

Lycee-Francais Board meeting minutes

August 27, 2018

David A. calls meeting to order

Roll Call – David A, Mike W, Ben C, Carson S, Luc S, Margarete W present

Quorum met – 6/8 present

- David makes a motion to approve July 2018 meeting minutes; no board comment; Ben seconds motion, passes unanimously
- David makes a motion to ratify agreement with Michael Higgins of Schulman, Lopez, Hoffer, and Adelstein as a general counsel; retainer agreement circulated for review; no board or public comment; Mike seconds motion, motion passes unanimously
- David mentions that, in his role as Chair of the Board, he is able to appoint the Chair of the Amis du Lycee Francais, and notes that Mike Williams has agreed to serve in this capacity
- David notes that Board has scheduled a retreat for Spet.15th
- **CEO Report** – M. Schoen – attached separately
 - Update on students returning to school; developments with regard to increased safety, including fire alarms and sign out sheets
 - Updates regard SPED programs (22 new students), new hires including an educational interventionist, and professional development
 - Current enrollment numbers include 438 at Patton and 503 at Johnson, for a total of 941 – compared to 822 total in 2017; most non-returning students moved out of parish
 - Various grants continue to be pursued, including Donors Choose, Home Depot, Gates Foundation, among others
 - Transportation issues discussed. In the first few days of school, there were multiple problems associated with the bus company retained by the school: numerous delays, inconsistent routes, and poor communication. School administration noted that they have been in contact with bus company president (Rory), explained issues and have been working with him to improve timeliness and communication for bus service. Public comment was provided as well, with parents noting that their children were late getting picked up/dropped off, and that the lack of communication/ability to know exactly where children were was a critical issue that needed to be addressed. David A acknowledged that the first few days' bus service was unacceptable, and that both he and school admin would continue to work to improve communication and protocols associated with bus company.
- **Committee Reports:**
 - Nominating Committee – N/A (only update: two potential new board members have been contacted)

- Governance – N/A
 - Academics – N/A
 - SpEd – N/A
 - Finance – David A updated info regarding a five year forecast for school finances, looking at different enrollment numbers; will continue reviewing this information
 - Facilities – David A updated board with regard to the need to secure Priestly financing and the use of new market tax credits as suggested by tax credit consultant
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- No Old Business
 - No New Business
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- **Motion to Adjourn** – David makes motion to approve, Carson seconds; meeting adjourned

CEO Report to LFNO Board of Directors

August 27, 2018

A. Academics - Student Life

Patton Campus

- Fire Drill - Day 1: Staff and students did an amazing job in exiting the building in a orderly fashion.
- Safety and Security Assessment performed by Officer Derek Griffin and Danielle. Recommendations provided to ensure safety of all students and staff.
 - Action step completed: Provided teachers with approved pickup lists for all students to verify during dismissal.
 - More for additional safety measures to be discussed and/or implemented

Johnson Campus

- Partnership with The New Teacher Project (TNTP) to increase math scores in 3rd-5th grade math
 - Classroom observation, needs analysis, individual coaching, PD planning, curriculum review, supplementary materials, etc.
- High School Credit in Middle School
 - Spanish I - throughout 7th & 8th grade
 - Algebra I - for current 8th graders
 - English I - for current 8th graders
- Campus Beautification
 - Dad's Club on Saturday - Buddy Bench and other projects
 - New landscaping & general clean up in front of school

B. SPED

IEP Count

New students with IEPs for the 18-19 SY (this number also included in categories below)	22
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Academic and Behavior IEPs	60 (may be 61 as one new student is pending eval from previous parish)
Speech only	33
Gifted	65
Talented	33 TAV: 27 TAT: 6

- Case Management training with a specific set of [responsibilities](#).
- Interventionists developed IEP-at-a-glance documents, met with individual teachers.
- Schedules for collaboration with other providers (OT, SLP, counseling, TAT, TAV, Gfited) and standardized communication logs to track IEP minutes and communication to families.
- Annual dates of IEPs have been mapped out throughout the school year.
- BOY Benchmark Testing & Services
- Professional Development for RTI and SPED in French and English (included topics such as mission, vision and priorities, structures and systems for the year, roles and responsibilities and a preview of all-staff sessions).
- Information Sharing with Families : [Special Education](#) and [RtI/504](#) on the Lycee Francais website.
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C. RTI

57 current 504 students, with 2 new 504s being created at the beginning of this year.

Dibels and mClass benchmarks currently being completed for all K-2. MAP Reading and Math benchmarks being completed for all 3-8.

RTI rosters will be finalized using benchmark scores, LEAP scores, and teacher/interventionist input.

D. Admission and Enrollment

As of 8.27.18

PK4	K	1st	2nd	3rd	4th	5th	6th	7th	8th
80	125	120	113	112	116	110	91	52	22

Patton total = 438

Johnson total = 503

Combined total = 941

2017-2018 final student count = 822

Documented students not returning for 2018-2019 school year = 44

Attrition rate = 5.35%

New students 169

LFNO Promo Video: in collaboration with Elephant Quilt, Lycee will soon launch our first ever official promo video with closed captions in English and subtitles in Spanish!

E. Finance

No items to report.

F. HR

- Onboarding Substitute Teaching, Extended Day Programs (BeforeCare/ AfterCare/ Athletics Coaches.
- Finalizing Administrative Assistant and contracting services with a Speech Language Pathologist.
- Hired an experienced temporary teacher to fill in middle school math and science while one of our teachers is on leave.
- Compliance: we are finalizing the year-end Profile of Educational Personnel report and working on newly required Teaching Authorization forms for teaching staff , all due August 31st.

G. Development

- a. Annual Giving
 - i. Goal of \$45,000 for SY18-19
 - ii. Annual giving to start in October
- b. Grants
 - i. Brown Foundation service learning grants
 - 1. Ogden Museum of Southern Art - TOC: Not Funded
 - 2. Coastal Roots: Funded transportation
 - 3. Audubon Nature Institute- TOC, 1st grade: Funded transportation and some materials
 - 4. Audubon Nature Institute- TOC, 7th grade: Funded transportation and some materials
 - ii. Donor's Choose projects submitting this week:
 - 1. Tech Ed for Gifted (Johnson)
 - iii. In process:
 - 1. Home Depot Grant
 - 2. Hearst Foundation - Priestley
 - 3. Kellogg Foundation- Priestley
 - 4. Gates- Charter School Growth Fund - Priestley
- c. Room to Grow
 - i. Priestley intended opening is Summer 2021
 - ii. Grant submissions paused until timeline and tax credits secured.
 - iii. Currently reserved 2 naming gift opportunities- details being finalized
 - 1. Library/Media Center (\$20,000)
 - 2. Lobby/ Atrium Floor 2 (\$10,000)
- d. L'Extravagance
 - i. Recruiting committee
 - ii. Determining date

H. Facilities

Patton

-Issues with Appliances: Victory Reach-in Freezer, warming Tables May Need Replacement soon

-We are exploring adding additional perimeter cameras to increase security

-We are exploring upgrading THE security controls To allow Remote access

Johnson

-The last roof inspection by ROOF-Tech revealed several damaged area of the membrane. The manufacturer was contacted and a warranty claim Filed. OPSB was also informed, in case future expenses

We are exploring reducing the Energy consumption by working with Energy Smart from Entergy. The Goal Is To improve the lighting and also add A Building Automation System to the A/C

-Several Of The Window Unit in the Annex are failing and will need Replacing

Priestly

- Tree branches are hanging low and may need trimming soon

I. Transportation

Because this is the first year we've offered transportation on such a grand scale it has not been without challenges for all of us. We are currently reviewing schedules, rosters, and parent feedback to improve the service.

The service is stabilizing and the community appears to be regaining confidence by electing to utilize the bus service.