

Lycee-Francais Board meeting minutes
January 22, 2018 meeting

Roll call - Mike Williams, Ben Castoriano, Alysson Mills, David Amoss, Margerete Wabnig, Dr. Lisa Tropez-Arceneaux, Keith Bartlett present
Quorum met - 6/7 present

Minutes review – No minutes to review. Previous meeting (December) did not have a quorum or action items.

CEO report by Keith Bartlett – see attached

Audit report by Elaine Garvey from Postlethwaite and Netterville

- Audit was finalized before December deadline
- Elaine passed around 3 reports for review
- Financial statements - issued clean audit report this year
 - Period of growth makes it hard to look y/y for comparison
 - Nothing unusual in trends
 - No new accounting standards this year, but will have some new standards next year for restricted cash, due by year ended June 30 2019, can early adopt if we wanted to, thinks some disclosures may be more difficult, need to make decision on whether or not to early adopt before closing this fiscal year's books
 - Finance committee will consider
 - No notes for things they didn't expect
 - Had some discussions about tightening some things up like reserves for unpaid balances
- No comments on the Performance and Statistical Data report
- Commentary about statewide agreed-upon procedures
 - Every one of these Elaine has done has had exceptions
 - Typical to most organizations, need some tweaks to procedures
 - Very detailed and granular
 - No surprises
 - Not the same as audit report exceptions
 - Hoping the procedures will be refined some next year
 - Question about number of board meetings and how to count the meetings with no quorum

Chair report by Michael Williams

- Jeremy Honeywell introduced
 - Jeremy was hired as a consultant to help get new board and admin in 2013
 - Need new CEO to come in this summer
 - Thought it was in best interest of school to hire consultant, thought Jeremy was a great option, he was receptive
 - CEO search committee is recommending that we hire him (Zehnder Communications)
 - **Alysson M. makes motion to hire, Margarete seconds**
 - Will help the committee with process, will not come back with list of names
 - Scheduled meetings with staff over next 2 weeks
 - Accelerating some steps

- Hustling already
- Posted on indeed.com, have gotten 4 responses, want to get the message out as well as possible
- No timeline yet
- Phone screen, video chat, potentially a project for candidates
- Need a new CEO in place in June, July 1 is last possible day
- Want to cast an international "net"
- Need to establish budget
- **Motion passes unanimously**

CEO report – see attached

Committee reports

- **SPED committee**
 - Hired SELF group to create special ed handbook
 - Have completed the handbook, reviewing in a meeting tomorrow
 - More detailed SPED report expected in coming meetings
- **Amis du Lycee Francais**
 - Annual giving goal of \$40k, have \$20k already
 - L'extravagance - March 4, music will be announced next week
 - Early bird tickets end Feb 4
 - Launch for fundraising for Priestly a few weeks ago
 - Everybody on the board needs to give
 - Board members for foundation - no slate today, will defer until next meeting

Motion to go into executive session to discuss CEO review and compensation – motion made by Ben C, second by Alysson M, unanimously approved

Motion to amend agenda to set Keith B salary – motion made by Ben C, second by Alysson M, unanimously approved

Motion to set Keith B salary at +4% for this year – motion made by Ben C, second by Margarete, unanimously approved

- Board makes note that a higher salary was proposed and Keith asked to be comped inline with LFNO staff at +4%

Old business – none

New business – none

Motion to adjourn made by Ben C. – second by Alysson, no public discussion, motion unanimously approved, meeting adjourned