



LYCÉE FRANÇAIS

Lycée Français de la Nouvelle-Orléans
Governance Committee Report
Thursday July 1, 2021

2021-2022 Governance Committee Members:

Dr. Shearon Roberts, Chair
Adrienne Warren, Board member
Caroline Bordelon, Board member
Dr. Ann Meese, Board member
Ayodele Theard-Lewis, Secretary
Katie Bolin, LFNO Office Manager
Dr. Richard Peters
Geri Robinson
Jeffrey Teague
Molly Vigour
Danielle Dufauchard, Ex-officio Officer

The Governance Committee of the Lycée Français de la Nouvelle Orleans will aim to streamline its work this year in accordance with best practices of public/charter school board governance committees. The guiding scope of responsibilities for a governance committee is outlined in the appendix document attached at the end of this committee report, provided by the Louisiana Association of Public Charter Schools.

Meeting Committee Charge and Responsibilities

The Governance Committee will also work through the AY 2021-2022 academic year to ensure board continuity and board effectiveness through recruiting and replacing directors to vacant and vacated board positions and through ensuring that both a diversity of expertise and a diversity of board perspectives are rotated onto the board. Attached to this document is a compiled current board term sheet that will serve as a planning basis for board director continuity. This will avoid gaps in leadership and the transfer of knowledge among director cohorts.

Regularized Public Meetings

The governance committee will also work to improve board effectiveness this academic year. This first begins with a regular schedule for governance committee meetings, attached to this report document. The governance committee will meet on the first Thursday of each month, in-person at 6 p.m. at the Johnson campus, pending school functions, or other city or weather events that may disrupt this meeting date and location.

Setting Committee Yearly Goals and Priorities

The governance committee has outlined the following yearly goals organized by priorities and resources below:

1. Recruit and Replace vacant and vacated board positions by gaps in expertise and perspective.
2. Design and pilot a successful onboarding process for new board members.
3. Design and implement board director succession planning both for board leadership and board committees.
4. Create a mechanism to evaluate board performance and effectiveness
5. Source and streamline administrative support to improve board processes, communications and functions.
6. Integrate board work into strategic school planning
7. Conduct a full review of the board's bylaw and policies and recommend a full document of proposed updates, modifications to the bylaws by the end of the academic year for a vote by the full board. The last board bylaw and policy update took place in 2019. Best practice indicates this exercise be conducted every two years.

APPENDIX items are included below:

1. LAPCS best model for Governance Committee charge and responsibilities.
2. 2021-2022 Governance Committee regular meeting calendar
3. Current Board Term Sheet.

LFNO Governance Committee Schedule AY 2021-2022

Meetings run on the first Thursday of the month at 6 p.m., in-person.

***This meeting schedule can be impacted by school events or other city-wide closures, with any interruptions to be rescheduled.*

Meeting #	Meeting Date
1	Thursday, July 1, 2021
2	Thursday, August 5, 2021
3	Thursday, September 2, 2021
4	Thursday, October 7, 2021
5	Thursday, November 4, 2021
6	Thursday, December 2, 2021
7	Thursday, February 3, 2022
8	Thursday, March 3, 2022
9	Thursday, April 7, 2022
10	Thursday, May 5, 2022
11	Thursday, June 2, 2022

2021

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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31																											

May							June							July							August						
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
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12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
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2022

January							February							March							April						
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May							June							July							August						
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
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September							October							November							December						
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25	26	27	28	29	30		30	31																			

LFNO Board Tracker

	Board Member	First or Second Term	TERM START	TERM END	ACTUAL START	ACTUAL END	MONTHS REMAINING IN TERM	
1	Davis Amos	2	Jul-19	Jun-22	Jul-19		12	*first term was 7/16-6/19
2	Matthew Mooreland	1	Jul-19	Jun-22	Nov-19		12	
3	Caroline Borderlon	1	Jul-19	Jun-22	Nov-19		12	
4	Brett Long	1	Jul-19	Jun-22	Nov-19		12	
5	Lauren Knight	1	Jul-19	Jun-22	Nov-19		12	
6	Shaeron Roberts	1	Jul-20	Jun-23	Sep-20		24	
7	Ann Meese	1	Jul-19	Jun-22	Oct-19		12	
8	Anitra Walker	1	Jul-20	Jun-23	Nov-20		24	*filled Dr. Romero's vacancy that was vacated in Sept 2020, see below
9	Adrienne Warren	1	Jul-19	Jun-22	Nov-19		12	
10	Erik Jungbacher (Vacancy)	1	Jan-00	Jun-23	Sep-20	Jun-21	24	
11	Damon Carraby (Vacancy)	1	Jul-20	Jun-23	Sep-20	Jun-21	24	
12	Vacant position	1	Jul-21	Jun-24			36	
13	Vacant position*	1	Jul-21	Jun-24			36	
	Keith Bartlett (ex-officio)**	1	Jul-20	Jun-23	Oct-20			
	JC Romero (termed filed by Anitra Walker)	1	Jul-20	Jun-23	Sep-20	Mar-21	24	

**formerly filled by a parent*

***Bylaws state that advisory member serve one year terms and be recommended for addional terms by Gov. Committee*

Bylaws state that we can have no less than 7 and no more than 13 board members. Also, we shall have no less than one and no more than 2 parent board members at any given time.

Committee Charges for Charter School Boards

Governance Committee Charge

Overview

In some ways, the governance committee is the most influential committee on the board as it is responsible for maintaining proper board composition and ensuring that the board governs effectively. This committee drives a comprehensive board self-assessment process, fosters the development of new and existing board members, manages board member recruitment, and nominates candidates for officer positions.

The governance committee includes the board chair and at least three other board members, one of whom serves as the committee chair.¹ The school leader or another staff member also often serves on this committee. This committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

Purpose

The governance committee holds itself accountable for the following:

› Monitoring and maintaining board-wide adherence to governance best practices

- Conducts a board self-assessment every one to two years
- Assesses the school's governance needs by periodically reviewing the board's size, strategic composition, and committee structure; and recommends changes as needed²
- In partnership with the school leader and board chair, creates an annual board cal-

¹ Certain requirements may vary by state; review your state's laws to be certain you are in compliance.

² Ask whether your board has the right skills and all of the committees needed. Review your bylaws for committee requirements.



endar for approval by full board

- Reviews and recommends changes to bylaws and board policies every two years
- Articulates the responsibilities of individual board members by creating a board member agreement that is signed annually by each board member
- Monitors board member performance in relation to the board member agreement, and supports board chair in ensuring all members uphold their board commitments

› **Onboarding and training new and existing board members**

- Orients members to school and board policies, practices, and responsibilities
- Provides ongoing governance training and support
- Creates opportunities for board members to build relationships and interact socially

› **Guaranteeing steady board leadership**

- Identifies, cultivates, and nominates new board members to build a strategically composed board
- Recruits for demographic and skill diversity among board members; including diversity of race, gender, age, skill set, perspective, and experience
- Maintains an officer succession plan that grooms high-performing board members to serve as chair, vice chair, secretary, and treasurer (or finance committee chair)
- Tracks term expirations and maintains a succession plan for board vacancies
- Recruits non-board members to committees to add value and potentially serve as future board members³

› **Setting goals**

- Supports the board chair in designing and executing an annual board goal-setting process
- Identifies governance committee goals to track committee progress



³ Check local regulations about non-voting committee members.
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