

**Academie Lafayette
Board of Director's Meeting
Monday, November 14, 2011
6:00 p.m.**

MINUTES

Board Members Present:

Dave Cozad, President
Mike Zeller, Vice President
Chad Phillips
Pam Gard
Chad Phillips
Rhody Harris
John Otto
Leslie Kohlmeyer

Staff Present:

Eric Roskam
Heather Royce
Jacque Lane
Joe Wilkinson
Katie Hendrickson
Shelly Doucet
Alix Lasker
Norman Carrer
Ann Marie Krull
Jean Claude Diatta

Meeting opened by Mike Zeller, Vice President.

Mike Zeller then welcomed Leslie Kohlmeyer, newly elected Parent Association Board Representative to the Board.

Presentation of Student Achievements – Alix Lasker

Alix Lasker, Academie Lafayette Teacher, was introduced and gave a presentation of student achievements by students Justin Sykes, Awa Bouso-Gueye, Grace Davis and Spencer Thut.

The floor was then opened for questions and comments and Alix Lasker was complimented on putting together the presentations and work of the students.

Parent Association Report - Lisa Coleman

- Lisa Coleman stated that last week, the Parent Association had given a donation of \$76k to the school, which is to be used for various projects, which is detailed in her written report.
- The Parent Association will be starting an online store where school logo apparel can be purchased.
- Buzz book is approximately 90% complete and they are continuing to gather information regarding the best method to distribute them and respect privacy issues.
- A plan to provide better communication to families is being put together.
- Next meeting is scheduled for January 24th, and a concerted effort of trying to get more families involved in the Parent Association this year is being made.

David Cozad expressed appreciation to Lisa Coleman and the Parent Association for the generous gift and all their work on behalf of the school. Mike Zeller asked how most of that money was raised and Lisa commented that the bulk of it was raised from the Evening In Paris event and the rest from various other projects.

Principal Report - Eric Roskam, Interim Principal

Eric Roskam gave information on the following:

- Recap of Student body numbers.
- Information about the NWEA Testing and an explanation of the follow up training was provided.
- Map Data Analysis was presented and discussion held regarding the drop in achievements between 3rd and 4th grade scores. Eric Roskam then explained that the 3rd grade students remain in their homeroom

with the same teacher the entire day, while the 4th grade students change classrooms and are exposed to several teachers. The question was raised regarding whether or not students in the 4th grade are actually prepared to change classrooms and teachers during the day. Discussion followed:

Question- Is there a drop in all 4th grade classes and has it been a pattern over the last 3 years? Detailed discussion held, but no specifics were decided.

- Powerschool Update - Kindergarten and 1st grade reports cards are now on Powerschool.
- Teachers have turned in most 1st quarter thematic units.
- French entrance assessments for students wishing to transfer to Academie Lafayette are being developed and a very brief discussion regarding the guidelines for accepting students and how the students could be enrolled based on the assessment test and whether or not there is space in the appropriate grade level.

Question from John Otto regarding the attrition rate was raised and he commented that 26 students have withdrawn and it appears that much of our diversity, about half has decreased. He then asked if follow up with families that leave the school is being done? Katie Hendrickson said, yes there is an exit interview given and any issues of concern are followed up on. John Otto then, asked if that is typical each year. Leslie Kolmeyer commented that the majority of the withdrawals are due to families moving. Eric Roskam stated that he would follow up on any other issues that are presented and check the trends on departures.

Board President's Report – Dave Cozad

Dave Cozad asked for a motion to amend the charter to cover the Cherry Street location making it a part of the current school, which shall be known as Academie Lafayette Cherry Street Campus.

Motion

Rhody Harris moved that we amend the charter to incorporate the Cherry Street location as the secondary campus for grades K-2. Leslie Kohlmeyer seconded the motion. The motion was unanimously approved.

It was then discussed that the work to be completed on the Cherry Street Campus needed to be approved and a motion was requested.

Motion

Dave Cozad moved that the Board of Directors approve work to be done on the Cherry street location. Mike Zeller and the unanimously approved by the Board seconded the motion.

Rhody Harris informed the group that bids are coming in for the major items needed such as the HVAC system. He also mentioned that other contractors are visiting the building and bids will continue to be given and work will begin on a priority basis

Finance Report - Jacque Lane

Jacque Lane presented invoices and provided explanations for the unusual items. She then asked for approval of the October invoices as presented.

Motion

Chad Phillips moved to accept the October invoices as presented by the Finance Manager. Dave Cozad seconded and the Board unanimously passed the motion.

Jacque Lane then presented a projected income.

Boiler Discussion

Dave Cozad gave an overview of what the latest assessments have been regarding the boiler being condemned by the State inspector. Discussion followed regarding the time line for getting a new boiler. He mentioned that a temporary plan is in place to put space heaters in all classrooms and that ten (10) rooms already have them and the others have been ordered. The estimated cost for the heaters is \$10-12k. He mentioned that we looked into leasing which was not practical. Dave also stated that Craig Scranton is in charge of getting bids on a permanent replacement for the boiler and a decision is expected by the end of the week. The new boiler will be sized for the expansion and the target date to have it installed and running is by

Jan 10th. Discussion was held regarding options for financing the boiler. And, discussion was held regarding using the line of credit, but since the line of credit would require a waiver from Bank of America, it was decided that would not be a feasible plan. The loan from Endowment seems to be the cleanest plan. There is also a possibility that the payment for the boiler may not need to be made. The Board decided that they would meet via e-mail to approve any expenditures for the new boiler after bids are in and the selection for purchase is made.

The Board was then asked for a motion to approve purchase of the temporary heaters.

Motion

Mike Zeller moved to approve administration to spend up to \$15k for temporary heating. Pam Gard seconded the motion and the Board unanimously approved it.

Dave Cozad then suggested that a more formal communication be sent to families regarding the planned process for heating. Katie Hendrickson will keep families apprised through the Newsletter.

Development Report – Shelly Doucet

- Annual Fund goal is \$200k
- Shelly stated that she is putting a communication piece together for the Annual Fund and Capital Campaign using the Boiler issue.
- Bill Kalahurka gave a brief presentation about Capitol Campaign.
- An application has been made to the Hall Family Foundation and Bill Kalahurka and Shelly Doucet are developing leaders within Academie Lafayette families to call leaders within the outer community to develop the Capitol Campaign plan which will be made up of parents, grandparents etc. Development of five (5) committees to implement the overall plan is being completed and the first planning meeting will be January 12th, at 6:00 p.m. in the auditorium. The meeting should last approximately 2 hours and dinner will be provided.

Human Resources Report - Chad Phillips/Eric Roskam

Discussion regarding the Principal goals and development plan is being completed with the assistance of Mike Jenks. And, the implementation of

Thematic Units is well under way. Also, other items are being developed including the assessment of MAP information and plans to improve scores.

Mike Zeller asks about more discussion being generated regarding the use of MAP scores as an indicator of the success of the school. Eric Roskam commented that we have a global community and that there is education needed about why and what MAP scores mean in the United States. Eric Roskam also commented that the MAP test is one of the major assessment pieces we have, but that there are other things in this culture that are important to the learning/teaching environment at the school. Discussion about MAP testing, measuring results, teaching to the tests, development of teacher leaders, and strategies to help achievement of students and areas of need was held.

Continued discussion regarding developing a Strategic Planning Process and procedures on how to MEASURE the goals and successes at Academie Lafayette was held.

Chad Phillips presented an Organizational Chart with an overview of all the positions. Eric Roskam and group suggest that these people will work in teams, but there would be one person ultimately responsible. Discussion about structure, titles, needs, and duties followed. It was suggested that Eric Roskam develop a structural plan also including teaching staff with more detail and to ensure that there is a good alignment.

Discussion about more detail being needed in job descriptions to assure team approach to leadership and that job duties with the proposed Organizational Chart avoiding overlap of duties, using talent to best advantages, etc. was held.

Funds to be used to recruit for the newly created position and review of how recruiting is done for other staff was discussed. Also discussion of where to advertise etc. was held and Eric Roskam points out the importance of having an Executive leader that has managed schools within the United States and is familiar with our culture even if there is an International search done.

Board Candidates - Dave Cozad

Dave Cozad suggested deferring discussion of candidates and their qualification until the next meeting. Also, how many persons to add to the Board as well as bringing new Board members up to speed was discussed. It

was agreed that the University of Central Missouri's Board training is helpful and that Mike Jenks a good resource for training.

Stakeholders Comments

- Lisa Bautista made a statement about the success of Academie Lafayette graduate students who have gone on to obtain graduate degrees and have proven to be successful in life.
- Doc Sade asks for clarification of why students at a certain grade level go from having one teacher to several teachers, including support teachers and are moving to different classrooms etc. Brief discussion about the challenges and benefits of that plan and at what age that kind of movement within a grade level is beneficial was held.

Anne Marie Krull introduced herself as the teacher representative for the evening.

The meeting was adjourned at 8:50p.m.