

**French and Montessori Education, Inc.**  
**Board of Directors Meeting, April 21st, 2007**  
**Minutes**

The meeting was called by Board Chairperson, Carlos Zervigon, and was publicized by posted notice at the school, notice on the school website, notice in the rare bird, and notice on the rare bird list service.

The meeting was held in the cafeteria at Audubon's Broadway campus, 428 Broadway Ave., New Orleans.

Board members present: Janice Dupuy (Principal and CEO), Carlos Zervigon (Chairperson), Edwin Shorty (Vice Chairperson), Laura Watts (Treasurer), James Reiss (Secretary), Teddi Locke, Gary Allen Wood, and Wynn Seeman.

Ken Ducote joined the meeting at 10:15. Cornelius Tilton joined the meeting at 10:40.

Board members excused: Pierre Lebovics and Allen Miller.

Attending from administration: Claudine Adams (attending for Marie-Claud Kellerman, French Director), and Lynette Brice (Financial Manager).

The meeting was called to order at 10:09am.

**I. Request for Appeal of Suspension/ Executive Session**

**Motion:** Wynne moved to move into executive session. Laura seconded the motion.

**Motion passed, unanimously:** The voting members of the Board unanimously passed the motion.

After returning from executive session, Laura introduced a motion to uphold the suspension. Wynne seconded the motion.

**Motion passed, unanimously:** The voting members of the Board unanimously passed the motion.

**II. Approval of March 17, 2007 minutes.**

**Motion:** Teddi moved to approve the March 17, 2007 minutes from the last FAME Board meeting. Edwin seconded the motion.

**Motion passed, unanimously:** The voting members of the Board unanimously passed the motion.

### **III. Approval of the FAME Board meeting dates**

At 10:10 the board had a brief discussion about future meeting dates for the remainder of 2007. Laura motioned to keep the meetings every 3<sup>rd</sup> Saturday, Wynne seconded the motion.

**Motion passed, unanimously:** The voting members of the Board unanimously passed the motion.

The meeting dates are set as May 19<sup>th</sup>, June 16<sup>th</sup>, August 18<sup>th</sup>, September 15<sup>th</sup>, October 20<sup>th</sup>, and November 17<sup>th</sup>.

Board member Ken Ducote joined the meeting at 10:15am.

### **IV. Administration report**

Re-registration/ Enrollment for students will take place on May 2<sup>nd</sup> for new students and May 3<sup>rd</sup> for returning students. Parents are required to submit proof of residency for Orleans Parish. Letters are going home next week, with reminders in the Rare Bird, E-Group and web site. Consumable fees will be collected on those days, with fee amounts published in advance. The school is collecting fees early so supplies can be ordered this summer and arrive prior to the start of school. As usual, PTO will have a table set up to collect PTO dues for next year.

The security system and cameras at the Carrollton Campus have been installed.

Audubon has been accepted as a member of the New Orleans Metro Middle School Sports League. Audubon students in 5<sup>th</sup>-8<sup>th</sup> grade are eligible.

Janice, Ken and Alisa met with Amy Charbonette, NOPS Director of facilities, on Friday April 20<sup>th</sup>. The capital budget for both buildings and usage of total space were discussed. Copies of the NOPS budget were distributed on May 1<sup>st</sup> at the recent Budget Committee meeting.

NOPS is in the process of making a decision on when Hynes will move to a new facility.

### **V. Approval of 07/08 school calendar**

Board member Cornelius Tilton joined the meeting at 10:40am.

Janice began discussion of next year's calendar by informing the board that the planned first day of school is August 16<sup>th</sup>, 2007.

Laura discussed concerns of starting early and not having a full week during Thanksgiving off. Edwin concurred with Laura and also discussed concerns regarding professional development days.

Board discussed several options for beginning and end of school year as well as different possibilities for scheduled holidays for thanksgiving and Mardi Gras.

At 10:56am Ken introduced a motion to approve the administration's proposed calendar for the 2007/2008 school year with the stipulation that the board will discuss possible options for the 08/09 calendar at future meetings and will set the March 08 meeting as the deadline for the administration to present the 08/ 09 school year calendar to the board. Cornelius seconded the motion.

**Motion passed, with one nay:** The voting members of the Board passed the motion with 7 votes for and Edwin voting against.

#### **VI. Discussion of Principal's evaluation**

Teddi discussed the need for the Principal Evaluation Committee to attend several workshops in between annual meetings to enhance ability to conduct a proper evaluation. She also said that the Committee will have a report and recommendations ready for presentation to the board at our May meeting.

#### **VII. Discussion of Charter School Cooperative Initiative Service Plan**

The Baptist Community Ministries (BCM) has donated money to the School Leadership Center (SLC) in support of Charter Schools. The SLC has developed a plan to support charter schools. BCM will underwrite a portion of the costs. We have the option to purchase a package that will include some legal services, accounting services (Blackbaud), business consultation, web site design and maintenance, and grant writing services. Additional services provided at no cost will include Lobbying/ Advocacy, Teacher Recruiting and Leadership Staff Development. A list of services provided and cost to the school has been distributed to the members of the board.

The school is investigating the use of Blackbaud for financial reporting. SLC showed the administration how it works and at first glance appears to be more user friendly than MUNIS, but the administration needs assurance that the AFR can roll up to NOPS electronically, otherwise we would have to manually enter the data once a month in the NOPS system. It is important to note that NOPS is also exploring other options due to the problems that the school has had with MUNIS.

#### **VIII. Discussion of Fundraising**

James discussed the need to replace Julia Walker as the schools grant writer/ development director with a full time person. James informed the board of the discussion that took place at the last fundraising meeting. The plan for the future was discussed to include the possibility of creating a separate board called "Advocates for Audubon Charter" whose sole purpose would be to support the needs of the administration through their fundraising efforts and capabilities. James highlighted that pending board approval, this entity would hopefully be up and running with one

full time grant writer on staff by the beginning of the next school year. Lynette discussed how a Development Director's salary could be paid out of funds raised and be given a separate line item in expense section of budget.

**IX. Report on French Minister's visit to Audubon Charter School**

Marie-Claude gave the board a summary of the recent visit from Monsieur Giles de Robien, Minister for National Education of France.

**Motion:** Edwin moved to adjourn the meeting. Teddi seconded.

**Motion passed, unanimously:** The voting members of the Board unanimously passed the motion.

The meeting was adjourned at noon with the next meeting scheduled for May 19th, 2007.