

Lycee-Francais Board meeting minutes

September 24, 2018

David A. calls meeting to order

Roll Call – Luke Clary, Carson Strickland, David Amoss, Dr. Lisa Tropez-Arceneaux, Mike Williams present

Quorum met – 5/7 present

- **CEO Report** – M. Schoen – included below in its entirety. Highlights include:
 - La Dept of Education visit for immersion site certificate – all went well with that visit. N.O. Fire Dept also evaluated fire drill procedures at school, and all students/staff were able to exit building quickly, within 2 minutes.
 - New zoning area being requested at City Hall to facilitate area for bus loading zone to help with congestion around school. Relationship with neighbors has continued in a positive direction in terms of traffic in the area.
 - Update on SPED numbers and RTI.
 - Admission update – dates have been determined for outreach. Also, last three years of admission data being reviewed to determine areas of improvement going forward. Continuing to develop relationships with Ecole Bilingue, Intl School of LA and Audubon Charter. An informational video has also been completed for use on the school website, to help explain the school’s mission and introduce prospective students and parents to LFNO community.
 - Development has targeted an annual giving goal of \$45,000, to begin in October, and team is working on Nuit de la Musique event.
 - Facilities issue include asbestos/environmental testing in Johnson after roof tile fell in – no health issues noted, and room is back to normal. Plumbing issues continue, and Patton has some drainage issues that need to be resolved.
 - Communications ongoing with the bus company to improve communications and address deficiencies.

- David makes a motion to approve August 2018 Board meeting minutes; no board or parent comment; Lisa seconds motion, passes unanimously

- Chair Report
 - Motion to accept Board member resignation
 - David explained that Ms. Margarete Wabnig submitted her Board resignation at the end of August 2018.
 - Mike makes a motion to accept the resignation of Ms. Wabnig, Luke seconds; no board or parent comment; passes unanimously.

- Motion to authorize Board chair to sign Audubon Nature Institute agreement for 2018-2019 school year
 - Marina explained that the school will once again participate in outside class activities in conjunction with the Audubon Nature Institute; prices for these activities will be in the same range as last year (\$1,400/mo for class, \$600/mo for education), though some costs have been covered by a grant. It was noted that students greatly enjoy these activities each year.
 - Luke makes a motion to authorize the Board chair to sign Audubon Nature Institute agreement for 2018-2019 school year, Carson seconds
 - No board or parent comment
 - Mike W must refrain from voting, as his firm represents the Audubon Institute
 - Motion passes unanimously, save for Mike W's recusal

- Motion to adopt a resolution in support of capital campaign
 - In consultation with the Amis de Lycee Francais, the Board felt it was appropriate to draft a resolution in support of the capital campaign that will be undertaken by Amis de Lycee Francais, allowing the Board to express its desire to assist with those fundraising efforts in whatever way it can. That resolution is hereby included for reference.
 - Luke makes a motion to adopt the resolution in support of the capital campaign, Carson seconds; no board or parent comment; the motion passes unanimously.

- **Committee Reports:**
 - Facilities Committee Report
 - Motion to authorize additional expenditure for architecture and engineering services
 - Tim Gray of the facilities committee, along with architect Tracy Lea, explained to the Board the need for additional funding for Priestly renovation due to additional requirements set forth by National Parks Service (NPS) and State Historic Preservation Office (SHPO).
 - In an effort to obtain \$3M in historic tax credits, the architects and designers working on the Priestly project met with NPS and SHPO in June of 2017 to go over required building features/historic preservation requirements associated with obtaining the needed tax credits.
 - Much to the surprise of the facilities committee and architecture firm, three issues have been raised by SHPO and NPS that were unanticipated when the project began months ago: specifically those related to the exterior surface of the addition (metal vs brick cladding), window refurbishment/replacement, and ceiling design.
 - As a result of these design changes, the school will need to spend an additional estimated \$203k in building costs, and \$60k in design costs to incorporate all changes.

- Architectural consultant will continue to push back on the need for these changes, but in the meantime he has suggested that an appeal would likely be fruitless and a waste of time and resources – as a result, he suggests moving forward with altering current designs to meet specifications outlined by SHPO and NPS.
 - For now, Luke noted that we only needed to authorize an additional \$16,500 in architect fees to redesign project and submit for approval to SHPO and NPS, a process that would take us through January 2019 in all likelihood – and so he made a motion to authorize only this additional \$16,500 amount for now. Carson seconds motion.
 - Parents offered concern over additional costs and whether school could afford these expenses and maintenance of building going forward; David A noted that these costs had been considered by facilities committee already using different enrollment figures.
 - Lisa votes Nay; all other board members vote Aye. The motion passes.
- Governance
 - Motion to create a written policy for LFNO parents who serve on the LFNO Inc Board of Directors
 - David explains that, in light of need to have a parent included on the board, the existing board policies should be amended to incorporate terms related to this member and also include some additional language in line with best practices on how to incorporate parent board members – for instance, consider looking at percentage of parents on the board, length of term for parents, and whether a parent can serve as board chair.
 - Luke proposes a motion to create a written policy for LFNO parents who serve on the Board; Carson seconds. Mike W notes that we want to be sure that altering terms related to parents is allowed under existing guidelines; motion passes unanimously.
- Academics – N/A
- SpEd – N/A
- Nominating Committee
 - Motion to approve new LFNO Board members
 - Jeff Teague of the Nominating Committee discusses the merits of two potential board members, Graham Bosworth (a parent) and Sandra Hill.
 - Both are described as having excellent credentials and experience, and the committee recommended both for consideration on the Board. CVs and board applications are provided for review.
 - Lisa noted that other parents submitted an application for board membership that day and encouraged the Board to consider them as well.
 - David made a motion to approve Graham Bosworth, Luke seconds. Lisa votes Nay; all other members vote Aye. Motion passes.

- David made a motion to approve Sandra Hill, Luke seconds. All members vote Aye. Motion passes unanimously.
- Finance
 - Motion to accept 2018-2019 Budget
 - Luke explains that the school budget is due Sept 30 and has been reviewed by the finance committee.
 - Lisa makes motion to accept the 2018-19 school budget, Luke seconds; no board or parent comment; the motion passes unanimously.
- No Old Business
- No New Business
- **Motion to Adjourn** – David makes motion to approve, Carson seconds; meeting adjourned

CEO Report to LFNO Board of Directors

September 24, 2018

A. General

Unannounced visit from the LDOE World Language Department for the Immersion Site Certificate.

- 9/13/2018: Unannounced visit from NOFD to evaluate Patton's fire drill evacuation procedures. School received excellent reviews from NOFD. All staff and students were evacuated quietly to secure locations in 2 minutes.
- 9/24/2018: Unannounced visit from NOFD to evaluate Patton's fire drill evacuation procedures. School received excellent reviews from NOFD. All staff and students were evacuated quietly to secure locations in 2 minutes.

B. Academics - Student Life

Patton Campus

- Petitioned the city for zoning the block of State Street in front of the St Francis of Assisi church as bus loading zone. This will alleviate congestion mainly in the afternoon.
- Partnering with Whereyat to install bike racks at Patton and St. Paul locations

Johnson Campus

- MATH: Partnership with TNTP had a successful start with a training on Thursday, September 20th.
- Middle School Lunch Clubs: chess, comic books, card playing, library, art, music. Student Council is being launched.
- Change in walk-up pick-up - rationale: control and safety

Athletics:

- Cross country (2 of our runners got medals at first meet)

- Flag football (Flag football) Started the season strong. (Losing record) - We are the only team in the league with girls! We have one girl on the 5th & 6th grade team and one girl on the 7th & 8th grade team!
- Volleyball: both 5th & 6th and 7th & 8th won their first games this past week
- Spirit Team: -14 girls and 1 boy participating this year! (Huge jump from last year)

Community: FALL Picnic: Friday, October 5th - Patton. 6 to 8pm

C. SPED

August	September
IEPs held: 17	IEPs held to 9/24: 12
	IEPs to be held after 9/24: 8

Gifted & Talented: Referrals opened on September 14.

D. RTI

- **59** current 504 students, with 1 student currently being exited
- **11** IAIPs (Individual Academic Improvement Plan) being developed in 5th grade
- **57** Tier 2 and **9** Tier 3 students in K-2 (3-8 still in progress)

E. Admission and Enrollment

Last three years of historical data is being analyzed to strategically conduct 18-19 outreach season.

Open House dates determined for 2019-2020 outreach season

- Open House #1: Saturday, Oct 27 from 10:00-11:00 AM (41 RSVPs)
 - Open House #2: Wednesday, Nov 28 2018 from 6:00-7:00 PM (3 RSVPs)
 - Open House #3: December 2018 – TBA in the P-Town/Carrollton neighborhood
 - Open House #4: Tuesday, Feb 5, 2019 from 6:00-7:00 PM (1 RSVP)
 - Open House for the HIGH SCHOOL: November 13, 6:00-7:30 at the Johnson Campus
- Promo/outreach video launch**
- Teaser to be released for official promo video launch before fall break (Elephant Quilt productions) <https://vimeo.com/288792263>

F. Finance

Budget Approval

G. HR

- Two full-time hires were added this month -- an Office Manager at the Johnson Campus to replace a staff member who moved back to France, and an Administrative Assistant, a role that had been vacant a couple of months, who is working at the St. Paul campus with our Data Manager in the areas of SpEd and Admissions.
- Annual Open Enrollment meetings for health insurance have started. We will offer 3 medical plans this year, dental, vision, disability, life, and supplemental health insurance offerings. BCBS rates went slightly down this year.

H. Development

- Annual Giving
 - Goal of \$45,000
 - Start mid October
 - Targeted to TOC like in the past
- Nuit de la Musique
 - *name change* from Extravagance
 - Finalizing date (most likely February 10)
 - Recruiting committee members
 - Will send save the date once date and contract are finalized
- RTG
 - Revising collateral before sending to print
 - Update meeting with campaign committee 9/19/18

- Follow up meeting in 2-3 weeks to proceed with next steps
- Grants
 - Submission of data to Charter Growth Fund for blind review.

I. Facilities

Johnson

- Issues with Asbestos in room 302. AKT environmental came and tested and everything is back to normal
- Working on replacing window units in building 2
- Plumbing issues throughout the building

Patton

- Patton leak in cafeteria due to broken floor drain
- Sceptic-like smell on second floor. Working with A/C company and plumber to come to a solution

Priestley

- Facilities Committee report

J. Transportation

- Identified parents bus leaders to assist with communications. Reviewing and compiling feedback from each bus representative to make workable changes to the schedules/routes and address any other concerns.
- Communications are ongoing with Mr. Askin. We've another scheduled meeting for Sept. 25, 2018 with Kids 1st to address deficiencies in their performance and devise a plan to resolve persistent issues.

