

Board of Director's Meeting
Wednesday, August 26, 2009

MINUTES

Board Members Present:

Dave Cozad, President
Mike Zeller, Vice President
Kirk Farmer
Harriet Charno
Brian Hendrickson
Dr. Stephen Green
Jane Alley
Dr. Anthony Moore
Melissa Thomas
Pam Gard

Board Members Absent:

Herb Hardwick

Staff Members Present:

Eric Nelis
Eric Roskam
Jacque Lane
Rachael Gordon
Patrick Sprehe
Jean Claude Diata

Dave Cozad opened the meeting and officially welcomed Dr. Stephen Green and Dr. Anthony Moore to the board. He then asked for introductions from all board members present.

Questions and Comment

Marsha Pasquilini asked if the 6th grade trip meeting would be addressed at this meeting and she was told that a trip meeting was scheduled for Tuesday, Sept. 1.

The question was also raised as to the status of school expansion and a brief discussion followed regarding some of our options. Example: relocate to a larger building to accommodate all grades, add on to the current building, lease a trailer, continue with kindergarten off-site, etc. The final comment from the board was that a future meeting would be planned to discuss this issue.

Parent Association Report – Maria Dix

2008-09 budget will be available for review at the first meeting on Thursday, Sept. 17, at 7:00 p.m. Also, she informed the group that the PA election on October 25th

Principal's Report

Retreat – was successful and most of the interns were in attendance. Eric then distributed information about the agenda/topics held during the retreat. He mentioned that three of the main topics of concern raised by staff were:

Enrollment growth, a cafeteria, French materials/supplies, communication, French immersion identity/program. Also, during the retreat it was discussed that we should work on staying focused on being a full-immersion French school and enforcing our school's mission.

The new year goals and objectives were discussed.

Special Ed presented a group activity demonstrating differentiation.

Eric informed the group that some French materials have been ordered and we have added approx. 2,000 French books (library) to our collection. Discussion followed regarding providing French books and other materials in French to the students, etc.

It was also mentioned that staff feels the school should remain at approx. 500 students and not grow far beyond our current class sizes.

Diversity was also discussed with regards to differentiated learning/instruction and discussion followed. The question of how this would be put together was raised and Eric mentioned that a group of teachers would work on the curriculum for differentiated instruction. Lengthy discussion held.

Upper Room – Eric distributed copies of an explanation about the Upper Room program not admitting our students this year and a lengthy discussion followed regarding other options that could possibly be offered to AL families regarding after school care.

Eric Nelis reported that we have only 4% attrition (19) and some of the students left because they moved either out of the district or country. Kirk Farmer then explained the attrition analysis summary.

Eric Roskam then gave a power point presentation on the MAP results. Lengthy discussion and explanations of the results followed.

Kindergarten Campus – building set up and running well with full staff.

Diversity Committee Report – Pam Gard

Survey completed by families and results compiled by Rachael Gordon. Stan Johnson, a diversity consultant, will be asked to review the results and advise the committee on how

to move forward. Ms. Primos, parent, gave an update of some of the suggestions made by the committee such as: more involvement in the community, exposure in churches, pre-schools, etc. and recommended that we provide information on our students' success stories and also having our French choir perform at various venues in the city. Discussion followed regarding the fact that a definition of diversity for our school needed to be defined.

Rachael Gordon then shared information about how the survey was distributed which was via e-mail and copies were available to be picked up at the school. She mentioned that approx. 250 responses were received out of approx. 600 e-mail addresses on file. Rachael will send the responses to the board. Patrick Sprehe suggested that teachers be informed of the next Diversity Committee meeting in case some would like to participate.

Finance Report – Kirk Farmer

Jacque Lane explained the SAS 112 and mentioned that it was suggested that Academie Lafayette do a risk assessment with regard to payroll, retirement, etc. This is to ensure that all staff understands that a process is in place to prevent fraud, financial abuse including attendance, spending, etc. She distributed a copy of the plan that would be included in our School Improvement Plan and asked for Board approval to proceed.

Motion

Kirk Farmer moved to adopt strategies presented by Jacque Lane to be added to School Improvement Plan. Dr. Green seconded and the board unanimously approved.

Jacque Lane then asked that the minutes reflect that the assurance statements, title expenditures and title funds and ARA stimulus money be maintained by the Board and communicated to the District's internal controls by setting the tone from the top of the organization. Communication will be via website, staff handbooks, and staff meetings. Also that the Academie Lafayette Board places significant emphasis on establishing internal controls that safeguard the public assets of the school, good business practices, ethical activities and prevention of fraud. The Board, within the limited resources available will utilize the charter's sponsor and others to assess risks and will review, implement and monitor the internal control policies and procedures to achieve the objectives adopted by the board.

Kirk then discussed the operating budget for the 2008-09 school year (actual vs. budgeted figures) for the past school year.

He then presented and explained a historical operating metric. He informed the group that the budget has been approved, but would like to improve the budget by adding revenue numbers to the current budget.

Kirk also gave information on the projected student growth and classroom analysis for 2009-2010. He mentioned that we do have a plan for accommodating the school's growth, but need to focus on financing, etc. Discussion followed regarding various avenues of funding.

Building Report – Brian Hendrickson

Brian informed that group that he had a discussion with Craig Scranton of BNIM the company involved with the proposed building expansion and the completed renovations. Craig Scranton summarized the activities and the deliverables that took place in 2008 for the renovation of the existing building and the new addition (copy attached). Kirk Farmer mentioned that Academie Lafayette still owes BNIM and they have agreed to remove some of the expenses incurred to assist us with the ability to pay off our debt to them. Both Kirk Farmer and Brian Hendrickson that Academie Lafayette pays the outstanding balance recommended it.

The question of whether or not we have received the services for which we are being charged was raised and the response from Brian was yes. It was then recommended by the board that the balance be paid.

Motion

Mike Zeller moved that Jacque Lane develop a payment schedule that pays the BNIM bill as soon as possible. Dave Cozad seconded.

Discussion

Brian Hendrickson suggested getting their consultant fees separated out.

Amendment to the Motion

Dave Cozad amended the motion in that the invoice to BNIM is paid within 3 months. The board unanimously approved.

Discussion followed regarding classroom space for future years and how to accommodate the students with or without expanding the building. It was decided that a special board meeting would be held to further discuss this issue on Sept. 28, at 6:00 p.m. The next regularly scheduled BOD meeting will be Sept. 14.

Human Resources Report – Jane Alley

Jane Alley requested that a closed session meeting be held.

6th Grade Trip

Dave mentioned that some parents have concerns about how the funds raised are spent. Eric Nelis was asked to give clarification and he mentioned that there are several issues being raised by parents regarding money raised and we will provide information to answer questions presented.

Development Report – Rachael Gordon

On Sept. 11, there is a 10-year anniversary event planned between 4:00 – 8:00 p.m.

A plan has been put together to allow parents an opportunity to contribute to the annual fund through pledges via payroll deductions, paypal, etc.

Election of Officers

Dave Cozad stated that board officers for the new year needed to be elected at this meeting.

Motion

Harriet Charno recommended that officers remain the same for the next year – 2009-10. Dr. Moore seconded. The board voted unanimously to approve.

Teacher Representative Report – Patrick Sprehe

Patrick expressed thanks from the staff to Eric Nelis for the opportunity to have a retreat. He mentioned that it was a very productive and encouraging activity to start off the new year.

He then distributed a draft of the athletic program put together by Mr. Fall, P.E. teacher for the board to review.

Also, Patrick mentioned that an election would be held by teachers to elect a representative to the board for the next school year. He also gave the board a survey to be completed. He also mentioned that communication needed to be improved.

The meeting was adjourned to go into closed session.

Closed Session

Kirk Farmer moved to go into closed session and Jane Alley seconded.

Roll call voted taken.

Dave Cozad	Yes
Mike Zeller	Yes
Kirk Farmer	Yes
Harriet Charno	Yes
Brian Hendrickson	Yes
Dr. Stephen Green	Yes
Jane Alley	Yes
Dr. Anthony Moore	Yes
Melissa Thomas	Yes
Pam Gard	Yes

Respectfully submitted by,

Carlos McClain
Board Recording Secretary