



F.A.M.E., Inc.

Board Meeting

Date and Time

Saturday April 17, 2021 at 10:00 AM CDT

Location

Topic: April 2021 FAME Board Meeting

Time: Apr 17, 2021 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97557329389?pwd=SHNZUnRNdTJhNWN6d3RxZUVuc0QwZz09>

Meeting ID: 975 5732 9389

Passcode: 255547

One tap mobile

+19294362866,,97557329389#,,, *255547# US (New York)

+13017158592,,97557329389#,,, *255547# US (Washington DC)

Agenda

I. Opening Items

Opening Items

- A. Call the Meeting to Order
- B. Record Attendance and Guests
- C. Approve Minutes

It is recommended that the board approve the minutes from the March 2021 meeting with any suggested modifications or changes.

Approve minutes for Board Meeting on March 20, 2021

II. Transportation Handbook

A. Transportation Handbook Review

The administration requests the board to review the presented Transportation Handbook for Audubon Gentilly for the 2021-2022 school year in anticipation of a request for approval at the May 2021 General Board Meeting.

III. Finance Committee

Finance Committee

A. Financial Statements

IV. CEO Search

A. CEO Search Updates

The CEO Search Committee Chairperson will provide updates on the search process and next steps.

V. CEO's Report

A. Academic Report

The Administration will provide an academic update.

B. Training Center Update

C. Operations Report

D. Development Report

E. Parent Reports

F. CEO's Update

The CEO will share policy updates with the board.

VI. Closing Items

A. Announcements

The next meeting of the FAME Board will take place on Saturday, May 15, 2021.

B. Adjourn Meeting

All non-FAME board or staff attendees are asked to ensure that their microphones remain on mute for the duration of this call. If any attendee would like to make a public comment, please do so using the chat function provided in the Zoom Meeting tool.

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on March 20, 2021

APPROVED



F.A.M.E., Inc.

Minutes

Board Meeting

Date and Time

Saturday March 20, 2021 at 10:00 AM

Directors Present

B. Connick (remote), C. Lebas (remote), D. Omojola (remote), H. Leblanc (remote), J. Jalice (remote), J. Perez (remote), T. Lasher (remote)

Directors Absent

C. Lawson, L. Moran, R. Fernandez, R. Kirschman

Ex Officio Members Present

L. Brown (remote)

Non Voting Members Present

L. Brown (remote)

Guests Present

A. Dupre (remote), K. Turner (remote), L. Spearman (remote), Tiffany Andrews (remote)

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 Mar 20, 2021 at 10:12 AM.

B. Record Attendance and Guests

Following roll call, a quorum was not yet present, so the Chairperson requested that all action items be skipped until such time as a quorum was present. Board member C. Lebas joined at 10:16 am to create a voting quorum.

C. Approve Minutes

T. Lasher made a motion to approve the minutes from Board Meeting on 02-13-21.
J. Perez seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Lasher made a motion to approve the minutes from Board Meeting on 01-16-21.
J. Perez seconded the motion.
Item was deferred from the February 2021 meeting due to lack of quorum.
The board **VOTED** unanimously to approve the motion.

II. Executive Session

A. Motion to Enter into Executive Session

J. Perez made a motion to Enter into Executive Session to address legal strategy related to the case listed on the agenda.
H. Leblanc seconded the motion.
The Executive Session began at 10:38 am.
The board **VOTED** unanimously to approve the motion.

B. Kionda Antoine v. F.A.M.E., et.al (21-00479)

C. Motion to Adjourn Executive Session

J. Perez made a motion to adjourn the Executive Session.
H. Leblanc seconded the motion.
Executive Session was adjourned at 11:03 am.
The board **VOTED** unanimously to approve the motion.

III. Finance Committee

A. Financial Statements

B. PowerSchool Contract Renewal

J. Perez made a motion to approve the contract renewal with Power School.
C. Lebas seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of Signatory Authority

T. Lasher made a motion to approve granting signatory authority to FAME Board Secretary, D. Omojola, to sign or certify documents related to the accounts held by the organization at Gulf Coast Bank on behalf of the board, under the oversight of the board chairperson and Finance Committee chairperson.

J. Perez seconded the motion.

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

D. Approval of Corporate Authorization Resolution

T. Lasher made a motion to approve the corporate authorization resolution authorizing the Principals and CEO to conduct specified business transactions on behalf of the organization with Gulf Coast bank.

H. Leblanc seconded the motion.

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

E. Approval of IRS Form 990

J. Perez made a motion to on behalf of the Finance Committee, to approve the Form 990 as presented.

T. Lasher seconded the motion.

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

IV. CEO Search

A. CEO Search Updates

The chairperson of the search committee shared that the committee made a decision to accept the proposal submitted by Educator's Collaborative and recommends that the full board approves the proposal for execution.

B. CEO Search Firm Proposal

J. Jalice made a motion to on behalf of the CEO Search Committee, accept the proposal submitted by Educator's Collaborative to conduct the CEO Search for Audubon Schools.

T. Lasher seconded the motion.

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

V. CEO's Report

A. CEO Policy Updates

The CEO shared updates on the following:

- NOLA Public Schools Renaming Initiative
- Potential COVID-19 related leave policy

-Ongoing process of examining the name of the organization in light of the renaming initiative currently underway

B. Academic Report

Not presented. All instructional leadership staff were attending the Virtual Citywide Teacher Fair Recruitment Event.

C. Training Center Update

D. Operations Report

E. Development Report

F. Parent Reports

VI. Closing Items

A. Announcements

B. Adjourn Meeting

J. Perez made a motion to adjourn the meeting.

T. Lasher 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 11:31 AM.

Respectfully Submitted,

L. Brown

All non-FAME board or staff attendees are asked to ensure that their microphones remain on mute for the duration of this call. If any attendee would like to make a public comment, please do so using the chat function provided in the Zoom Meeting tool.

Coversheet

Transportation Handbook Review

Section:	II. Transportation Handbook
Item:	A. Transportation Handbook Review
Purpose:	FYI
Submitted by:	
Related Material:	Audubon Gentilly_Transportation Handbook 21-22 Draft 1.pdf



AUDUBON CHARTER - GENTILLY Transportation Handbook 2021-2022

4720 Painters Street
New Orleans, LA 70122
(504) 309-9434
agentillybus@auduboncharter.com

AUDUBON GENTILLY TRANSPORTATION HANDBOOK

SY 2021-22

TABLE OF CONTENTS**Student Transportation Services**

<u>Eligibility</u>	3
<u>Service Providers</u>	3
<u>Student Safety</u>	4
<u>Expectations-Family</u>	4
<u>Expectations-Students</u>	5
<u>Bus Infractions and Penalties</u>	5
<u>Bus Schedules</u>	7
<u>Changes to Bus Schedule</u>	7
<u>Undeliverable Students/Students under the age of 10</u>	8
<u>Service Concerns</u>	8
<u>Transportation for Students with Special Needs</u>	8
<u>Medical Emergency Transportation</u>	8
<u>School Bus Accidents/Incidents</u>	9
<u>Transportation Agreement</u>	10
<u>Documents Required for Proof of Residency</u>	11

AUDUBON GENTILLY TRANSPORTATION HANDBOOK SY 2021-22

Student Transportation Services

Safe and reliable transportation to and from school each day is an important component of overall student academic success. This document is intended to outline the policies and procedures designed to provide the smooth, safe and orderly transportation of students.

Audubon Gentilly provides daily, free bus transportation for all students residing in Orleans Parish who live more than one (1) mile from the school campus. Transportation is provided from their primary residency to the Gentilly Campus. Families utilizing the school bus are required to sign the bus transportation agreement and submit proof of residency in order to have a child's name added to the official bus roster. Only students on the roster will be allowed to board the bus.

Families requesting special consideration outside of the normal parameters set forth in this document will be required to provide additional documentation, which may include, but is not limited to court orders, medical records, notarized statements or any documentation deemed necessary to determine the validity of the request. Audubon Gentilly administration will review each case and make a determination. If you disagree with the administration's decision, please follow the complaint procedure as outlined in the Audubon Gentilly Student and Family handbook.

Eligibility

Students who reside in Orleans Parish are eligible for school-provided transportation (yellow bus) provided they reside further than a one- mile radius of the campus they attend.

Families who are not able to confirm that their primary residency is in Orleans Parish by presenting the documents prescribed in this handbook ([Documents required for POR, PG. 11](#)) will be denied access until requested documents can be provided.

Service Providers

Yellow school bus service is contracted through K & S Transportation. The bus is fully inspected and insured. The driver is monitored and evaluated by K & S Transportation and the school's Principal. A monitor is also provided to facilitate the culture and safety of the bus environment.

AUDUBON GENTILLY TRANSPORTATION HANDBOOK

SY 2021-22

Student Safety

The safety of our students is our highest priority, but everyone plays a role in safety. Families are responsible for getting students to the bus safely. The bus driver's responsibility begins as students board the bus and ends when students have been safely off boarded at either the school at the beginning of each day or at their designated stop at the end of each day. Please keep in mind that bus schedules may vary by a few minutes, so please ensure that students are aware of safety precautions they may need as they travel to/from or wait on the bus. In addition to the bus driver, the school also provides additional oversight on school buses by providing Monitors who help to facilitate appropriate bus culture/safety and cameras to document each trip.

Families are strongly encouraged to help school officials by reinforcing the following safety measures with their children:

- Always use the handrail when entering and exiting the bus.
- Never walk behind a bus.
- Take 10 giant steps in front of the bus's front bumper in order to be seen by the driver.
- When crossing in front of the bus, wait for the signal from the driver to cross.
- If an item falls near the bus, never go under the bus or get near the tires. First, notify the driver and then, allow an adult to retrieve the item.

Expectations—Families

- Families identify on Registration forms, or on the Request to Update Information form, the names and contact information for all persons authorized to pick up their child.
- **Students below 10 years old:** The parent/guardian, or identified representative, will be present at the bus stop each school day to personally witness the child boarding the bus.
- **Students below 10 years old:** The parent/guardian or identified representative, will be present at the bus stop to receive the student(s) upon the bus's return at the conclusion of each school day. Students who are not picked up will be returned to the Audubon Gentilly campus and the family will be required to pay the cost of the return trip. At the discretion of the administration student(s) maybe brought to the nearest police station.
- The parent/guardian or identified representative, will not enter the bus at any

AUDUBON GENTILLY TRANSPORTATION HANDBOOK

SY 2021-22

- time. The unauthorized boarding of a bus is a criminal offense and will be reported immediately to local authorities.
- The parent/guardian or identified representative, will not confront the bus driver. Any complaints must be directed to the school principal as outlined in the complaint process in the Student and Family Handbook.
- The parent/guardian or identified representative, will not attempt to stop the bus once it has left the school building or bus stop.

Expectations—Students

- All rules of student behavior in effect on the school campus apply to the bus.
- The student is expected to walk onto the bus and go directly to their seat.
- The student is expected to remain seated at all times when the bus is in motion.
- The student will not eat, or drink, chew gum on the bus, or create litter.
- The student will keep hands and limbs inside bus windows.
- The student will refrain from aggressive behavior or behavior that incites arguments.
- If requested by the bus driver, monitor or Audubon staff member, the student will sit in an assigned seat.
- The student will not deface or damage any part of the bus.

Bus Infractions and Penalties

- **Loss of riding privileges for up to two (2) days**
 - Chewing gum, eating, drinking, or littering on the bus
 - Disrespectful behavior
- **Loss of riding privileges for up to three (3) days**
 - Use of abusive or obscene language
 - Failure to comply with loading or unloading procedures
 - Unruly or disruptive behavior
 - Loud, boisterous, or distracting noises
- **Loss of riding privileges for up to ten (10) days**
 - Throwing objects within the bus or out of bus windows
 - Defacing or damaging any part of the bus
 - Hitting or physically harming another student
 - Name calling, aggressive or threatening behavior directed toward another student
 - Extending body parts out of windows

AUDUBON GENTILLY TRANSPORTATION HANDBOOK SY 2021-22

- **Loss of riding privileges for up to one (1) trimester**
 - Tampering with emergency exits
 - Repeated offenses in spite of disciplinary intervention
 - Parent tardiness in picking a child up from the bus stop. Parents are expected to be at the assigned stop upon arrival of the bus (imposed at third offense. See: [Undeliverable Students, Pg. 8](#)).
- **Loss of riding privileges and potential expulsion from school for up to one(1) year**
 - Physically assaulting the driver or other personnel
 - Possession of firearm or other life-threatening weapon
 - Possession of drugs, smoking, or lighting a fire
 - Any inappropriate touching or behavior deemed sexual in nature.
(AUDUBON Administration will review any reported incidents and their decision shall be final).
- **Students with Disabilities**

When students with disabilities commit offenses on the bus, that student's Individualized Education Program (IEP) will be reviewed. If the behavior is determined to be non- related to the student's disability, the student will be subject to the same consequences as non- disabled peers.

In all cases of damage to property of individuals and/or to the bus, families are responsible for restitution.

In addition to receiving loss of riding privileges, students may also receive consequences for specific offenses listed within the school's code of conduct.

Loss of riding privileges does **not** excuse a child from school. If riding privileges are suspended, it is the responsibility of the family to get the child to / from school.

AUDUBON GENTILLY TRANSPORTATION HANDBOOK

SY 2020-21

Bus Schedules

Your child's name will be added to the route that correlates with the residency (Orleans Parish *ONLY*) listed in our student information system. By default, it is expected that all students utilizing the yellow bus service will ride the bus Monday thru Friday.

Families are required to make arrangements for pick-up if their child (ren) will not be riding the bus for any reason. If the child is placed in aftercare or returned by the bus, families will be responsible for any fees charged.

- ✓ *Permanent stop changes* may be requested via email at (agentillybus@auduboncharter.com) or a hard copy may be obtained in the front office. You will be asked to present [proof of residency](#), and it may take up to 48 hrs. to process and assign a new route. You will receive a notice with the new route information.

- ✓ *Emergency (examples below) request to change a bus schedule*
Families are required to email the Office Coordinator at their respective campus and agentillybus@auduboncharter.com by 1pm to notify all pertinent parties. After 1pm, please call the school directly to request emergency changes.

Emergency examples include but are not limited to:

- *Accidents*
- *Death*
- *Illness*

Non- Emergency examples:

- *I forgot to call earlier*
- *I forgot my child has a game today*
- *My child has a sleep over*

Changes to Bus Schedule

Occasionally there are issues related to mechanical breakdowns of buses, unusual traffic conditions, or illness of drivers. In such instances, K & S Transportation will notify the school's front office and the Principal, who will in turn notify the families of affected students. Anytime a student is tardy due to issues related to yellow bus transportation, the tardiness will be excused.

AUDUBON GENTILLY TRANSPORTATION HANDBOOK SY 2020-21

Undeliverable Students / Students under the age of 10

Parents/guardians or identified representatives must be present at the bus stop to receive any child under 10 years old as the bus approaches the stop. If a parent/guardian or identified representative whose name appears on the authorized pick up list is not present at the time the bus arrives at the stop, the student is considered undeliverable.

The bus contractor will return undeliverable students to the Gentilly campus and charges for the service will be passed along to the family. If the child is placed in aftercare families will be responsible for any fees charged.

The administration reserves the right to have undeliverable students transported to the nearest police station. Additionally, child/ren may lose riding privileges for up to one (1) trimester on the third offence.

Service Concerns

Service concerns should be directed to the school principal at 504.309-9434 ex.1741 or via e-mail. Please see the school website at www.auduboncharter.com for more information.

Transportation for Students with Special Needs

The student's Individualized Education Program (IEP) or Individualized Health Plan (IHP) determines the level of transportation service for students with special needs.

Determinations on how to address student needs and/or supports are determined by the IEP Committee during the IEP/IHP creation or review meetings. The committee's determinations are considered final. For more information on this process, please reach out to the Student Services Coordinator.

Medical Emergency Transportation

Families are responsible for arranging transportation for their child in the event the child becomes ill during the school day. If school officials are unable to reach the family or any of the emergency contacts, and if the school nurse deems it a medical emergency requiring immediate medical intervention, the school will contact EMS and the child will be transported to a hospital by ambulance. All costs associated with EMS and transportation via ambulance must be borne by the family.

AUDUBON GENTILLY TRANSPORTATION HANDBOOK SY 2020-21

School Bus Accidents / Incidents

Accidents and incidents are sensitive issues, which must be reported to the New Orleans Police Department (NOPD) and the Audubon Gentilly Principal. It is critical to promptly notify all parties concerned and to ensure that these events are managed in a prompt, professional manner.

- All accidents / incidents involving school buses will be reported to the NOPD and the principal immediately, regardless of whether there are students on board or the degree of damage. If the occurrence impacts students, families will be notified by the school.
- If students sustain injuries requiring medical treatment, they will be transported to the nearest hospital by ambulance. School officials will advise families of the hospital receiving the student(s).
- If involved in an accident or incident, non-injured students will be released to their families when released by investigating authorities.

AUDUBON GENTILLY TRANSPORTATION HANDBOOK

SY 2020-21

Transportation Agreement		
Parent Acknowledgement I have read and understand the contents of the Audubon Gentilly Transportation Handbook and I agree to abide by the policies and procedures contained therein.		
Parent/Guardian Signature:	Print Name:	Date:
Parent/Guardian Signature:	Print Name:	Date:
Student Information		
Student Name:	Grade:	
Student Name:	Grade:	
Student Name:	Grade:	
Student Name:	Grade:	
PLEASE DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY		
<p>Once this agreement is signed and submitted to the AUDUBON office with proof of residency (see list below) the child(ren)'s name(s) will be added to the bus roster.</p> <p><i>Only students whose names appear on the roster will be allowed to board a bus.</i></p>		

AUDUBON GENTILLY TRANSPORTATION HANDBOOK SY 2020-21

Documents required for proof of residency:

**One document from each group must be presented as proof of residency.
(*Must be in parent/ legal guardian's name*)**

Group # 1

- Current Orleans Parish Homestead Exemption or Property Tax Bill
w/homestead exemption noted
- Current rental lease agreement or Tax bill without homestead exemption

Group # 2

- Electricity/gas bill
- Sewerage/water bill
- Telephone bill (landline only)
- Cable/internet service bill
- Current official letter from government agency (Department of Social Service, Department of Health & Hospitals, etc.)

Bus Contact Information

(504) 309-9434

agentillybus@auduboncharter.com

Coversheet

Development Report

Section:	V. CEO's Report
Item:	D. Development Report
Purpose:	FYI
Submitted by:	
Related Material:	April 2021 Development Board Report.pdf

Development Report for F.A.M.E. Board Meeting April 17, 2021

Fundraiser	19-20 Goal	19-20 Net	20-21 Goal	Progress to Date (Net)
Cool Zoo	\$15,000.00	\$ 10,215.00	\$ ———	
City Park	\$20,500.00	\$ 700.00	\$ ———	
Fais-De-De	\$15,000.00	\$ 1,400.00	\$ ———	
Kindness Campaign	\$15,000.00	\$ 13,206.00	\$ 10,000.00	
Audubon Annual Fund	\$50,000.00	\$ 48,100.00	\$ 40,000.00	\$28,385.23
GiveNOLA Day	\$10,000.00	\$ 14,100.00	\$ 15,000.00	
Grants	\$300,000.00	\$ 195,000.00	\$ 45,000.00	\$238,980.00
Other			\$ 5,000.00	\$2,914.74
	\$425,500.00	\$ 140,336.00	\$ 115,000.00	\$260,249.47

2020-2021 Audubon Annual Fund:

- Theme: Resilient Rarebirds
- Donation details:
 - o Uptown: \$12,408.35
 - o Gentilly: \$1,680.60
 - o Schools: \$12,108.68
 - o FAME: \$2,187.60

Grants FY 20-21:

Committed/Banked: \$238,980.00

Submitted/Pending: \$149,000.00

Committed/Banked

Funder	Amount Requested	To Benefit	Amount Awarded
Charter School Growth Fund	\$0	Unrestricted	\$60,000
Dollar General Literacy Foundation	\$3,980	Reading Intervention at all campuses	\$3,980
W.K. Kellogg Foundation	\$150,000	Special Education and Intervention Personnel and Supports for Gentilly	\$150,000
Pro Bono Publico	\$15,000	Social Emotional Learning programs	\$15,000
New Schools New Orleans	\$10,000	Professional Development package with TNTF for Gentilly	\$10,000

Submitted/Pending

Funder	Amount Requested	To Benefit	Probability
Selley Foundation	\$35,000	Equipment and supplies for STEAM-based programming	Low
RosaMary Family Foundation	\$50,000	Expanding the use of digital learning software and assessments	Medium
Keller Family Foundation	\$35,000	Equipment and supplies for STEAM-based programming	Medium

FACE Foundation	\$7,500	Closing Literacy and Fluency Gaps at Uptown (updated reading materials)	Low
New Schools New Orleans	\$5,000	Partnership with STEM NOLA for STEAM programming and PD at Gentilly	
Frances R. Dewing Foundation	\$14,000	Pilot a STEAM program in our early childhood classes at both schools	Low
GENYOUth Funds	\$2,500	Equipment and supplies for community feedings	Low

GiveNOLA Day 2021:

- Tuesday May 4th
- Scheduled Giving opens April 20th