



F.A.M.E., Inc.

Governance Committee Meeting

Date and Time

Friday October 19, 2018 at 8:00 AM CDT

Location

Cafeteria, 428 Broadway St., New Orleans, LA 70118

Agenda

I. Opening Items

Opening Items

A. Call the Meeting to Order

The meeting will officially be called to order.

B. Record Attendance and Guests

Record attendance

C. Approve Minutes

Minutes from last Governance Committee meeting will be approved.

Approve minutes for Governance Committee on April 20, 2018

II. Governance

Governance

A. Review of Potential Board Member Resumes/Biographies/Profiles And Make Recommendations
Re: Same

The committee will review the submitted resumes for Board service for the upcoming year and discuss eligibility.

B. Review CEO Contract Addendum

Review the CEO contract addendum with terms of contract extension and salary adjustment.

C. Review and Recommendation Re: Epipen Policy

The Committee will review the submitted Epipen Administration Policy and vote on a recommendation to the board.

D. Review and Recommendation of Field Trip and Extracurricular Activities Policy

The Governance Committee will review and make a recommendation to the board on the submitted Field and Extracurricular Activities policy.

III. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee on April 20, 2018

APPROVED



F.A.M.E., Inc.

Minutes

Governance Committee

Date and Time

Friday April 20, 2018 at 8:00 AM

Location

Conference Room, 428 Broadway St., New Orleans, Louisiana 70118

Committee Members Present

D. Murray-Boseman, E. Alito, J. Jalice

Committee Members Absent

None

Guests Present

A. Dupre

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Jalice called a meeting of the Governance (Governance, Legal and Nominating) Committee of F.A.M.E., Inc. to order on Friday Apr 20, 2018 at 8:27 AM.

C. Approve Minutes

D. Murray-Boseman made a motion to approve minutes.

J. Jalice seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

D. Murray-Boseman Aye

E. Alito Aye

J. Jalice Aye

II. Governance

A. Finalize Board Member Classifications

Mark ups made to rotation schedule. New members coming on 2018 will go into class C

B. Review Potential Board Member Resumes

C. Review and Recommendation of Complaint and Appeals Policy

E. Alito made a motion to accept the complaints and and appeals policy as revised in this comm mtt.

D. Murray-Boseman seconded the motion.

The motion did not carry.

Roll Call

E. Alito Aye

D. Murray-Boseman Aye

J. Jalice Aye

D. Parent Council Recommendation

J. Jalice made a motion to establish a parent council using a process as allowed by state law.

D. Murray-Boseman seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

J. Jalice Aye

D. Murray-Boseman Aye

E. Alito Aye

III. Closing Items

A. Adjourn Meeting

D. Murray-Boseman made a motion to adjourn the meeting.

E. Alito seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

J. Jalice Aye

Roll Call

E. Alito Aye

D. Murray-Boseman Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:47 AM.

Respectfully Submitted,

J. Jalice

Coversheet

Review CEO Contract Addendum

Section:	II. Governance
Item:	B. Review CEO Contract Addendum
Purpose:	Discuss
Submitted by:	
Related Material:	Amendment to CEO-Principal Agreement (A&R Draft 9.26.18).DOC

AMENDMENT TO AUDUBON CHARTER SCHOOL CEO/PRINCIPAL EMPLOYMENT AGREEMENT

THIS AMENDMENT TO AUDUBON CHARTER SCHOOL CEO/PRINCIPAL EMPLOYMENT AGREEMENT (this “Amendment”) by and between French and Montessori Education, Inc., a Louisiana nonprofit corporation (“FAME”), represented by the undersigned Chairman of the Board of Directors of FAME, duly authorized to act herein by action of the Board of Directors of Fame, and Latoye A. Brown, a resident of the lawful age of the Parish of Orleans, State of Louisiana (“Ms. Brown”).

WHEREAS, FAME and Ms. Brown entered into that certain Audubon Charter School CEO/Principal Employment Agreement dated September 26, 2016 (the “Agreement”); and

WHEREAS, FAME and Ms. Brown desire to amend the Agreement in order to extend its term and increase the annual salary as provided for herein.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. Amendments to the Agreement.

Section 2 of the Agreement is hereby deleted in its entirety and the following substituted therefor:

Term. The term of this Agreement shall begin on June 24, 2016 and shall terminate on June 24, 2020, unless terminated sooner as provided herein. FAME shall have the right to extend this Agreement for an additional period of two (2) years by giving written notice to Mrs. Brown no later than April 30, 2020. The parties agree to have conversations of intent regarding employment prior to April 30, 2020. The parties may also agree to further extent the term of this Agreement by a written amendment hereto.

Section 3a. of the Agreement is hereby deleted in its entirety and the following substituted therefor:

- a. *Amount.* For the services to be rendered by Ms. Brown, FAME agrees to compensate Ms. Brown at an annual salary of \$115,500, less deductions for all applicable federal, state and local payroll taxes and other charges required to be withheld pursuant to federal, state and local law. Compensation shall either be payable in equal semi-monthly installments or at such other time or times as may be mutually agreed upon by the parties on such dates as also agreed upon by the parties.

2. Capitalized Terms. Capitalized terms used herein but not defined herein shall have the meaning specified in the Agreement.

3. Recitals. The recitals to this Amendment are hereby incorporated into, and form a material part of, this Amendment.
4. Modification; Amendment. Except as modified and amended herein by this Amendment, all other provisions of the Agreement shall remain in full force and effect.
5. Multiple Counterparts. This Amendment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.
6. Effective Date. This Amendment shall be effective as of June 24, 2018.

[Signature Page to Follow]

[Signature Page to Amendment to Lease]

IN WITNESS WHEREOF, FAME and Ms. Brown have caused their names to be duly executed to this Lease Agreement on the ____ day of _____ 2018.

FAME:

FRENCH AND MONTESSORI
EDUCATION, INC.

By: _____

Name: _____

Title: _____

MS. BROWN:

LATOYE A. BROWN

Coversheet

Review and Recommendation Re: Epi pen Policy

Section:	II. Governance
Item:	C. Review and Recommendation Re: Epi pen Policy
Purpose:	Vote
Submitted by:	
Related Material:	Policy and Procedure for Epi pen administration- updated[11001].docx

AUDUBON CHARTER SCHOOLS STOCK EPI PEN ADMINISTRATION FOR SEVERE ALLERGIES

POLICY

The Audubon Charter Schools believes that the safety and wellbeing of children who are at risk of anaphylaxis is a whole community responsibility. Our schools are committed to:

- Providing as far as practice, a safe and healthy environment.
- Raising awareness about allergies and anaphylaxis among the school community and children in attendance.
- Ensuring each staff member and other relevant adults has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Facilitating communication between all staff, students and families to ensure the well-being of children at risk for anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common Allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy and wheat. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. Other signs and symptoms are hives, itching, red water eyes, runny nose, vomiting, diarrhea, stomach cramps, change of voice, coughing, wheezing, throat tightness or closing, difficulty swallowing, difficulty breathing, sense of doom, dizziness, fainting or loss of conscience and/or change of skin color. A severe allergic reaction usually occurs quickly, but can occur up to one to two hours after exposure to the allergen. Parents of students with known life-threatening allergies and/or anaphylaxis should notify the school nurse and provide the school with written instructions and prescribed medications from the student's health care provider for handling anaphylaxis, on an annual basis.

In order to comply with the state legislation of Act 624; to enact R.S. 17:436.1 (K), it is the policy of Audubon Charter Schools to follow the guidelines developed for students with an identified severe allergy to food, insect stings, latex and/or unknown allergens, in addition to those who may have not yet had an identified allergy or condition which puts them at risk to exposure or unexpected events that are a potential risk for life-threatening reaction (anaphylaxis). These guidelines include:

- Education and Training for school personnel on the management of students with life-threatening severe allergies, including training related to the administration of medication with a cartridge injector.
- Procedures for responding to known and unknown life-threatening allergic reactions.

- A process for the development of individualized health care and allergy/anaphylaxis emergency action plans for every student with an identified allergy.
- Protocols to prevent exposure to food allergens or precautions to avoid exposure to other allergens.

Audubon Charter Schools will make every effort to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called “unassigned or stock epinephrine”) in each school, under the standing order from a Louisiana licensed physician, to assist those students who may experience first time anaphylactic emergencies, without a prescribed treatment. Stock epinephrine auto-injectors will be available during the school day at each campus. Each campus for Audubon Charter will be stocked with 2 EpiPen Auto-injector packs, a junior dose (0.15mg) for those between 33 and 66 pounds and an adult dose (0.3 mg) for those over 66 pounds. They will be kept in a bright yellow EpiLocker outside of the main office near the AED on the 2nd floor. The stock epinephrine may be administered by a school nurse or employee of the school who is authorized and trained in the administration of epinephrine to any student, or staff member, who in good faith, is believed to be having an anaphylactic reaction on the school premises, during the academic day. This policy is not intended to replace or override students’ specific orders or currently prescribed medications for anaphylaxis. **This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).**

IDENTIFICATION AND COMMUNICATION OF STUDENTS WITH ALLERGIES

Communication of identified allergies to the appropriate personnel will be on a need to know basis, i.e. school principal, school nurse, teachers, coaches and sponsors for extra-curricular activities, cafeteria personnel, bus drivers, and before and after school personnel. A copy of the physician verified food allergy statement and diet restriction orders will be forwarded to the cafeteria manager so they may enter it into the food service electronic system.

It is requested that parents/guardians and students upon registration and the beginning of every school year thereafter, supply an up-to-date student health history including information on life-threatening allergies. Parents of students identified with life-threatening allergies will be required to bring the physician documentation verifying any indicated allergies, diet restriction, and/or prescribed medications for prevention and/or treatment of anaphylactic reaction.

The school nurse will create and Individual Health Care Plan (IHP), 504 plans and/ or Individualized educational plan (IEP) as required for students with a diagnosed anaphylactic allergy that include: the type of allergy and potential allergens, monitoring and avoidance

strategies and appropriate treatment of allergic reactions, and Emergency Care Plan (ECP) with emergency contact information, storage location and guidelines for epinephrine auto-injector use when applicable. Students with identified allergies will not be excluded from regular school activities, field trips, or any extracurricular events. Audubon Charter schools will provide a peanut/nut-sensitive environment.

The EpiPens will be available for individuals with unidentified allergies who experience an unexpected anaphylactic reaction during the school day. These are not intended for students who have identified severe allergies, and have a health plan requiring them to have an EpiPen available at all times.

At the beginning of each school year school staff members will be trained on EpiPen administration. Training will include the signs and symptoms of anaphylaxis, how to administer the EpiPen, call 911, and properly document each occurrence. The campus's school nurse will be responsible for the training of building personnel.

All documented anaphylactic events on the Anaphylactic Reaction Form will be forwarded to Dr. John Carlson at Tulane (john.carlson@tulane.edu) within 24 hours of the incident. 911 will be called on all episodes of anaphylaxis after using an epi-pen.

The school nurse at each campus will be responsible for monitoring the expiration dates on the pens and requesting replacement pens as needed. Pens should be examined quarterly. Replacement pens will be requested after each event of anaphylaxis.

Coversheet

Review and Recommendation of Field Trip and Extracurricular Activities Policy

Section: II. Governance
Item: D. Review and Recommendation of Field Trip and Extracurricular Activities Policy
Purpose: Vote
Submitted by:
Related Material: Policy and Procedure for Field Trips or Extracurricular Activities for Audubon Charter Schools (2)(AR redline revisions Sept. 2018).docx

Policy and Procedure for Field Trips or ~~Extracurricular~~Extracurricular ~~Activities~~Activities for Audubon Charter Schools

Field trips are offered to students during the school year to enhance the educational experience. The number of students with chronic health conditions requiring increasingly complex medical/nursing ~~procedures~~procedures continues to rise. Frequently, a student with significant health ~~health~~ issues will be eligible as a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act and served under a Section 504 plan or Individualized Education Program (IEP). In any event, early and careful planning for students with health care needs is important to ensure these students are not properly excluded from an activity and can safely participate.

It is important to note that special legal protections apply to students with disabilities who have a Section 504 plan or IEP. School districts have a legal obligation to ensure students with disabilities are able to participate in the school's programs, including field trips and extracurricular activities, to the fullest extent possible, including ~~through~~through the use of ~~accommodations~~accommodations. Denying a student with special health care needs the right to participate in extracurricular activities or field trips solely due to the student's disability violates IDEA and/or Section 504. For eligible students, decisions about the student's participation in field trips should occur during the child's IEP or 504 meeting.

School nurses are essential to the decision making process when determining the level of health care that must be provided in any extracurricular activity or field trip. Factors to consider for the student's safe participation include:

- The length of the field trip or intensity of activity
- The destination or location
- The availability of adequate emergency response
- The ability to adequately supervise any assigned delegations including ability of the staff to contact the nurse with problems or questions
- The competency of the staff accompanying the students to provide the necessary health care and ratio of staff to students.

General Recommendations:

- The student's case manager or activity coordinator should notify the school nurse of any upcoming field trips or extracurricular activities in sufficient time to provide input regarding safe care and the student's individual health plan during the trip or activity. The teacher will submit to administration and school nurse the Field Trip Instructional Plan in advance: 3 weeks for an in-town field trip, 8 weeks for an out-of-state/foreign country field trip, and 1 week for a walking field trip. Without advanced notice, the school nurse may be unable to provide training or delegate nursing services and the student's safety and/or participation in the field trip may be compromised. Exclusion of the student due to lack of planning will likely be considered disability discrimination.
- The Section 504, IEP team or other recognized process should include consideration of the school nurse's review of the student's health care, the -student's individual health plan ("IHP"),

needs and necessary ~~accommodations~~accommodations, recommendations for training, and plans for emergency care. If delegation is an issue, the school nurse will need to coordinate with ~~schools~~school administration regarding the level of care required to provide safe health care services for the student and the qualifications of the individuals who will provide such care.

- One or more individuals' responsible for the healthcare needs of the group should be specifically designated. Appropriate individuals may include a registered nurse, licensed practical nurse, Health Aide, or a staff member. If the healthcare provider is not a RN, a registered nurse must delegate medication administration/ First Aid and CPR, and any nursing care tasks that need to be performed following the delegation procedures described above. This designated staff member should be in close proximity to those students with special needs during the activity including during transport and familiar with the student's IHP where applicable.
- The parents should be asked to provide information on any special health care which the child will need as well as any physical problems which would limit the child's activity. Written authorization to obtain treatment in an emergency should be provided by parents as well as current parent contact information for all students participating in the field trip.
- ~~IHP's~~Healthcare plans are written by the school nurse for students with special health care needs and typically deal with the delivery of health services and/or emergencies during the school day. These care plans are not adequate for overnight, extended trips or trips out of the state or country and should be supplemented to reflect after hours care; however, the IHP should be consulted. It is important that the ~~IHP~~healthcare plan is available to EMS if emergency services are rendered for the student.
- Diabetic students are encouraged to have a parent or guardian attend all extra-curricular activities. However, a student may not be prevented from attending a field trip should the parent(s)/legal guardian decline attending. In the ~~absence~~absence of parent/guardian the registered nurse will attend. Emergency medications and equipment to check for blood sugars must be taken on all trips as well as compliance with the student's IHP where applicable.
- Parents or guardians should be made aware of how health care will be provided during the trip and qualifications of those providing the care. Their signature on the consent form indicates that they agree to the outlined plan of care for the trip, including accessing emergency services.
- Parents may attend the field trip and assume responsibility for providing health care services for their child but their attendance cannot be required as a condition of the child participating. In some cases, it may be appropriate for a parent or guardian to assign a family member, who is NOT an employee of Audubon Charter Schools, to carry out health care for their child during the field trip. The school district requires all chaperons to have a back ground check on file in the school's main office prior to attending a field trip.
- EMS (Emergency Medical Services) should be available within reasonable proximity to the field trip location. Adequate cell phone coverage should also be considered when planning the trip. At least one staff member on the trip should be up to date in CPR and trained in first aid training/medication administration. ~~A current class roster with emergency contact numbers~~
- If accompanying out of state field trips, the nurse will need to take into consideration whether that state participates in the multi-state Nurse Licensure Compact (NLC). If it does, the nurse needs to abide by the Nurse Practice Act in the state where the field ~~trip~~trip is taking place as well as any states through which transport and overnight stays are ~~occurring~~occurring. If the

state does not participate in the NLC, a temporary license may need to be obtained to ~~leagally~~legally practice nursing in that state.

- School districts who believe a student with a disability should not participate in a field trip or other extracurricular activity due to a legitimate health or safety risk for that student should seek additional guidance from the school district's own attorney prior to the student's IEP team convening to discuss the field trip. -

References:

National Association of School Nurses, Position Statement, *School Sponsored Trips, Roles of the School Nurse* (2014)

DRAFT