

Academie Lafayette  
Board Of Directors Meeting  
October 12, 2009

**MINUTES**

**Board Members Present:**

Dave Cozad, President  
Michael Zeller, Vice President  
Brian Hendrickson  
Pam Gard  
Harriett Charno  
Steve Green  
Melissa Thomas  
Jane Alley

**Staff Members Present:**

|                   |                    |                 |
|-------------------|--------------------|-----------------|
| Patrick Sprehe    | Ridley Thomas      | Karin Hanriot   |
| Rachael Gordon    | Yael Israel        | Jean Pasqualini |
| Catherine Defosse | Mary Spencer       | Sandrine Salas  |
| Celestine Wabo    | Jean-Claude Diatta | Andrea Yeager   |
| Jacque Lane       |                    |                 |

Meeting called to order at 6:00 p.m. by Mr. Cozad. He then thanked Melissa Thomas for her commitment to the board as the parent representative. He also mentioned that this board meeting would officially be her last meeting as a board member. Melissa stated, "I have enjoyed my time on the Board of Directors and appreciate every ones hard work"

**Approval of Minutes**

The minutes from the September 28<sup>th</sup>, board meeting were unanimously approved unanimously approved.

**Comments from Stakeholders**

Dave Cozad asked for comments from stakeholders present and there were none.

### **Kindergarten Report**

In the absence of Patty Smith and Diane Balagna, no report was given. It was announced that the November Board meeting would be held at the new building. It was also mentioned that a survey would go out tomorrow pertaining to the progress/thoughts from the parents regarding the kindergarten campus. The surveys will be discussed next month.

Mike Zeller suggested that the November Board meeting be announced to the kindergarten parents to encourage their involvement in meetings and provide them with a better understanding of the Board's responsibilities.

Discussion followed regarding having a library in that building and use of the coffee shop. It was also mentioned that we should investigate the Book in a Bag Program offered through the KCMO Public Library.

### **Principal Report - Eric Nelis**

Mr. Nelis provided a handout to the Board (copy attached). Discussion of the Kindergarten Center, BIST space, buddy rooms, recovery room and playground size at the Kindergarten Center was held.

The Belgium comic book TinTin was discussed and due to the graphic nature of the book, it was pulled from the schools library. Jean Pasqualini suggested that if the book were to remain in the library, a warning could be placed on the book. Dr. Steve Green asked "can the educational objective be achieved with another book and still have a successful outcome?" The response from Mr. Nelis was, yes and no depending on the grade level of the students. Discussion regarding censorship followed and no consensus was reached. Dr. Steve Green suggested that you have to look at things case by case, but having a system/policy/process such as a School Board in place to review large cases is normally sufficient. Mr. Nelis did stress the fact that the book is a character of the 1930's experience.

### **Technology Committee – Eric Nelis**

Roger Goudiaby will be conducting workshops on Elmo, a new projector system. Copies of the goals for the Technology Committee were distributed and Mr. Cozad asked the Board for comments and there were none. Mr. Cozad asked the Board to review the goals and give comments to Eric Roskam at the November meeting.

### **Teacher Report – Jean Claude Diatta & Patrick Sprehe**

Patrick Sprehe thanked the Board for sending the agenda out early. He also thanked the Board for allowing him time to speak at the meeting. Teacher evaluations were discussed and Patrick had printed a sample from DESE off the internet. Patrick then thanked all the teachers who were in attendance at the meeting. Patrick Sprehe then questioned why the mission statement was changed, particularly regarding the statement regarding the preparation of students to attend the best possible College Preparatory High School available. Mike Zeller related that the mission statement was reviewed and changed at the time the Charter was renewed.

Jane Alley said that the statement was broadened and was not written to take away from the original statement, but to enhance engaged learning, global citizens etc. The board didn't want to narrow the experience to just college prep. Mike Zeller read the Mission Statement that was passed three years ago. Mike then asked Patrick if there is concern about the Mission Statement and Patrick stated that he felt the clarity of the goals were not the same. Jacque Lane informed the group that the goals with measurements are in the Charter renewal if anyone wants to review them. It was suggested that the Charter Renewal be placed on the web so people can review the goals, policies etc.

### **Policy Approval**

Eric Nelis discussed professional development and evaluations. The process was discussed and it was mentioned that documents were reviewed prior to creating the A.L. policy and tool for implementation. Discussion ensued. Ridley Thomas mentioned that in his previous work life goals were set a year in advance. It was emphasized that our policy is a working document and refinements are inevitable. It was mentioned that emphasis would be on self-goal setting and team goal setting.

### **Motion**

Jane Alley moved to adopt the policy # 4610 as written. Pam Gard seconded. Discussion ensued in that the policy is a working document and can be refined by Human Resources at a later date. Motion unanimously approved.

### **Presentation of Policies**

A review and discussion of DESE Policies was held.

**1. Parent Advisory Committee** - It was mentioned that a parent had requested more open forums for discussions be held and that a Parent Advisory Committee be formed. Jane Alley commented that we currently have parents represented on the Board and questioned the need for a Parent Advisory Committee. Brian Hendrickson, with agreement from other board members, stated that most concerns from parents are addressed by the board and does not feel that another committee is needed. The Parent Association is also a forum where parent concerns are addressed. Eric Nelis urges that open communication and correct communications channels are followed. David Cozad suggested that he and Jane Alley review and possibly revise the policy relevant to parent involvement and report back to the board.

**2. Principal's Evaluation** - Jane Alley recommended moving the evaluation time to June from February and that the evaluation be ongoing. Dave Cozad suggested that the wording be changed to "by June." Jane Alley also stated that any performance issues are discussed one on one before the review allowing time for improvement. A rewrite will be done and brought back to the Board.

**3. Financial Management** - Jane Alley, Treasurer, reviewed printout of all account payables and Jacque Lane explained the coding process. Dave Cozad then recommended that as Treasurer of the Board, Jane Alley continue to make recommendations at the Board meeting regarding payment of invoices.

**4. Election of the officers** – It was suggested that the time for election of officers be changed and the policy rewritten and presented to the Board. It was also mentioned that we keep the current policy, but publish the results by Sept 1<sup>st</sup>, on our web site and through other appropriate channels.

**5. Employment Procedure 4130 (Instructional Staff Agreements)** - The discussion resulted in the fact that the Board will approve the open positions, but not the hiring of each individual. The policy is to be redrafted and presented for approval. Also, it was stated that backgrounds are to be completed on everyone. And, agreements are to be signed by the Board President and the principal.

**6. Policy 4140 (Employment) and 4730 (personnel services – renewal/non-renewal of contracts)** - Discussion held regarding these policies and Dr. Steve Green stated that the Board should not be micro-managing rehires but, should follow the Principal's recommendations. Pam Gard suggested that the Board approve non-rehires and Dave Cozad indicated that due to the Board legal ramifications of a termination, it is a good recommendation. Jane Alley stated that she wants to ensure that all steps are followed regarding reviews and due diligence is followed when a termination occurs. Mike Zeller stated that he believes the Board wants to be a governing Board and not an operational Board. Jane Alley indicated that the Principal should bring a recommendation to the Board regarding contract renewals and that the Board would not choose the personnel required due to a termination. It was also decided that the Board would not take independent action regarding terminations, but rather review the recommendations of the Principal and the Human Resources committee.

Also, Jane reminded attendees that there is an appeal process in place for staff members when termination is recommended in response to questions from Jean-Claude Diatta. Patrick Sprehe then discussed the importance of having a very clear review process, grievance policy, and contract renewal policy in place. Eric Nelis stressed that there are channels to go through with Human Resources to resolve a staff problem. The main question discussed is does the Director or the Board make the decision on staff terminations? The board unanimously approved the Principal to make the recommendation for terminations, which will be reviewed and acted on by the Board. The policy will be rewritten.

**9. Policy 6114 (Curriculum Services/Adoption)** - Delete the BOD for approval.

**10. Policy 6120 (Curriculum Services/Guides)** - Delete the BOD approval.

**11. Policy 6271 (Instructions for Gifted & Talented)** - Delete if not a requirement.

**12. Policy 6180 (ELL)**

Motion – Jane Alley moved that the Principal be appointed to coordinate ELL students. Pam Gard seconded and the motion carried.

**13. Regulation-2260** - A motion was made that the school social worker be appointed as coordinator for homeless students. Pam Gard seconded and it was unanimously approved.

**Diversity Statement-** Pam Gard recommended that we adopt the statement as written by Mike Zeller. The motion was seconded and approved.

Rachael Gordon was requested to post on the web site and in the next newsletter.

The group discussed Stan Johnson and Associate's proposal regarding diversity training and Jacque Lane mentioned that fees will be paid through Title I funding.

### **Motion**

Jane Alley made the motion to hire Stan Johnson and Associates to conduct diversity training. Dr. Steve Green seconded the motion. Discussion followed with questions about the timing of the program and Pam Gard assured the group that the program will be tailored to meet the needs of the the school. The motion is approved.

Pam Gard reported that she attended a diversity event at Harrah's and suggested that school and recruiting information that is posted be in English and Spanish.

**Finance Committee** – No finance report. However, the general audit has been completed as well as the audit by UCM, which included payroll procedures. The Committee has been reviewing the different funds that are coming and the impact to the budget. Jacque reviewed the impact of the higher number of kids attending the school and stated that the impact of the numbers will generally be positive.

**Space Issues:** Recap of action plan that has been placed on the web site was discussed the group was informed that the processes are going well. Also, the schedule for the meeting with teachers to discuss various issues, including space will be Nov 5<sup>th</sup> at 4 PM.

Development Report – Rachael Gordon

Rachael asked the Board to set the goal for the annual fund and distributed a copy of the current report (copy attached). Last year approximately \$19,000 was raised and this year, we have \$14,000 pledged. Kick off would be sometime in November to run through June. Rachael stated that last year Annual Fund was low due to the focus on the Capital Campaign. Discussion about budgeted fund raising goals followed. The goal for the Board is to individually raise \$5,000 each and it was mentioned that the Board is committed to raising money for the Annual Fund.

**Adjournment**

Dave Cozad thanked the group for all their work and commitment and adjourned the meetings.

Respectfully submitted by,

Carlos McClain  
Secretary to the Board