve minutes from 12.15 Meeting of the Board of Directors
 - 1. Motion won't be passed- the agenda was posted instead of the minutes.
 - B. Reports & Recommendations of Chairman - M. Moreland
 - 1. Working with the Neighborhood Association near the new Carrolton Campus
 - a) Working to get drainage- the Sewage and Water Board- to get storm drains put on the block. Only two as of current, one on each side of the front of the block.
- IV. Old Business
 - A. CEO Search Update - S. Roberts
 - 1. Pushed back on initial Timeline established in Dec for CEO search.
 - a) Confident in ability to continue with the process to find a permanent CEO soon.
 - 2. Starting off Report with feedback received in stakeholder survey from January.
 - a) Parents made up the majority of the response. Top areas identified in what the community is looking for to be focused on by the new CEO
 - (1) Focus on Academics
 - (2) Retaining Faculty and staff. Providing Faculty and Staff support
 - (3) Better integrating community through better communication
 - (4) Growing and sustaining school
 - (5) Improving Enhancing Community Relations, Facilities, and Overall School Climate
 - (6) Competent commitment to diversity, equity, and inclusion

- (7) Strengthening and growing school management
 - (8) Expanding programming and opportunities for the school's students, opportunity
 - b) Top things Lycee Community is looking for in the next CEO
 - (1) Experience
 - (2) Empathy
 - (3) Strong communication skills
 - (4) Commitment to Immersion language and Bilingual French speaking ability
 - (5) Transparency
 - (6) Vision for school
 - (7) Organizational schools
 - c) Background Qualification
 - (1) Education
 - (2) Preparedness for the Position
 - (3) Prior experience in school management
 - (4) Business and Administration Experience
 - d) 167 responses, 76 responses came from parental community.
- B. Next In Search
1. 6 individuals from key stakeholder group comprised the Search Committee with Dr. Roberts chairing the Committee
 - a) Main tools in creating the committee: to invite people to sit on committee who don't often get invited or included to speak on matters involving the school
 - (1) 2 parents
 - (a) Angela Ramirez (PTO),
 - (b) Jefferey Daniel (actively works in the Community, 2 children: lower school, Johnson Campus),
 - (2) 2 board members (Roberts as chair)
 - (a) Anitra Walker (Experience in School leadership)
 - (b) Leandro Freitas (working to enhance communication and flow)
 - (3) 2 teachers
 - (a) Samuel Fick (5+ years of experience)
 - (b) Yoon Lee (5+ years of experience)
 - (4) 6 search committee members, with Dr. Roberts as chair making a total of 7
 2. Timeline:
 - a) Next Search Committee will have an informational meeting
 - (1) The purpose of the meeting will to allow the search committee members to understand their role and responsibilities as a recommending group, and ensure they recommend stakeholders perspectives from the group
 - b) Instruments and procedures from other searches have been prepared
 - c) Will not be working with a consulting group; the Previous Consulting group is not available to support them in the process. Expertise support from other Boards who have managed similar searches, from other International Schools across the Country who have provided instrumentation and resources for successful CEO searches.
 - d) Informational session
 - (1) to look over the information and instruments provided for standard searches
 - e) Pushed back date to the end of month for additional candidates to submit
 - f) Apply rubric to score initial candidates followed by a public meeting to waive candidates, then make a recommendation for finalists to invite stakeholders to

interview

- (1) Full vetting process after background checks
 - (a) Candidates will be opened to larger stakeholders
 - (i) Anticipate a hybrid format – some forums will take place through Zoom for families to listen in and hear from finalists.
 - (ii) Members of any stakeholder group that is scheduled for meetings can submit questions in advance and the representatives for respective stakeholder group that is on the committee will present those questions to the candidates
- g) Pending geography of the candidates and the time and ability to visit the campus, it is hoped the candidates will be invited to the school and will also schedule stakeholder meetings.
 - (1) Evaluation forms will be there for parents, teachers, staff, and community members to provide feedback from all those sessions
- h) Committee will take the feedback for 3 finalists in the final public deliberative meeting.
- i) CEO Search committee will make a **recommendation** to general board at the end of this process. General Board will come to a consensus about whether a CEO can be put in place.
- j) Highly encourage all of the community to come to meetings, forums, give feedback, interact with candidates

C. Questions from Board Members

- 1. Ann Meese: update on letter from consulate general, has the wording been changed? There was a distinction between French curriculum and French immersion curriculum.
 - a) Dr. Roberts followed up with French Consulate. Will be meeting with French Consulate soon.
 - b) Some words have been updated in the ad
 - (1) Ad mirrors prior ads and how description of school is listed in public materials. The ad is consistent with most of the descriptive and in alignment with the school's website's information on the history and foundation of the school.

D. Update on LFNO Strategic Plan - L. Knight/K. Allen Consulting

Krystal Allen

- 1. Working with K. Allen Consultants on strategic planning. Both consultants (Krystal and Alexandra Schneider) are present to give updates on where the Consulting Firm stands.
 - a) Finish line is close and further steps
- 2. Public questions will be taken.
- 3. Introduction
 - a) Alexander Schneider
 - (1) Members of the consulting
 - (2) Background in Education for 14 years
 - (3) Director of Education for Saint Bernard
 - b) Krystal Allen is the Founder and CEO of K. Allen Consulting Firm.
- 4. Sharing Overview of what has happened so far, as well as the highlights in terms of the draft of the plan, and what is next
 - (1) Completed Activities
 - (a) Community Meetings (June)
 - (b) School Data & Artifact Request (in July, fulfilled in August)
 - (i) composed of 27 different items)
 - (c) 14 Board Member Interviews (August)
 - (d) IDA hit, lost an unanticipated month of work
 - (e) Custom Self-Survey Creation and Distribution

- (i) 75% of all staff
 - (ii) 317 different households represented in terms of parental response
 - (iii) 278 students responded from grades 4 and up
 - (f) School meetings for the mission, vision, and identity of the school.
 - (i) Over 40 parent focus groups were hosted (parents representative of the entire spectrum of school)
 - (g) Data Analysis.
 - (h) Steering Committee.
 - (i) Composed of Staff, Parents, Students (high schoolers), Board Members, School Leaders/Admin
 - (i) Strategic Plan Writing
 - (j) 42-page draft for plan in January
- (2) What's Ahead
- (a) 6 action plan meetings with LFNO School Admin and Select Board Members to Finalize
 - (i) Goals and Benchmarks
 - (ii) Strategies
 - (iii) Timelines
 - (iv) Owners
 - (b) 6 months to year follow up/ progress monitoring meeting
- (3) Questions
- (a) Where can we find the draft to see the strategic plan?
 - (i) Draft hasn't been made available to parents. It was emailed internally to the Steering Committee and the Board. Action planning process still needs to be completed. Culmination of process, the end of the school year, will allow for the info to be made available as a deliverable.
 - (b) I thought the timeline was more condensed. What was initial delivery date?
 - (i) 3 months in.
 - (ii) Lauren chimes in- the stretching of the plan is placed with Lauren. Marina left. Lauren was focused on interim CEO, took precedence. Hurricane was an impact- Lauren requested a pause out of respect for parents and staff/leadership team involved. It was a long time before leadership change became apparent when strategic plan process was being looked at/scoped out. When leadership change became apparent, it was thought to become best to push the strategic plan to a place where new CEO would be put in success to enforce the plan.
 - (iii) K. Allen: Normally the proper process takes 6-9 months. 90 day (about 3 months) walk through has been done through COVID. The process of strategic planning taking multiple months is common as demonstrated within NOLA Public Schools and other Schools. It takes time to do the process correctly.
- (4) Highlights of Findings Alex Schneider
- (a) Finding the identity of the school.
 - (i) What it was vs. where it is going now.
 - (ii) Wonderful opportunity to embrace the strategic plan as a component of the CEO Search.

- (iii) Core crux: Who is lycée? Who are we not? Who are we as more than an elementary school when we are an elementary, middle, and high school?
 - (a) What does that look like for internal human relations?
 - (b) What does organizational structure look like?
 - (c) Academics?
 - (d) Intersectionality + Diversity and students with exceptionalities?
 - (b) Working on communication of identity to external stakeholders
 - (c) K. Allen- Planning is not prescriptive. The plan will list goals, strategies, and recommendations of how to get to those points, and a timeline. What does not change is the goals.
- (5) Questions
- (a) Where does the composition of the identity come from and the composition of where are we going come from?
 - (i) Specific questions in focus groups and interviews.
 - (a) Who is Lycée to you? What do you want to see?
 - (b) A summary of those responses is where the composition comes from.
 - (c) Driven by community.
 - (d) People must be on the same page or there will be division.
 - (e) The firm is not facilitating the process of scripting the vision statement.
 - (b) What is the timeline now? Are you waiting? Are you going to finish it?
 - (i) Strategic plan is incomplete without an action plan. General recommendations are what is present now. Action Plan is specific about what Lycée wants to see and the goals. Every priority needs its own goals and benchmarks to see if we are on track or off track. Needs clarity of who owns what, without owners' people cannot be held accountable.
 - (ii) Clients are offered two options: the firm can either create an action plan or would you like a collab process? The collaborative process was chose, therefore the plan is being done together. Collab process is better, incorporates the board. Will be culminated at the end of May, coincides with the end of the school year.
 - (c) Is who participated confidential or are you able to see without knowing what was said? Is it a way for people to opt in to be a part of?
 - (i) Focus groups are not conducted unless there is confidentiality. So yes, who participated is confidential.
 - (ii) Further Question: Is it a way for the parents who were involved can opt in? Can it be used to see which parents want to be more involved? Are their names available?
 - (a) If the parent chooses to disclose their information, but the firm did not allow for their names or identities to be disclosed. Privacy likely allowed for increased responses.

- (b) Response: Perhaps the firm can send out something to ask the parents if they want to be more involved so parents can be a part of the committees.
 - (d) Questions
 - (i) Concerning the 6 month to 1 year follow up? How internal would the follow up be?
 - (a) Only internal. Meeting with CEO, Admin, and the Board. Making sure the people are being held accountable. See what's working and what's not.
 - (ii) Do you recommend a Board Meeting at a specific frequency to see how the staff are following up with the Action Plan?
 - (a) Once a strategic plan is created the Board will have to hold it near to them and oversee the action being enacted. It is up to the board to monitor.
 - (iii) Will there be communication to the community on how the school is doing on executing?
 - (a) Best Practice-recommended to be shared. Otherwise, a sense of distrust is fostered. Parents can advocate.
- b) Motion to amend to approve the Material amendment that is on the website
 - (1) Roberts seconds
 - (2) Going over the process and providing clarity, then ability to further discuss the motion that is sought to be added to the agenda not voted on
 - (a) The public must have an opportunity to comment on whether to add
 - (b) Motion must be unanimous
 - (c) There will be two public comment periods
 - (3) Initially was comparing the agenda that was emailed to the agenda that was on the website. For public sharing of information, the most limited agenda has to be referenced: ultimately assuming that parents didn't know the amendment was on the agenda.
 - (4) The item to Amend the Agenda for the Material amendment: The Material Amendment was on the website but was not on the agenda.
 - (a) Important- this item has to be emailed to BESSE for approval. Very limited opportunity for other meetings, so it has to be sent to BESE after this meeting so it can be considered for BESE to approve the Priestly Campus as they only previously approved the Carrolton Campus.
 - (b) Comment from the Board: Material amendment was sent in December which stated that we would be in the building in March. We amended the material amendment to send the information to the BESE board to say the students would be at the school in limited capacity in May. BESE wanted to make sure the material amendment was correct- that we would move the students from McNair to the Priestly Campus in limited capacity in May and then fully move students in next school year.
 - (5) Questions
 - (a) Is the motion to approve the material amendment on the agenda?

- (i) Yes, in email but not online for materials for the meeting.
- (6) Motion to Amend the Agenda to add the motion to approve the material amendment
 - (a) Motion carries unanimously
- (7) Motion to approve material amendment
 - (a) Further Explanation: Document itself was posted-It just was not added to the agenda. Building ready in March fully move in May on the document which would allow for transition, security approval, insurance in place for proper approval.
 - (b) Seconded by Dr. Roberts
 - (c) Questions
 - (i) What happens if it is not voted on in the next meeting?
 - (a) It **will** make the agenda if it leaves this meeting but if not they would have voted on it in the fall.
 - (ii) Will there be a meeting between now and summer?
 - (a) Yes, in April
 - (iii) No Public Comment
 - (d) All in favor to amend the material amendment as posted on the website: motion carried unanimously

V. Reports & Recommendations of Committees

A. Interim CEO Report - D. Dufauchard

1. Incoming Secretary Cassandra Sanchez leaves at this moment
2. State Certified World Language Immersion School Application
 - a) LDOE will performed site visits and provide a decision in April 2022
3. Johnson Campus
 - a) Annual audit. 2021-2022 Extension and Renewal Document Second Page: discusses everything in operations to see if they follow accommodations. There is also a Contact clause.
 - (1) It makes sure there are background checks, credentials of teachers, administrators, etc., also makes sure the school displays various cultures and the Fair Labor Standards.
 - (2) Process completed March 7th. Should have information by the end of March.
 - (3) Renewal process will come in 2023. The previous renewal process was in 2016.
 - (4) Charter extension and renewal page details all that will be needed for renewal process. The same audit will be completed that was given this year.
 - (5) If accreditation is pursued or not it will not affect the renewal track.
4. Finance
 - a) Annual Audit was due March 31st. Annual audit draft received. Meeting with finance team will be held. It will then be reviewed and go to the board.
 - b) PTO Policy was proposed for teachers and staff. Multiple meetings have been held. Based on the feedback that came to the leadership team the feedback will be presented to staff representatives and then presented to the staff.
 - c) Funding Opportunities listed in CEO Report
 - d) Human Resources
 - (1) In the process of Interviewing for director
 - (a) Currently have Fort Sector (came in November)
 - (i) Worked on employee relations for last 3 months. Important to rebuild trust using an outside source from losing previous CEO , COO and HR director. Has been great working on employee relations.

- (ii) Support the HR Generalist and Daily Operations
- (iii) Established formal documentation management structure
 - (a) 100% of the files are complete
- (iv) Completed audit on handbook
- (v) Other things have also been done HR wise to support the school
- (b) Foresee Fort Sector working with the school to the end of the school year until finding a new HR Director
- (c) Question
 - (i) What is the benefit to taking HR Director back in house?
 - (a) Having someone who can meet regularly with leaders and staff
 - (b) Being able to continue to build relationships and trust
 - (c) Important to have someone who understands the nuance of French culture
- (2) Procession of Student Services
- (3) Facilities – See CEO Report
 - (a) COVID Policy Changed in accordance with NOLA Public Schools for indoor masking. Cleaning for high touched surfaces.
 - (i) If data trends downward in door mask mandate will be lifted the 21st
 - (ii) Revised Explanation* Guidance Plan
 - (iii) Quarantine Guidance
- (4) Transportation
 - (a) Process of RFP for Transportation
- (5) Meal Services
 - (a) 2 Other Options
 - (i) Healthy Food Collaborative with current vendor
 - (ii) Or NOLA Public Schools Child Nutrition Department
- (6) Extended Day, Admissions, and IT – See CEO Report
- (7) Expressing Gratitude and Thanks to the Board and Community as being able to be Interim CEO.
 - (a) Will not be putting name forward for CEO Search. Will work with incoming CEO to assist in transition.
 - (i) Board of Directors expresses thanks in return.

B. Standing Committees

1. Academic Committee Report - A. Meese

a) Academic Committee Met Last Thursday

- (1) Purpose: Track middle of year performance compared to start of the year to track growth using data
- (2) STEM Coordinator reported on math progress.
- (3) Samantha stated nationally there is some evidence to show that being virtually schooled in mathematics: students are a half year to a year behind. The students won't be performing the way they were before COVID.
 - (a) 4th grade was at 61% at or above
 - (b) 5th grade 54%
 - (c) Trouble Area: 6th and 7th.
 - (i) Looking for a math specialist.
 - (d) 3 tiers of intervention.
 - (a) Seek children who need assistance.
 - (i) Idea- maybe the students missed the idea

- of the concept.
- (b) Kids who need high levels of intervention can receive it.
- (e) 8th graders: 71%
- (f) 9th: 77%
- (g) 10th: 76
- (h) 11th: 90%
- (i) Teachers may need assistance in how to teach the different levels
- (4) Also, there was report on English Language from Ann Meers?*
 - (a) Healthy Picture!
 - (i) 3rd Grade: 67% at or above average
 - (ii) 4th: 71%
 - (iii) 6th 78%
 - (iv) 8th: 82%
 - (v) 9th: 87%
 - (vi) 10th: 78%
 - (vii) 11th: 90%
- (5) Conclusion
 - (a) We need to continue to build skills and work at waves that we can intervene if need be
 - (b) Public Comment: A parent raised their concern about the Baccalaureate track. In response there is a plan to meet with the Administrator to get an outline of how many people are already at the school and who needs to be hired.
 - (c) Additional Note: Session for 9th grade parents on March 24th, to discuss French Bacc. track vs the Alternative.

2. Facilities Committee Report - D. Amoss but being conducted by John- not as member of the board.

a) Meeting conducted in February.

- (1) Where we're at with Priestly
 - (a) As of February, there was progress and anticipating fire Marshal to give certificate of occupancy in March.
 - (i) Didn't happen- Fire alarm system wasn't ready. Fire Marshal certificate of occupancy inspection rescheduled
 - (b) Building is nearing completion. 2nd and 3rd floor, minor construction defects
 - (c) Furniture isn't installed. The elevator needs to be in service to lift required lockers and furniture. Otherwise 20% premium would be paid to go manual. An elevator can't operate without fire marshal approval.
 - (d) Setback of elevator call phone monitoring. In the process of being set up to get final set up.
 - (e) Largely the Security system is there as well as the wiring. PA System People do need to get to school.
 - (f) Historic Tx Credit
 - (i) Approval of the facility by Shippo, moving into part three of the application.
 - (ii) According to the National Part Service additional caulking needs to be done on the windows (for aesthetic), but the Window Manufacturer stated it would invalidate the

certification of the windows and void the warranty. In the process of sending a letter to MPS to state the requirement is burdensome. Will be submitted with an amended part 2 application. Tax Credit Consultant feels there is a pretty good case.

- (g) In regards with having the kids enter the school in May
 - (i) No real issues with the furniture. Official Fire Marshal Inspection is required- what is needed is a temporary certificate of occupancy until everything is done or official certificate.
- (h) Training for staff rescheduled to Thursday.
- (i) During the last cycle Ms. Danielle approved change orders that couldn't be waited on due to the timing of Facilities and Board Meetings.
 - (i) \$88,000 in change orders approved. Those orders need to be ratified. There are additional change orders that Facilities Approved that Ms. Danielle hasn't approved.

b) Motion to approve and ratify Priestly Change Orders

(1) Seconded by S. Roberts

- (a) Information on Change Orders
 - (i) Unforeseen sight conditions.
 - (a) Pre 1800s, there were foundations on the sight that weren't foreseen. It became extremely difficult to work around for drainage, so they had to be removed. Cost \$54,000 in exchange for \$4,406
 - (ii) 59: Miss by design and construction team. Construction team put in a door frame thinking there would be a light above the door. The designer wanted the front for of the Priestly building to be full height instead. The door had to be removed and put in correctly to avoid tax credit issues. The door was \$4,000.
 - (iii) 60: Atrium steel. Additional structural steel was needed to hold up curtain wall, Total Cost: \$12,000
 - (iv) 61: Design Coordination Issue: Original AE had reheat units in the new addition with the wrong voltage. 120 voltage on the new unit, but it should've been 480 volt. Circuit breakers etc for the 120 voltage so the proper voltage was required. Total Cost: \$27,000.
 - (v) 62: Second Chemical Shower Station in 2nd floor lab was added. Flooring had to be put in place to accommodate for the shower. \$2,400
 - (vi) 64: Additional conduit and boxes for Wi-Fi Access Points as well as Plywood in IT Closet to facilitate low voltage installation. \$3,500
 - (vii) 66: Tank Installation.
 - (a) Underground tanks for acid and grease trap but design didn't ask for those items so they weren't picked up. There needs to be a foundation to hold down the tanks in case of flooding. Total cost: \$11,000.
 - (viii) 68 and 69: Grates over walkway area in the front. This was redesigned and there was a 40,000 credit to not do the

grate design. Instead, it was standard wooding deck over this area

- (ix) 71: New Change Order for General Contractor Builders Risk Policy. Builders risk policy was extended for a few months so the school's insurance policy could be in place. This is due to the contractor agreeing to get the Temporary Certificate of Occupancy and Declaration of Substantial Completion by the end of the year to avoid tax credit penalty. Tax Credit Penalty is well over \$200,000 but the change orders pushed the completion date to avoid this.
- (x) 72: \$7,000 to attempt not to kill any trees with the installation of the page-fax*system required in the gym the foundation pads needed to be smaller which pushed the units closer together. The units weren't designed to be close together. Field modification needed to be made to make the units functional. Total Cost: \$7,000
- (xi) The total of all the changes is \$88,024
- (xii) 39: This is for the board's information. This was during the design and approval of the windows. Peller refused to honor the original quote. It was raised by about \$80,000. Material aluminum, gas, lumber, etc. Costs increased. We have convinced the company to proceed with the window purchase, and they paid the material costs increase. This was done to avoid Tax Credit Penalty of not completing substantial completion by the end of the year.
- (xiii) Likely there will be a large closeout settlement of costs, hopefully by the next board meeting everything will be wrapped up.

(2) Question

- (a) On 60 and 61- Did we have to pay? Is it material cost? Is someone else responsible? Will we get money get back?
 - (i) Only if you go after AE's insurance. Essentially the AE would have to be sued for errors and omissions. Nuance in the sense of: Was school harmed? Or if this had been done, would you have paid the same cost anyway? Ultimately, poorly coordinated design.
- (b) Additional work added? Or tearing out and re doing work?
 - (i) This is a: I thought I needed to do this but I needed to do this. The front door was tearing out and re do. This is an analysis that could be done at the end of the completion.
- (c) Have we changed AE's at any point in time or no?
 - (i) Yes. Initially started with Blitch Nevel who bowed out. EDR was the second choice, 4 years ago. EDR made these changes.
- (d) Are the change orders cost coming out of the original budget? Or contingency side? If we continue with contingency side how does that look?
 - (i) Joe with Fort Sector presents the full budget. During initial sell of the project the contingency dropped to 7.5%. We are probably rated at around 10 or 11% contingency. We've Probably reset back to potentially, 10 or 11% of original constructed value of contingency. Over 7.5% that was budgeted for sure.

(e) Item 39: the window. Could ENO cover? Is there a breach if the sub vendor is not honoring the contract?

(i) Sub-contractor was buying the windows through the vendor market. They received a quote for replacement from PELAS. During the process of getting it approved and all the subsequent processes, windows weren't cut loose until June/July. PELAS said quote wasn't valid, the price increased (80,000). Sub-Contractor couldn't pay, but Donahue Contractor paid on their behalf and submitted "notice of claim" discussing how long the process took (amidst covid) to complete the process. Cost was negotiated down to 80,000 from 45-day extension. Including additional bond and insurance cover the cost is around \$90,000.

(f) Is there responsibility from the Sub to not have locked in the price at the point?

(i) It could be said. An alternate process in trying to find another vendor would've resulted in tax credit being lost.

(g) When are we going to be done with this project? Are there checks and balances that go into this process to make sure changes and charges don't come back to the board to be approved?

(i) Currently anticipating they'll be done in April based on current level of completion. There could be an overlap between the contractors etc. And the building being occupied. When the money stops- this is subjective to what the school needs to function how the school wants to function.

(3) Public Comment

(a) Is there a tax reason to only consider moving into the building for a month?

(i) Students will not be moved **full time** until the Fall. The building being slightly occupied, in service, would allow for tax credit.

(4) Motion to approve and ratify Change Orders final total of \$113,076

(a) Motion carries unanimously

3. Finance Committee Report - S. Sewell

a) Motion to approve the 2021 financial audit, but this is deferred as it wasn't on the website

b) Financial Audit

(1) Full package was received Monday. The package has to be turned in to the legislative auditor by the 31st. The package will be forwarded along with material findings and a meeting will be scheduled next week with the Finance Committee. Allows time to schedule with auditor PNN. Will be Present to board the week following, by the 31st.

c) Steven has officially taken over the board. First In person of Finance Meeting 2022 End of February

d) Highlights

(1) PPP Forgiveness- 1.6 Million.

(2) Achieve Grant Spending runs into fiscal year 2023- 1.9 Million

(a) Talked about how the money will be allocated

(3) Baccalaureate Numbers

(a) Material Numbers behind the cost for the Bacc. Track and realistic expectations for salary and fees for qualification is

required of the Finance Committee.

- (i) 5 full time teachers. \$55,000 per teacher, adding fringe benefits + 67,600 per teacher. 338,000 for staffing if needing 5 full teachers. Unknown if those staff are on board right now or if they will need to be recruited.
 - (ii) Recruitment costs, testing cost (350 per test per year) for Bacc. Certification, External testing costs- Houston (traveling)
 - (b) Total for Bacc. Track= 410,000 annually for full operation and fully compliant system.
- (4) Questions
- (a) Do we need 5 additional full-time teachers on top of what teachers are already present?
 - (b) Yes. There will be specialties for the students which require additional teachers.
 - (c) What is the total amount of full-time teachers needed for accreditation for 10th-11th ?
 - (i) This preliminary information is based on teachers for 11th-12th grade, which would be 5 additional teachers.
 - (d) Adding 5 full-time teachers- would they each have to have their own specialty to span the requirements?
 - (i) Yes.
 - (e) Confirmation: \$413,000 per year is on top of what's already being paid for high school.
 - (i) This will be a tiered-up cost not up front.
- (5) Introductory meeting with AMIS and LFNO
- (a) Discussed Grants and funding
 - (b) Monthly reports from Premerica group that helps Amis . organize their financials.
 - (c) Short term meetings to iron out the process from Amis to LFNO. Unclear about requesting funds and how funds are allocated so there will be future meetings to discuss procedural documents and procedural processes.
- (6) The goal is to make sure the schedule is approved by the Finance Committee. The suggestion is to have a regular meeting at least every quarter. Hopefully the schedule will be posted in the next 2 meetings.
- (7) Meeting with CFO to understand internal processes and one on one with Finance Committee to see where we have been and where we are going.

e) Questions

- (1) Public Comment: It is \$338,000 not \$410,000 for the Baccalaureate Track. Seeking additional teachers has to happen now. 24 families are leaving due to not having the Baccalaureate Track. 338,000 could be in the budget.
 - (a) The Baccalaureate path is being offered at the high school through CNED with support from LFNO teachers

4. Governance Committee Report - S. Roberts

- a) Motion to consolidate 6 board committees to 3 after analysis
 - (1) Committees: Academic, Governance, Athletics, Culture and Community, Finance Facility
 - (2) 2 of the committees were additional (Athletics and Culture & Community)
 - (3) After evaluating some of the committees, we identified low

participation, the small number of meetings, and the ability to recruit board members. Also, we evaluated the rationale to have board members spread out across more committees and having less meetings (efficiency) to limit Board turnover.

- (4) Consolidate: Athletics to Academic.
 - (a) Athletics has not met in two years.
 - (i) Board members have been lost who would have filled leadership.
 - (b) An athletics' coordinator has been hired which was a goal of the Athletic's Committee.
 - (c) Athletics is Co-Curricular so the suggestion is that Athletics should fold into Academics. This means if members of the general body wish to discuss athletics, it can be brought up as academics conversation. If in a year, there is a change in athletics meetings/items there will be a decision to either dissolve the committee or not.
 - (5) Culture and Community Consolidating into Governance.
 - (a) Culture and Community is strong so Culture and Community will be a subcommittee in Governance and members will be separate to not exceed the number of Board Members at both meetings.
 - (b) Culture and Community will have a quarterly meeting which will be governance meeting for that month. One board member will be present on both committees.
 - (6) Finance and Facilities Co-Standing.
 - (a) Bylaws require both need to be standing so they will just be Co-Standing.
 - (b) Both committees are under resourced by Board Members which means members are unprepared to convene meetings and at general board meetings only one board member is aware of the occurrences in the committee.
 - (c) When one committee does not meet the other can, or they can have either committee's agenda items. Both committees will revisit how co standing will work after a year. Facilities are maturing as Priestly does.
 - (7) The consolidations will be effective in the new academic year (August).
 - (a) Will allow for more effective meeting schedules, more board members on more committees, facilitate more new members.
- b) Motion to Consolidate 6 board committees to 3 after analysis
- (1) Seconded
- c) Question
- (1) In the Governance and Culture and Community Merge: Governance could call a meeting if they wanted to, they just do not have to- they only must have a certain number of meetings each year, correct?
- d) Concerns
- (1) Bylaws state- If a committee exists at least 2 meetings must occur. The Academics Committee agenda is full, purposeful, and flows well, and to burden the committee with Athletics would be unhelpful. Board involvement in athletics is an overreach, this more so has to do with the actions of the school. It is best to stick with strategic leadership and oversight of the CEO.
 - (a) Athletics will dissolve after a year if no items are

- presented.
- (2) Bylaws state the roles of the Governance Committee and bringing in Culture and Community will cause inappropriateness and messiness for the committee.
 - (a) Culture and Community will meet on Governance's schedule. Once Culture and Community meets 4 times Governance does not meet that month. The structure will be revisited after a year.
 - (b) Co-Committees might conflict with bylaws.
 - (i) Under sourced, under-staffed, high turnover, no meetings. Additionally, it will be revisited after a year.
- e) Question
 - (1) Is it a hope that the Athletics Committee will increase with new sports being introduced?
 - (a) Now there is a space-an individual, the director-for parents to address their concerns and aspirations to and, will move those concerns from Athletics. Athletics would be dissolved after a year if no items appear/no meetings occur. If the public has a concern, after a year (and athletics is dissolved), it can be raised at a general board meeting.
 - (2) In a year, if no items are presented, can the athletics committee become a campus team?
 - (a) That is where it is now. It is being slowly phased out.
- f) Public Comment
 - (1) If Athletics has not met, why not dissolve the committee? Why prolong it? Also-Governance can stand alone, and Culture and Community is important- perhaps it would not be best to combine. Best to be separate.
 - (a) Governance has its own committee fully staffed. So does Culture and Community-just same meeting schedule. Only one board member on both.
- g) Motion 6 board committees to 3 after analysis
 - (1) Motion passes with 5 people. 1 opposed. Motion carries.

C. Other Committees

1. Amis du Lycée Report - A. Normann

- a) For first 10 years post graduate- Normann taught refugee children in New Orleans Public Schools. Ukraine war is a heavy concern. Normann sent an email to see how Lycée could support Kyiv, the sister school. A graduate student of Lycée in Brussels and London sent the email and the Kyiv school responded to the email.
 - (1) Likes the idea about communicating with other schools about lighter things in life, like friendships and connections to bring hope for the future. Let us think about how our students could be valuable to each other.
- b) Relationship between Amis and Lycée Francois
 - (1) The purpose of Amis is to support Lycée Francois. Not subject to LA Charter School meeting laws.
 - (a) Each organization is 501c corporation. Each corporation has its own treasurer, board (overlap- Directors of Supported and Supportive Organization are the same) is to act in the best interest of the organization.
- c) Actions as of current
 - (1) Grant proposals
 - (a) Lab Science grant for STEM

- (b) Ground foundation
- (c) Whole Kids Garden Grant- for building school Garden
- (d) Pro Bono Grant
- (e) 2 WISH Foundation Grants Pending. It should be cleared by the end of March. (High school and middle school) Guidelines state that the schools must have a self-contained library. Next year when the lower school moves to McNair it can be applied as McNair has a self-contained library.
- (f) Humanities Grants
 - (i) Snap Dragon for Humanities Foundation
- (2) Corporate Relationships outside of the school to look for support programs
 - (a) LL. Ingrid-\$50 million Dollar Company. Makers of Camilia Red Beans. This company would be a great match for the garden.
- (3) Amis was responsible for bringing in several grants
 - (a) Emergency Connectivity and Funding Grant- \$417,270. Norman (with previous IT Director) submitted a proposal for the grant, and the grant allowed money to be paid directly to the vendors.
 - (b) LSU Science and Math. Norman brought the grant to STEM Coordinator. Technical Support for the Grant was given.
 - (c) Norman wrote BESE Grant. STEM Coordinator wrote goals and outcomes for the Grant. This was a partnership.
 - (d) Individual Gifts and Pledge Payments- \$59,898.83. This money came from grants, donations, and holiday giving initiative.
- (4) Future Event
 - (a) May 15th from 6-9 PM. There will be a top performing New Orleans band.
- (5) Silent Auction May 15th.
 - (a) Online
 - (b) \$30 tickets
- (6) Give NOLA day, May 23rd.
 - (a) Goal of \$25,000 Goal.
 - (b) City wide and regional giving program.
 - (c) Overall Sponsor: Donahue Contractors. Immigration Law Firm will also be a sponsor amongst others.
 - (d) Cash bar, food trucks.
 - (e) Ticket proceeds will be retrieved from the events.
 - (f) Still in need of: Tchoupitoulas Sponsor (\$1000), Napoleon Avenue Sponsor (\$500), Magazine Sponsor for (\$250).
 - (i) Tchoupitoulas Sponsor will receive free tickets and two bottles of free champagne (example of gifts for sponsors)
- (7) Question: Where is the money from the grants housed as a joint effort between Amis and Lycée and where is it distributed?
 - (a) All state, federal, and city grants are run through the school
 - (b) Private grants are administered through the foundation
- (8) Where is the foundation now in its ability to be sustainable in its operational cost? When will Amis be able to run at its own operational cost?
 - (a) Money raising has been slow due to COVID. Hopefully now that COVID is progressing, and businesses are starting to come back that will begin to happen. But as of right now Amis must rely

on foundational costs from the school. Amis will pursue grants to offset the cost.

- (9) In reference to the grants brought in in the past two years, did those grants not have an option for an administrative line?
(a) The ones we applied for did not have that option. Some of the Private foundation grants do not have this option.
- (10) How much was given for the startup?
(a) 100,000.
(b) Most grants brought this year went to LFNO
- (11) Will an end of year budget be given for Amis?
(a) Yes. The only “secretive” aspect of the budget would be in reference to donors who ask for anonymity.
- (12) Clarifying Point: The federal state and city grants go to the school. Private Foundation grants goes directly to Amis.
(a) Amis administers the money, yes.
(b) This has nothing to do with the fact that Amis is a Type-2 Supporting Organization.
- (13) Question/Issue to be Discussed: How much money coming in should Amis Foundation have in its money to run?
(i) As the Amis Board is deciding how much Private Foundation money is going to the school.
(ii) The federal state and city grants could keep Amis afloat, but not the private foundation funds as there might not be enough currently.
- (14) What does the process look like when a private grant goes to Amis, on the admin and implement side, how do you collab with the school to execute objectives of the grant?
(a) These are the processes we are working on now. Overall, the processes and procedures depend on what the grant is, money from a grant could be given to the teachers and then a receipt is given. Or it could be direct checks from the Foundation or LFNO would distribute it from their Finance Office.
(b) Depending on what the guideline for the Foundation determines if a prior conversation occurs between the Lycée and Amis.
- (15) Clarity about Amis be shared with Finance Committee.

2. Athletics Committee Report -

a) None

3. Culture & Community Committee Report - S. Roberts

a) No update

VI. New Business & Action Items

- A. Working with Danielle-helping to transition between Interim CEO and Upcoming CEO.
- B. April 19th Meeting would be during the break, corresponding with others to see if the meeting could be April 12th when school is open.
- C. Finance- please inform when Finance has their meeting. March 29th is the goal.

VII. General Public Comment Period

- A. Not a question-and-answer period, but a time to voice concern. You can encourage questions to be brought up at another meeting.
 - 1. Comment: Important that there is someone representing the high school for the Board, a parent specifically. It would be impactful to slow parents who are leaving.
- B. Kati Bolin: Thanks to Danielle. What she stepped into wasn't an easy role, and she has done it well. It's been comforting to know Danielle has been there in any situation.
- C. Delaney V. : Has two 2nd Graders at Lycée. The kids are in the middle of taking the test. Having

shorter board meetings would be beneficial. Proposing Questions about the CEO Search- has emailed the board- no response. Public record requests-no response.

1. What happened to the consultant that was helping with the search? Concern about not having a search partner/firm.

a) The CEO Search partner couldn't be approved because it wasn't amended in December, there was no meeting in January as half the board had COVID, there was no power at the next meeting (February), and the partner wasn't available by the next meeting. We are now moving forward.

2. No demonstrable strategic plan- it's Important to know qualities that are needed in the next leader, especially for an applicant for CEO.

(1) We do have a draft, a clear explanation as to why it hasn't been finalized has been provided in detail already. The draft will be enough when finalized for the CEO Search to utilize.

D. Kelly Casey

1. What's the plan for French and Math Interventionalist for kids whose scores are well below average at the main campus?

a) This is more of a CEO and Admin Question. More information will be retrieved to share with parents.

2. What does the future of the TOC look like? Is the plan to get back on site to new locations?

a) Our partners don't have the capacity to carry out TOC as they have done in the past. Only a virtual program (Institute) has the capacity as of current.

VIII. Remarks from Board Members

A. It is rare that a person steps up in turmoil, again extending gratitude for Danielle. Danielle has acted with grace, transparency, and sincerity. - Roberts

B. Thanks again on behalf of the parents, Danielle instilling great confidence in an unsure time amidst a pandemic as well. Danielle really kept the school afloat and held back the floodwaters. Thank you. - Khrista.

IX. Motion to Adjourn - M.Moreland

A. Meeting convened

9:00 PM

The Board of Directors of Lycée Français de la Nouvelle Orléans will allow for public comment in accordance with Policy No. 1 to its Bylaws and in line with the procedure followed by its authorizer, the Louisiana State Board of Elementary and Secondary Education (BESE). Below, you will find an outline of this Policy. Following the outline is the text of Policy No. 1 to the Bylaws and BESE's procedure for public comment for your reference.

- **Public comment will be allowed on agenda items which require voting.**
- **General public comment will also be allowed at the end of the meeting.**
- **A fully completed and signed Public Comment Card must be submitted to the Chairman of the Board, or his designee(s), prior to the start of the public comment period for that agenda item.**
 - A call will be made by the Chairman of the Board or his designee(s) prior to the start of the public comment period for cards to be submitted.
 - The card must identify the speaker and the issue to be addressed.
 - In the case of a delegation wishing to address the Board, each delegation shall select one of its members to be its speaker and identify the speaker on the submitted speaker's card.
 - Comments by any speaker shall be strictly limited to the agenda item before the Board
 - Individual speakers shall be limited to three (3) minutes at the discretion of the Board.

- Speakers shall refrain from making accusatory or defamatory comments about individuals by name.
 - Speakers who violate this policy may be denied the opportunity to continue to address the Board during that meeting.
- After the public comment period for a particular agenda item has begun, any further requests to address the Board may be denied at the discretion of the Chairman of the Board.
- Scheduled and unscheduled comment periods shall be limited to a total of one half-hour (30) minutes at the discretion of the Board.
- Submission of comment cards at least five minutes prior to the beginning of the meeting is encouraged.
- A copy of the public comment card follows. Public comment cards will be available at the meeting or you are welcome to print the copy of the public comment card that follows and submit at the meeting.

LFNO Policy No. 1 - Public Comment

Purpose: To establish a procedure for public comment in compliance with Open Meeting Laws

Policy: Individuals who desire to speak on an agenda item before that item is voted on by the Board may do so by submitting a fully completed and signed "speaker's card" and submitting it to the Chairman of the Board or his or her designee prior to the start of the public comment period for that agenda item. After the public comment period for that agenda item has begun, any further requests to address the Board may be denied at the discretion of the Chairman. In the case of a delegation wishing to address the Board, each delegation shall select one of its members to be its speaker and identify the speaker on the submitted speaker's card. Comments by any speaker shall be strictly limited to the agenda item before the Board. Scheduled and unscheduled comment periods shall be limited to a total of one half-hour (30) minutes with individual speakers limited to three (3) minutes at the discretion of the Board. Speakers shall refrain from making accusatory or defamatory comments about individuals by name. Speakers who violate this policy may be denied the opportunity to continue to address the Board during that meeting.

BESE Policy:

§713. Public Comments

A. To carry on its business in an orderly and efficient manner, the board utilizes committees. Full discussion of board business optimally occurs at the committee level, and public comment should be received at that time, rather than after a recommendation has been forwarded to the board. Opportunity to comment publicly on a committee or board agenda item shall be provided to a representative number of proponents and opponents according to the following procedures.

1. Persons desiring to address the committee/board should complete a request to comment card and submit it to the presiding officer or a BESE staff member prior to the beginning of the meeting. The completed card should identify the issue or item to be addressed. Other members of the public may be recognized at the discretion of the presiding officer or chair.
2. All speakers shall conduct themselves in a decorous manner.
3. The presiding officer or chair shall have the right to limit, in time, the length of public comment on each motion, if time is of a critical nature.
4. The order of discussion shall be left solely to the discretion of the presiding officer or chair.

5. Persons addressing the committee/board shall confine remarks to the merits of a specific agenda item before the committee/board; refrain from attacking a board member's motives; address all remarks through the presiding officer or chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; and refrain from disturbing the meeting.
6. Submission of comment cards at least five minutes prior to the beginning of the meeting is encouraged.
7. Persons making public comments shall identify themselves and the group they represent, if any.
8. Groups and/or organizations should designate one spokesperson.
9. Public comments are limited to no more than three minutes per individual and five minutes per designated spokesperson of a group/organization. The chair may increase or decrease the time allotted to speakers, within time constraints.
10. The presiding officer or chair shall have discretion to manage situations not addressed in these procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and R.S. 42:14.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:422 (March 2008), amended LR 36:59 (January 2010), LR 37:2141 (July 2011), LR 38:3154 (December 2012), LR 39:3265 (December 2013).

Lycée Français de la Nouvelle Orléans
Public Comment Card

Date: _____

Name: _____
(Please print)

Representing: _____
(Organization/Agency/Self)

Motion Which Requires Voting: _____
(Indicate name of the agenda item which requires voting that you want to address.)

OR

General Public Comment at End of the Meeting _____
(Indicate topic you wish to address)

If commenting on a Motion, please place an "X" indicating if you DO or DO NOT want to provide testimony and whether or not you support or oppose the recommendation being made:

___ Support Recommendation & wish to speak

___ Oppose Recommendation & wish to speak

___ Support Recommendation without comment

___ Oppose Recommendation without comment

**Note: Public Comment speakers are limited to three (3) minutes per person and (30) minutes total per topic.*