



F.A.M.E., Inc.

CEO Search Committee Meeting

Date and Time

Wednesday May 20, 2020 at 5:00 PM CDT

Location

428 Broadway Street
New Orleans, LA 70118
2nd Floor Library

Agenda

I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

II. CEO Qualifications and Background

A. Qualifications, Experiences and Competencies

The members of the committee will discuss the desired qualifications, experiences and competencies of desired CEO candidates.

B. Job Description

The current CEO will share suggested revisions to the current CEO job description for the consideration and discussion of the committee.

C. Compensation Considerations

The committee will discuss a CEO compensation package recommendation to present to the FAME Board.

III. Search Process

A. Search Process

The CEO will present recommendations for the CEO search process for consideration and discussion by the committee.

B. Next Steps

The committee will discuss next steps, tasks and timeline related to the CEO search process.

IV. Closing Items

A. Adjourn Meeting

Coversheet

Job Description

Section:	II. CEO Qualifications and Background
Item:	B. Job Description
Purpose:	Discuss
Submitted by:	
Related Material:	CEO 2020 (1st Draft).pdf CEO-Principal Job Description (2015).pdf



Title:	Chief Executive Officer (CEO)
Employment Status:	Full-time Reporting, 11 month EXEMPT
Reports to:	French and Montessori Education, Incorporated Board of Directors
Location:	Varies
Position Summary:	The Chief Executive Officer (CEO) of Audubon Schools will provide strategic vision, leadership, support and oversight of Audubon Schools. The CEO directly manages all members of the Senior Administration and School Principals. The CEO reports to and is the only employee of the French and Montessori Education, Incorporated (FAME) Board of Directors.

The **CEO** is accountable for:

- Collaborating with the FAME Board to develop organizational vision, priorities and goals
- Providing strategic leadership for organizational initiatives
- Ensuring high standards of achievement for students
- Ensuring a strong organizational culture
- Ensuring the maintenance and development of effective systems for managing resources

Essential Functions

Collaborate with Governing Board (FAME)

- Collaborate with the FAME Board to develop organizational vision, priorities and goals for the organization by facilitating the creation and implementation of strategic plans, business continuity plans, annual plans, budgets and improvement plans (as necessary) which outline action steps, timeline and needed resources that are in alignment with identified organizational priorities and core values
- Provide monthly updates to FAME Board on organizational progress/achievements and changes/updates/threats to law or policies which have implications for Audubon Schools
- Collaborate with Senior Administration to provide monthly updates to FAME Board on the academic, financial and operational health of Audubon Schools
- Provide recommendations to the FAME Board regarding organizational policies and contracts
- Serve as an advisor to the board and all subcommittees as requested
- Serve as the official signatory and representative of the organization as directed by the FAME board
- Assume other responsibilities as directed by the FAME Board

Provide Strategic Leadership

- Ensure that all stakeholders are aware of the mission, vision, core values and organizational priorities of Audubon Schools

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PRINCIPAL & CEO
Job Description

Audubon Charter School Mission

Audubon Charter School's mission is to foster a culturally rich and academically rigorous program using the French and Montessori Curriculum and a comprehensive arts curriculum. Audubon students are actively and purposefully involved in their learning so they become responsible citizens in a changing world.

Position Summary

The Chief Executive Officer (CEO) of Audubon Schools he Principal is the Chief Executive Officer of Audubon Charter School. He/she will provide strategic vision, and instructional leadership and oversight of and ovdepartmental leaders who overersee the day to day operations of the school divided between two campuses with both French and Montessori programs on each campus. The Principal/CEO reports to and is the only employee of the French and Montessori Education, Incorporated (FAME) Board of Directors.

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The Board of Directors of French & Montessori Education is seeking a CEO/Principal for Audubon Charter School. Click the link below for a job description and qualifications. Interested candidates should submit resumes to Board Chair, Cornelius Tilton at Cornelius_Tilton@auduboncharter.com.

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Institutional development
Overseeing the teaching/learning process
Developing school community relations
Student recruiting and admissions

Position Responsibilities:

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- Align all organizational initiatives with the mission, vision, core values and organizational priorities of Audubon Schools
- Collaborate with Senior Administration and Instructional Leadership with input from stakeholders to develop recommended annual operating budgets
- Implement appropriate procedures, structures and systems to support the successful execution of all organizational initiatives and alignment with all relevant Federal, state, local and district laws and policies
- Ensure the integrity and continuity of the Audubon Schools brand by overseeing all communication, marketing and brand initiatives associated with FAME, Audubon Schools, Audubon Charter School, Audubon Charter Gentilly and any associated/affiliated organizations, clubs or groups
- Provide support and ensure accountability of all members of the Senior Administration and Instructional Leadership staff
- Conduct evaluations of assigned subordinates in accordance with all applicable federal, state, district, and CMO laws, policies, procedures and best practices
- Maintain effective working relationship with the charter authorizer, governing board and greater New Orleans community
- Serve as an ambassador and advocate of the school and its interests by representing the organization at local, state and national events

Ensure High Standards of Achievement for All Students

- Collaborate with Instructional Leadership, Senior Administration and other stakeholders to develop a shared instructional vision which ensures success for all students
- Facilitate the allocation of resources to ensure that all school sites have the means to effectively implement curriculum which is aligned with Louisiana standards, the National French Curriculum and the American Montessori Society Standards as well as other best practices in instruction to meet the needs of all students
- Embrace a systematic use of formative assessment data to guide learning and drive instruction
- Facilitate the allocation of resources to ensure that Special Education and English Language Learner (ELL) programming remains in compliance with all relevant Federal, State and local laws and policies, to ensure success for all students
- Build extra-curricular and enrichment programs in a variety of disciplines which provide high quality offerings

Ensure A Strong Organizational Culture

- Demonstrate a belief in the value of the Montessori and French instructional pedagogies as well as the benefit of Arts Education
- Encourage high expectations, supported through both verbal and nonverbal behaviors, for both teaching and learning
- Reflect and refine leadership based on feedback from others and self-reflection
- Encourage and model respectful talk, active listening and difficult conversations
- Acknowledge students' backgrounds and lives outside of the classroom

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- Cultivate positive two-way communication between school and families
- Create frequent opportunities for families to engage in the learning process
- Exhibit body language indicative of warmth and caring to all people
- Encourage and model politeness and support for all community members
- Encourage and model fairness in all interactions
- Establish high expectations for student achievement and behavior
- Place an emphasis on preparing students for a well-rounded life
- Partner with external organizations that enrich the culture of the school through service learning opportunities as well as life and cultural experiences
- Encourage the implementation of a student support system which addresses student academic and behavioral needs
- Regularly create opportunities for colleagues to work collaboratively to share and plan for student success
- Implement policies to ensure a safe and healthy environment for children and staff which adheres to all state and federal compliance mandates
- Provide a safe and clean environment for all
- Identify and mitigate potential liability issues for the organization

Ensure Strong Systems for Managing Resources

- Collaborate with FAME Board Finance Committee and the Chief Financial Officer (CFO) to ensure proper financial policies and controls are implemented for Audubon Schools in adherence to all applicable Federal, State, district and local laws and policies
- Provide regular monitoring of the fiscal health of the organization
- Oversee facilities, fixed assets and capital improvements
- Oversee student and personnel data management
- Collaborate with the Director of Operations (DO) to develop and implement an admissions strategy to successfully recruit students to Audubon Schools in compliance with all Federal, State, district and Audubon Schools laws, policies and procedures
- Collaborate with the Director of Development (DD) to develop and implement a fundraising and development strategy which will help to support operational funding gaps and special projects of Audubon Schools

Required Qualifications:

- Masters Degree or higher from a regionally accredited college or university in a relevant discipline
- Certification as a Principal/Education Leader I or II
- Three years successful school administrative experience at the assistant principal level or above
- Demonstrated ability to effectively and efficiently manage organizational resources

Desired Qualifications:

- Ph.D or Ed.D from a regionally accredited college or university in a relevant discipline
- Certification as a Principal/Education Leader III

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- Experience leading in a Montessori or French School
- Seven years successful teaching experience at the elementary or middle school level
- Five years successful school administration and/or central office experience
- National Board Certification
- Ability to speak French fluently
- Administrative experience in a charter school environment

Needed Skills:

- Exceptional verbal, written communication skills
- Strong analytical skills
- Outstanding program management and professional development skills
- Ability to work with diverse constituencies
- Experience dealing with large budgets
- Experience in grant writing
- Understanding of curriculum design and implementation
- Grasp of special education procedures
- Knowledge of current state and federal laws pertaining to schools
- Experience with accreditation processes
- Ability to interpret data and align instruction accordingly

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AUDUBON CHARTER SCHOOL

PRINCIPAL & CEO

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Position Summary

The Principal is the Chief Executive Officer of Audubon Charter School. He/she will provide strategic and instructional leadership and oversee the day to day operations of the school divided between two campuses with both French and Montessori programs on each campus. The Principal/CEO reports to French and Montessori Education, Incorporated Board of Directors.

The Board of Directors of French & Montessori Education is seeking a CEO/Principal for Audubon Charter School. Click the link below for a job description and qualifications. Interested candidates should submit resumes to Board Chair, Cornelius Tilton at Cornelius_Tilton@auduboncharter.com.

The Principal is accountable for:

- Providing strategic leadership for school initiatives
- Ensuring high standards of achievement for students
- Ensuring a strong school community culture
- Developing effective systems for managing resources

Major areas of responsibility:

- Institutional development
- Overseeing the teaching/learning process
- Developing school community relations
- Student recruiting and admissions

Position Responsibilities:

- Annual review and analysis of student achievement data
- Designing an annual institutional advancement plan in conjunction with FAME Board
- Monthly reporting to FAME, Inc. the governing board
- Development and implementation of school policies
- Reporting to the State of Louisiana and the Orleans Parish School Board as required and overseeing the charter renewal process

- Evaluating subordinates

Teaching & Learning

- Develop a shared instructional vision among all teachers and staff
- Embrace a systematic use of formative assessment data to guide learning and drive instruction
- Align Common Core State Standards (CCSS) with the French Curriculum and the American Montessori Society Standards
- Develop intervention programs for students in English, French and Math who are below expected levels in these subjects
- Strengthen special education programming in compliance with special education laws, to ensure success for students with special needs
- Build extra-curricular and enrichment programs that provide high quality offerings.

School Culture and Behavior

- Establish high expectations for student achievement and behavior
- Place an emphasis on preparing students for college
- Partner with external organizations that enrich the culture of the school through service learning opportunities as well as life and cultural experiences
- Maintain a student support system which addresses student academic and behavioral needs

Financial Management

- Develop and manage the annual school budget in collaboration with the FAME Board
- Present monthly financial reports to the board
- Ensure proper financial controls

Facilities and Operations

- Oversee facilities, fixed assets and capital improvements
- Oversee student and personnel data management
- Initiate Contracted services (as needed)

Health and Safety

- Implement policies to ensure state and federal compliance
- Provide a safe and clean environment
- Identify potential liability issues

Student Recruitment and Admissions

- Develop and implement a marketing plan to recruit students

- Oversee the school admissions process-ensuring compliance with state charter school law and the operating agreement with OPSB

Community Relations

- Solicit public support for the school's academic and extracurricular programs
- Maintain effective working relationship with the charter authorizer, governing board and greater New Orleans community
- Serve as an ambassador and advocate of the school and representing the organization at local, state and national events
- Assumes other responsibilities as assigned by the FAME Board of Directors

Principal/CEO Directly Manages:

Assistant Principal(s)

Montessori and French Directors

Operations Manager

Other Professional Staff

Required Qualifications:

*Masters Degree or higher from a regionally accredited college or university

*Certification as a Principal/Education Leader I

*Five years successful teaching experience at the elementary and/or middle school level

*Three years successful school administrative experience at the assistant principal level or above at the level of assignment

*Experience in staff development

*Demonstrated ability to effectively and efficiently manage organizational resources

*Demonstrated ability to enhance student achievement

Desired Qualifications:

*Doctorate Degree

*Certification as a Principal/Education Leader II or III

*Seven years successful teaching experience at the elementary and/or middle school level preferably in Montessori and/or French Instruction

*Five years successful school administration and/or central office experience

*Experience with Montessori and/or French Immersion instruction

*National Board Certification

*Ability to speak French fluently

- *Administrative experience in a charter school environment
- *Montessori Certification
- *Degree in Business/Finance or expertise in managing a business enterprise

Needed Skills:

- *Exceptional verbal, written communication skills
- *Strong analytical skills
- *Outstanding program management and professional development skills
- *Ability to work with diverse constituencies
- *Experience dealing with large budgets
- *Experience in grant writing
- *Understanding of curriculum design and implementation
- *Grasp of special education procedures
- *Knowledge of current state and federal laws pertaining to schools
- *Experience with accreditation processes
- *Ability to interpret data and align instruction accordingly

Coversheet

Search Process

Section:	III. Search Process
Item:	A. Search Process
Purpose:	Discuss
Submitted by:	
Related Material:	CEO Search Structure Draft.pdf

CEO Search Structure

Phase 1. Resume Review

Basic qualification check

Yes → Move onto initial interview

No → STOP Process

Phase 2. Initial Interview (Basic Skills)

One on one interviews with interviewees

- Question bank (that aligns to must haves)
 - Create rubric/must haves list
 - Vision
 - Mission
 - Honor program characteristics
 - What to consider in evaluating the health of organization
 - Add realistic scenarios
- Rank order
 - Rank order in relation to our must haves
 - Important to use your must haves because it ensures you are focused on the best candidate no matter what is in the pool
- Advance
 - Top 5 candidates move onto next phase

Phase 3. In person Presentations (if Possible- Strategic Planning)

- Presentation
 - Present 90 Day Plan as if they are CEO to board committee
 - Debrief + Q/A
- Rank order
 - Rank order in relation to our must haves
 - Select top three candidates
 - Add reference checks here
- Family Town Hall w/survey that aligns to must haves
- Committee Tally Results
- Rank order
 - Rank order in relation to our must haves
 - Select Top 2 Candidates

Phase 4. Committee Deliberation

- Committee Reviews top 2 candidates and discuss merits of each
- Committee makes a hiring recommendation to full board