

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

Matthew Moreland, *Chair*
Caroline Bordelon, *Vice-Chair*
Adrienne Warren *Secretary*
Brett Long, *Treasurer*
David Amoss
Lauren Knight
Dr. Shearon Roberts
Anitra Walker
Dr. Ann Meese
Keith Bartlett, *Emeritus (ex-officio)*
Danielle Dufauchard, *Interim CEO (ex-officio)*

**Minutes of the
Meeting of the Board of Directors of Lycée Français de la Nouvelle Orléans
Monday, August 23, 2021 at 6:00PM
Meeting held on Zoom**

- I. Open Meeting - M. Moreland-- meeting called to order 6:07pm
- II. Roll Call - A. Warren
 - A. Present- Matthew, Brett, Caroline, Shearon, Anitra, Ann, David, Adrienne, Keith
 - B. Absent-Lauren
 - C. Quorum met
- III. Approval of Minutes - A. Warren
 - A. *Motion to approve minutes from 7.12 and 8.16 Meeting of the Board of Directors***
 - B. Adrienne moves, Brett seconds*
 - C. Board comment- none*
 - D. Public comment- request to have past minutes updated on the website. Danielle will have IT staff look into this.*
 - E. Motion passes unanimously*
- IV. Reports & Recommendations of Chairman - M. Moreland**
 - A. *Motion to approve Public Records Request Response Protocol***
 - 1. Caroline moves, Ann seconds*
 - 2. Board comment-Caroline summarizes response. Board attorney drafted the response and submitted it to LDOE. The board must approve the process outlined in the response.*
 - 3. Public comment- Members of the public expressed concerns about the cumbersome nature of the PRR process, and slow response time to LDOE notice of non-compliance.*
 - 4. Motion passes unanimously*
 - B. Update on HR response-
 1. Team completed internal/external audit to see what can be outsourced. Employee handbook has been outsourced to Adams and Reese. Some more sections identified in the Fazande report will be outsourced. Employee files folder and naming convention set by Fazande is currently being worked on by Administration. Administration team will be meeting soon to see what other pieces like performance evaluation and onboarding of new staff will be outsourced. Leaders reviewed insight surveys from NSNO and pinpointed three areas to focus attention: staff retention, professional development and academic areas in need of refinement.
 - C. CEO search update
 1. Matthew-Working with 4th sector and charter school growth fund to help identify firms that

specialize in this area.

D. 2nd Monday of Month Board Meeting scheduling conflict

1. Move all meetings to the 3rd Tuesday of the month. The Secretary will update the meeting calendar and disseminate.

V. Old Business-none

VI. Reports & Recommendations of Committees

A. Interim CEO Report - D. Dufauchard

1. CEO report provided in 8.16 meeting--posted online. Team is looking at different scenarios re: Covid protocols. Information re: testing is forthcoming. Vaccination rates of staff approx 88%. Six cases (active cases affecting school operations) across all campuses to date.

B. Standing Committees

1. Academic Committee Report - A. Meese

2. Facilities Committee Report - D. Amoss

- a) Facilities met in July and are recommending change orders. About 51% through the project budget. Experiencing growing supply chain issues. Windows have been an issue as far as getting them to the site on time. Substantial completion by Dec 2021 will be difficult to meet but we are working toward that goal. Hoping that change orders will be minimized through the duration of the project. Facilities and finance committees will be meeting to present any overages requiring further investment/financing from the school at a later date.
- b) Change orders include: 1) remove and replace plaster due to termites 2) City fees to connect utilities 3) two extra windows 4) water line relocation 5) Vapor barrier necessary for roofing 5) Walk off mats 6) termite treatment 7) Change to design in gym for scoreboard

c) Motion to approve change order of \$90K

(1) David moves, Adrienne seconds

(2) Board comment- How are change orders coming up on contingency? Hard cost contingency largely eaten through. There are options to finance additional change orders.

(3) Public comment- Asked about completion

(4) Motion passes; Caroline abstains, all others vote in favor

3. Finance Committee Report - B. Long

- a) Review of FY 21-22 proposed operating budget- Presenting a balanced budget. Largest source of revenue is MFP. Main expense is salaries+benefits. Healthy amount budgeted for facilities improvement as there are several needs across campuses. The budget will be placed on the September board meeting agenda for a second review.

4. Governance Committee Report - S. Roberts

a) Board member nominations

(1) Motion to approve renewal of the term of Keith Barlett, ex-officio emeritus to the board for 2021-2022.

(a) Shearon moves, David seconds

(b) board comment-none

(c) public comment-none

(d) motion passes unanimously

(2) Motion to approve Stephen Sewell, Khista McCarden (parent), Cassandra Sanchez, and Leandro Freitas for open board director positions

(a) Shearon moves, Adrienne seconds

(b) board comment-Clarity requested on board terms. Shearon-All new members will serve three year terms. Ambiguity of bylaws will be addressed in the October committee meeting.

(c) public comment-Gratitude to Dr. Roberts and Governance

committee for recommending new members
(d) *motion passes unanimously*

C. Other Committees

1. Amis du Lycée Report - A. Normann

- a) Completing numerous grant applications. Looking forward to hearing back in November/December time frame. Priestly building renovation to be featured in *Preservation in Print*, a publication by Preservation Research Center. Planning meeting to be announced soon for ribbon cutting ceremony to be held in Jan/Feb. Amis is in need of two additional LFNO board members to be assigned (in addition to Anita and Brett).

2. Athletics Committee Report -Matthew requests a volunteer to serve as chair.

3. Culture & Community Committee Report - S. Roberts

- a) Geri Robinson, a Lycee parent, provided a report on her engagement with parents in the LFNO community. Two parents on the committee are also serving on PTO and will work to align activities. Next meeting to be held on Nov. 18th and will focus on, and be led by, Lycee teachers.

VII. New Business & Action Items

A. Format of future meetings- C. Bordelon

1. Board should consider livestreaming meetings if meeting in person. This may now be invalid considering that the conditions of Covid are requiring the Board to meet virtually.
2. David and Matt recommend meeting virtually. Ann would like to have zoom meetings for her committee. Caroline would like to leave this as a standing agenda item in order to revisit this month to month.
3. Matt--emergency proclamation will last until Sept 1st. We will revisit before next meeting

VIII. General Public Comment Period

- A. Thanks to Danielle for her hard work.
B. Now that vaccine is approved, will school staff be required to be vaccinated? Staff should be required to be vaccinated
C. Last CEO report is not on the website. Danielle will post a report on the website. Requests CEO report be posted as part of meeting documents ahead of time
D. Parents request virtual option
E. Thanks to Interim CEO for taking on this position and moving school forward
F. Board shouldn't meet virtually if children don't have virtual option
G. LDOE letter requiring the board to adopt public records request process was read

IX. Remarks from Board Members

- A. The board has been and will continue to consider meeting in person at the committee level and board level. We may need to transition to virtual to move board business forward as needed. The board needs quorum to vote on essential items

X. Motion to Adjourn - M.Moreland

- A. David moves, Ann seconds
B. board comment-none
C. public comment-none
D. motion passes unanimously
1. Meeting adjourned at 7:54pm