



F.A.M.E., Inc.

## FAME Board Meeting

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### Date and Time

Saturday March 16, 2019 at 10:00 AM CDT

### Location

428 Broadway Street New Orleans, LA 70118

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### Agenda

#### I. Opening Items

Opening Items

**A.** Call the Meeting to Order

Call meeting to order.

**B.** Record Attendance and Guests

**C.** Approve Minutes

Approve minutes for FAME Board Meeting on February 16, 2019

#### II. Signatory Resolution

**A.** Signatory Resolution (Merrill Lynch)

#### III. Finance Committee

Finance

- A.** Financial Statements (February 2019)

#### **IV. CEO's Report**

- A.** Academic Update
- B.** Operations Updates
- C.** Development Updates
- D.** Friends of Audubon Updates
- E.** Strategic Planning Update

#### **V. Closing Items**

- A.** Announcements

Next FAME Board Meeting: April 13, 2019

Reminder: Tier 3 Financial Disclosures and Annual Ethics training certificates are due May 15, 2019

- B.** Adjourn Meeting

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for FAME Board Meeting on February 16, 2019



F.A.M.E., Inc.

## Minutes

### FAME Board Meeting

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#### Date and Time

Saturday February 16, 2019 at 10:00 AM

#### Location

428 Broadway Street New Orleans, LA 70118

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#### Directors Present

B. Connick, C. Lebas, C. Tregre, D. Bardell, D. Held, D. Omojola, J. Jalice, L. Moran, M. Russell, R. Fernandez, R. Kirschman, T. Lasher

#### Directors Absent

*None*

#### Ex Officio Members Present

L. Brown

#### Non Voting Members Present

L. Brown

#### Guests Present

A. Collopy, A. Dupre, A. Francois, D. LaViscount, J. Anderson, L. Spearman, M. Butler, M. Forcier

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#### I. Opening Items

A.

### **Call the Meeting to Order**

J. Jalice called a meeting of the board of directors of F.A.M.E., Inc. to order on Saturday Feb 16, 2019 at 10:11 AM.

### **B. Record Attendance and Guests**

### **C. Approve Minutes**

R. Kirschman made a motion to approve minutes from the FAME Board Meeting on 01-19-19 FAME Board Meeting on 01-19-19.

R. Fernandez seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Governance Committee**

### **A. Recommendation to Establish a Separate 501(C)3 to Support the NMTC (Training Center) & Fund Raising**

Comments were made by C. Tregre, R. Kirschman, L. Moran and T. Lasher from the board.

Public comments were offered by Laura R.

After all comments and questions were addressed, the Governance Committee's recommendation to open separate 501(c)(3) entities to support the NMCTE and Fund Raising efforts for the organization was voted upon by the full Board of Directors. The Board **VOTED unanimously** to approve the Governance Committee's recommendation to open separate 501(c)(3) entities for purposes of supporting the NMCTE Center and Fund Raising efforts for Audubon Schools as an organization.

### **B. Recommendation to Begin Request for Proposals/Quotes (RFP/Q) for Strategic Planning Consultant**

Comments were made by J. Jalice, T. Lasher, and L. Moran from the board.

Public comments were offered by Elizabeth D.

After all questions and comments were addressed, the Governance Committee's recommendation to move forward with the Strategic Planning Process for the organization was voted upon by the full Board of Directors. The Board **VOTED unanimously** to approve the Governance Committee's recommendation to move forward with the Strategic Planning Process.

## **III. Facilities Committee**

### **A. Recommendation of Architect Selection Committee for Banneker Renovation Project**

L. Moran made a motion to approve the recommendation submitted by the Architect Selection Committee to award the design and construction administration contract for the Banneker site renovations to Mathes Brierre.

C. Tregre seconded the motion.

The board **VOTED** unanimously to approve the motion.

Comments were made by J. Jalice, T. Lasher, L. Moran and R. Kirschman from the board.

No public comments were offered.

#### **IV. Closing Items**

##### **A. Announcements**

J. Jalice offered condolences to the family of former Board Member Eva Alito on the passing of her sister.

##### **B. Adjourn Meeting**

R. Fernandez made a motion to adjourn the meeting.

B. Connick seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:35 AM.

Respectfully Submitted,

J. Jalice

# Coversheet

## Signatory Resolution (Merrill Lynch)

<b>Section:</b>	II. Signatory Resolution
<b>Item:</b>	A. Signatory Resolution (Merrill Lynch)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Signatory Resolution Merrill Lynch.pdf



## Resolution Authorizing Signatory

**The Board of Directors of French and Montessori Education, Inc. (FAME, Inc.), hereby**

**RESOLVES** that **Latoye A. Brown**, Chief Executive Officer, Audubon Schools, is hereby authorized and directed for and on behalf of FAME, Audubon Schools, Audubon Charter School and Audubon Charter School Gentilly, and in its name, to serve as an Authorized Representative for all transactions conducted on behalf of the organization with Merrill Lynch Bank of America Corporation, under the oversight of the FAME Board Finance Committee Chairperson and Board Chairperson.

**RESOLVES FURTHER THAT** a copy of the above resolution duly certified as true by designated director/ authorized signatory of FAME, Inc. be furnished to Merrill Lynch Bank of America Corporation as required.

### CERTIFICATE

This is to certify that the above is a full, complete, true and correct copy of the resolutions adopted by the Board of Directors of French and Montessori Education, Inc. organized under the laws of the State of Louisiana, at a meeting duly called, convened and held on March 16, 2019. I, a quorum being present, and that said resolutions are duly entered upon the Minute Book of said corporation and are now in full force and effect of this date.

This 16th day of March, 2019.

Certified true copy

\_\_\_\_\_  
Signature

Print Name: **Javier Jalice**

Title: **Chairperson, French and Montessori Education, Inc. Board of Directors**

Date: **March 16, 2019**



# Coversheet

## Financial Statements (February 2019)

<b>Section:</b>	III. Finance Committee
<b>Item:</b>	A. Financial Statements (February 2019)
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	1902 ACS Financial Statement.pdf

**FRENCH AND MONTESSORI EDUCATION INCORPORATED**

**Financial Statements**

**For the Month Ended FEBRUARY 28, 2019**

These financial statements have not been subject to an audit, review, or compilation engagement, and no assurance is provided on them. Substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America have been omitted.

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These financial statements have not been subject to an audit, review, or compilation engagement, and no assurance is provided on them. Substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America have been omitted.

**FRENCH AND MONTESSORI EDUCATION INCORPORATED  
D/B/A AUDUBON CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
FOR THE MONTH ENDED FEBRUARY 28, 2019**

**ASSETS****CURRENT ASSETS**

Cash and cash equivalents	\$ 585,284
Accounts receivable	592,516
Investments	912,073
Prepaid expenses and other current assets	<u>83,814</u>

Total current assets 2,173,687

PROPERTY AND EQUIPMENT, net 3,590,858

**TOTAL ASSETS** \$ 5,764,545

**LIABILITIES AND NET ASSETS****CURRENT LIABILITIES**

Accounts payable and accrued expenses	\$ 173,558
Accrued salaries and benefits payable	95,000
Deferred revenues	<u>53,589</u>

Total current liabilities 322,147

**NET ASSETS**

Unrestricted net assets 5,442,398

**TOTAL LIABILITIES AND NET ASSETS** \$ 5,764,545

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED  
D/B/A AUDUBON CHARTER SCHOOL  
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS AND BUDGET COMPARISON  
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2019**

	<b>AUDUBON UPTOWN Actual</b>	<b>AUDUBON GENTILLY Actual</b>	<b>AUDUBON CENTRAL OFFICE Actual</b>	<b>TOTAL</b>	<b>% ACHIEVED OF ANNUAL</b>
<b>REVENUES AND SUPPORT</b>					
MFP revenues	\$ 4,886,434	\$ 741,965	\$ -	\$ 5,628,399	67%
Fee revenues	111,561	44,113	-	155,674	64%
Public grants and program funding	801,857	56,560	-	858,417	46%
Private grants and donations	171,299	16,135	-	187,434	12%
Income from investments	38,734	353	-	39,087	71%
Other income	333,141	25,777	-	358,918	65%
Total revenues and support	6,343,026	884,903	-	\$ 7,227,929	57%
<b>EXPENSES</b>					
Salaries	\$ 3,632,971	\$ 791,839	\$ 381,427	\$ 4,806,237	67%
Benefits	1,204,294	122,866	105,996	1,433,156	60%
Disposal	12,682	3,042	-	15,724	77%
Dues	17,255	160	-	17,415	34%
Food service	201,384	56,906	-	258,290	63%
Insurance	128,320	-	-	128,320	57%
Materials	257,539	94,281	3,634	355,454	92%
Purchased services	570,880	91,018	14,029	675,927	75%
Rentals	11,535	148	-	11,683	82%
Repairs and maintenance	156,777	33,080	499	190,356	71%
Travel	34,784	77	-	34,861	63%
Utilities	132,304	32,760	-	165,064	52%
Depreciation	51,140	-	-	51,140	47%
Other expenses	28,556	125	-	28,681	26%
Debt Service	-	-	-	-	0%
Student Transportation	40,397	112,064	-	152,461	119%
Total expenses	6,480,818	1,338,366	505,585	8,324,769	66%
<b>CHANGE IN NET ASSETS</b>	<b>\$ (137,792)</b>	<b>\$ (453,463)</b>	<b>\$ (505,585)</b>	<b>\$ (1,096,840)</b>	
NET ASSETS - Beginning of period				6,539,239	
<b>NET ASSETS - End of period</b>				<b>\$ 5,442,399</b>	

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED**  
**D/B/A AUDUBON CHARTER SCHOOL**  
**STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS AND BUDGET COMPARISON**  
**FOR THE MONTH ENDED FEBRUARY 28, 2019**

	AUDUBON UPTOWN	AUDUBON GENTILLY	AUDUBON CENTRAL OFFICE	Total	Budeted	Variance
	Actual	Actual	Actual			
<b>REVENUES AND SUPPORT</b>						
MFP revenues	\$ 611,300	\$ 78,118	\$ -	\$ 689,418	\$ 705,250	(15,832)
Fee revenues	9,260	3,283	-	12,543	24,480	(11,937)
Public grants and program funding	31,955	(3,832)	-	28,123	185,183	(157,060)
Private grants and donations	11,289	5,550	-	16,839	151,337	(134,498)
Income from investments	30	55	-	85	4,583	(4,498)
Other income	42,538	6,161	-	48,699	55,000	(6,301)
Total revenues and support	706,372	89,335	-	795,707	1,125,833	(330,126)
<b>EXPENSES</b>						
Salaries	\$ 504,028	\$ 127,026	\$ 51,637	\$ 682,691	\$ 691,407	(8,716)
Benefits	170,172	24,195	15,153	209,520	228,567	(19,047)
Disposal	2,186	347	-	2,533	1,700	833
Dues	5,051	-	-	5,051	4,250	801
Food service	33,971	9,205	-	43,176	38,640	4,536
Insurance	8,704	-	-	8,704	22,938	(14,234)
Materials	36,123	2,290	2,609	41,022	32,044	8,978
Purchased services	85,388	10,342	11,250	106,980	88,117	18,863
Rentals	1,441	-	-	1,441	946	495
Repairs and maintenance	18,480	15,397	499	34,376	22,198	12,178
Travel	75	-	-	75	4,583	(4,508)
Utilities	14,421	3,704	-	18,125	26,205	(8,080)
Depreciation	6,393	-	-	6,393	9,032	(2,639)
Other expenses	246	-	-	246	9,125	(8,879)
Debt Service	-	-	-	-	7,650	(7,650)
Student Transportation	-	22,630	-	22,630	12,838	9,792
Total expenses	886,679	215,136	81,148	1,182,963	1,147,193	(17,277)
<b>CHANGE IN NET ASSETS</b>				<b>\$ (387,256)</b>	<b>\$ (21,360)</b>	<b>\$ (312,849)</b>
NET ASSETS - Beginning of month				5,829,656		
<b>NET ASSETS - End of month</b>				<b>\$ 5,442,400</b>		

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED**  
**D/B/A AUDUBON CHARTER SCHOOL**  
**STATEMENT OF CASH FLOWS**  
**FOR THE MONTH ENDED FEBRUARY 28, 2019**

**Cash Flows from Operating Activities**

Changes in Net Assets	\$ (387,260)
Adjustments to Reconcile Change in Net Assets to	
Net Cash Provided by Operating Activities	
Net Realized and Unrealized Loss on Investments	(6,590)
Depreciation	6,393
(Increase) Decrease in Assets	-
Accounts Receivable	311,398
Interest Receivable	-
Prepaid Expenses	11,029
Increase (Decrease) in Liabilities	-
Accounts Payable	(84,843)
Accrued liabilities	5,342
Deferred Revenue	(12,381)
Total Adjustments	<u>230,348</u>
Net Cash Provided by Operating Activities	<u>\$ (156,912)</u>

**Cash Flows from Investing Activities**

Sale of Investments	6,330
Purchases of Fixed Assets	<u>-</u>
Net Cash Used in Investing Activities	<u>\$ 6,330</u>

<b>Net Increase in Cash</b>	<b>\$ (150,582)</b>
<b>Cash, Beginning of Period</b>	<b>\$ 735,866</b>
<b>Cash, End of Period</b>	<b><u>\$ 585,284</u></b>

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED  
D/B/A AUDUBON CHARTER SCHOOL  
MANAGEMENT DISCUSSION AND ANALYSIS  
FEBRUARY 28, 2019**

**1. MFP REVENUES**

The total 2% administrative fee, charged by the OPSB for its supervisory role in being the school's granting authority, retained by OPSB for fiscal year 2018-19, is \$121,117 through February 28, 2019 and is recorded within Purchased Services on the Statement of Activities and Change in Fund Balance.

**2. PUBLIC GRANTS & PROGRAM FUNDING**

	<u>Month</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% ACHIEVED</u>
NCLB - Title I		137,346		
Title II - Improving Teacher Quality		-		
IDEA-B		87,291		
EEF	14,922	14,922		
CODOFIL Stipends	-	42,000		
2016-17 F.A.T. Salary		420,000		
New School for Nola		18,030		
Federal Lunch Program	13,201	127,226		
Literacy Grant		11,603		
Total Public Grants and Program Funding	<u>\$ 28,123</u>	<u>\$ 858,417</u>	<u>\$ 1,851,826</u>	<u>46%</u>

**3. PRIVATE GRANTS AND DONATIONS**

	<u>Month</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% ACHIEVED</u>
Chinese - Donation In-Kind (Salaries)	12,900	90,300		
LASIP Program		4,648		
Give Nola		4,209		
Sunship		-		
Schwab Grant		15,000		
Keller Family		-		
Annual Giving and Other Donations		41,748		
Cool Zoo		14,845		
Kellogg Grant		-		
Walton Grant		-		
ECMO		-		
FAME BOARD		2,697		
GNOF		-		
Misc Donations	3,940	13,989		
Total Private Grants and Donations	<u>\$ 16,840</u>	<u>\$ 187,435</u>	<u>\$ 1,513,367</u>	<u>12%</u>

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED  
D/B/A AUDUBON CHARTER SCHOOL  
MANAGEMENT DISCUSSION AND ANALYSIS  
FEBRUARY 28, 2019**

<b>4. OTHER INCOME</b>	<b>Month</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% ACHIEVED</b>
Charter Care and Arts Reach	\$ 20,760	\$ 211,104		
Other Student Activity	4,938	37,191		
Consumable Fees	12,507	49,131		
EarthKeepers		-		
Summer Camp		859		
Food Service Revenues	489	38,963		
Other Miscellaneous	10,005	21,674		
Total Other Income	<u>\$ 48,699</u>	<u>\$ 358,922</u>	<u>\$ 550,000</u>	<u>65%</u>

<b>5. INVESTMENTS</b>	<b>Balance at 2/28/2019</b>
CDARS Account:	
Principal	
Accrued Interest	
Subtotal	<u>-</u>
Merrill Lynch Account:	
Cash/Money account	22,838
Government and Agency Securities	470,379
Corporate Bonds	235,671
Blackrock Mutual Fund	179,894
Accrued Interest	3,290
Subtotal	<u>912,072</u>
Total Investments	<u>\$ 912,072</u>

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# Coversheet

## Academic Update

<b>Section:</b>	IV. CEO's Report
<b>Item:</b>	A. Academic Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Principal's Report - March 2019.pdf

March 16, 2019

## This Month @ Audubon Schools

### GRANDPARENTS AND SPECIAL FRIENDS DAY

On 2/14/19 Grandparents and Special Friends Day was celebrated at both uptown campuses. Family and friends came to visit student classrooms, participate in fun activities, and share a snack or meal with their students. A great time was had by all, and we enjoyed seeing our bigger Audubon Family come together.



### MARDI GRAS MAMBO

Students at all campuses participated in events during the carnival season including the annual parade at the Uptown Lower campus, a localized study of the history of Carnival at the Uptown Upper campus, and Zulu coconut decorating at Gentilly.



### TRIMESTER TWO REPORT CARD CONFERENCES

On 2/22/19, report card distribution and conferences took place at all campuses.




WORLD  
LANGUAGES  
+IMMERSION

### WORLD LANGUAGE PROGRAM CERTIFICATION

On 3/12/19, Audubon's state certification as a World Language Program was renewed and recognized at a ceremony in Baton Rouge.

# Coversheet

## Development Updates

<b>Section:</b>	IV. CEO's Report
<b>Item:</b>	C. Development Updates
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	March 2019 Board Report-Development.pdf

## **Development Report for F.A.M.E. Board Meeting March 2019**

### **Rarebird Night at the Cool Zoo:**

Date of Event – September 15, 2018

Goal: \$12,500

Actual: \$14,485

Increase/Decrease Over Goal: \$1,985

Increase/Decrease Over Prior Year: \$5,585

### **Fall Fete:**

Date of Event – November 10, 2018

Goal: \$5,000

Actual: \$7,750

Increase/Decrease Over Goal: \$2,750

Increase/Decrease Over Prior Year: N/A

### **Rarebird Night at City Park:**

Date of Event – May 18, 2019

Sponsorship Goal: \$4,500

Actual: \$4,000

Increase/Decrease Over Goal: (\$500)

Increase/Decrease Over Prior Year: \$1,600

### **Annual Fund:**

Goal: \$50,000

Actual: \$38,715

Increase/Decrease Over Goal: (\$11,285)

Increase/Decrease Over Prior Year: (\$12,570)

### **Kickin' Off the New Year with Kindness:**

Goal: \$15,000

Actuals:

Gentilly: 50 participants completed 107 acts of kindness and raised \$3,405

Uptown: 128 participants completed 343 acts of kindness and raised \$4,814

Match sponsor: NFP/The Meltzer Group matched donations up to \$2,500

Totals: 178 participants, 450 acts of kindness, \$10,719 raised

### **Grants:**

Received to Date: \$282,879

Submitted/Pending: \$250,000

In Progress: \$25,000

# Coversheet

## Friends of Audubon Updates

<b>Section:</b>	IV. CEO's Report
<b>Item:</b>	D. Friends of Audubon Updates
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	FAME BOARD PTO REPORT 2019-03-16.pdf



### **FRIENDS OF AUDUBON MARCH 16, 2019 REPORT**

Thank you to Administration for engaging parents and teachers in policy-making.

- Interested parents and teachers have been identified to serve on a new committee, comprised of administration, parents and teachers from both schools, to look at a school-wide discipline policy as it pertains to recess.
- Parents and teachers are also being identified to serve on the Strategic Planning task force.

Looking forward to seeing FAME Board Committees up and running, with parents serving as voting members. Is there a schedule of these committees and their meeting-times? Have all members been notified and “on-boarded”?

Thank you!