

Attention: Lycée Français de la Nouvelle-Orléans Board of Directors

From: Jenny Z Katz Consulting, LLC

Date: December 14, 2021

ENGAGEMENT OVERVIEW

The Lycée Français Board of Directors, spearheaded by Dr. Shearon Roberts, is seeking technical and logistical support for their permanent CEO hiring process. Jenny Katz and Alyse Utley would work with Dr. Roberts on the design and execution of the hiring process from beginning to end, including input on the position description, codifying the interview criteria and selection process tools and materials, logistical coordination of and communication with candidates, and key stakeholder engagement (including faculty, parents, and the selection committee). Our role would be to provide structure and support transparency to ensure all candidates, internal and external, are clear about the process, feel as if they are treated fairly, and are able to articulate their vision and approach to key stakeholders. We'd also aim to help the Lycée Français board receive input from the school community and communicate decisions in a timely and thoughtful manner.

Jenny Katz and Alyse Utley (sub-contractor) bring to this engagement expertise and experience within the local New Orleans education community, a track record of designing intentional, well run hiring processes with diversity and equity as core principles, and an individualized approach to each client. We have both worked in educational equity our entire careers, the majority of which has been in New Orleans, and have a passion for ensuring all young people receive the exceptional educational opportunities they deserve. We would be thrilled to support the Lycée Français board and the hiring committee to lead a transparent, equitable, and tightly planned and executed hiring process.

BUDGET

The final budget will be dependent on our specific involvement in the different stages of the hiring process and will be presented in a more detailed scope of work following further conversations with Dr. Roberts.

A senior level hiring process of this scope typically ranges from \$12,000 to \$20,000, although it could be more or less depending on the finalized scope of our involvement. We typically receive payments in two installments, at the beginning of the engagement and following final candidate interviews.

About The Consultants

Jenny Katz (Jenny Z Katz Consulting)

Jenny Katz has worked in educational equity and social justice for high-performing nonprofits and as a classroom teacher for over 16 years. She began her career on Teach For America's recruitment team and then, inspired by the community rebuilding their school system, she moved to New Orleans to teach 4th and 5th grades. She worked for New Schools for New Orleans' for 8 years, first managing school support initiatives and then as their first Human Resources staff member, designing and executing high-quality, organizational culture and equity-focused talent practices and overseeing the operations and special projects functions. She has extensive experience in building strong organizational culture, project management, meeting facilitation, event planning, relationship building, and stakeholder engagement. She has worked as Talent and HR Consultant for the last 3 years supporting non-profit organizations and schools on their complete talent life-cycle practices, with a focus on hiring and leader performance evaluation processes.

Alyse Utley

With over 13 years of experience working in support of education nonprofits and schools, Alyse has extensive experience creating strategies and systems that increase efficiency and improve organizational decision making. Alyse began her career in talent recruitment at Teach For America before moving to New Orleans to teach high school reading and English. For six years, she worked at New Schools for New Orleans (NSNO), initially working on the organization's development efforts and then shifting her work to support new and existing charter schools through grant-making and program support. During this time, she redesigned the organization's grant-making diligence process and facilitated organizational decision-making processes related to funding the launch of new schools in New Orleans. Since 2018, Alyse has been working as an independent consultant supporting nonprofits and charter schools. Her primary areas of expertise are in designing and facilitating mission-aligned hiring practices; guiding strategic planning for growing organizations, particularly related to staffing models, clear roles and responsibilities, and organizational structure; and project management of large initiatives and grants.