Academie Lafayette  
Board of Director’s Meeting  
June 15, 2016

MINUTES

**Board Members Present:**
Chad Phillips, President
Jon Otto, Vice President
Harriet Plowman
Pam Gard
Dr. Margret Anderson
Marvin Lyman
Sheila Dougherty
Tracey Lewis
Mark Flavin

**Staff Members Present:**
Elimane Mbengue, Head of School
Jacque Lane
Sarah Guthrie
Leslie Houfaidi
Jean Claude Diatta
Alix Lasker

Chad Phillips, President, opened the meeting at 6:00 p.m.

**Stakeholder Comments**

- Clayborn Jones requested that he would like his daughter be admitted into the school.
- Janelle Sjue recommended that exit interviews be conducted with teachers who are leaving.

**Approval of Minutes**

*Motion*
Chad Phillips moved to accept the minutes as presented and Pam Gard seconded the motion.
The board **VOTED** to approve.

**Approval of Agenda**

*Motion*
Chad Phillips moved to accept the meeting agenda. Pam Gard seconded. The board **VOTED** to approve.
Development Report – Sarah Guthrie

• Sarah Guthrie presented a report of the annual fund, capital campaign, fundraising activities, gifts and grants.
• She informed the group that there are pending grants intended to support our Social Work Program and the Outreach Program. She continued with clarification of how programs are funded with regards to family contributions versus grants.

Governance Report – Jon Otto

• Jon Otto made the recommendation that the current board officers remain unchanged. The current slate of officers are as follows:

  Chad Phillips, President
  Jon Otto, Vice President
  Sheila Dougherty, Secretary

Motion
Dr. Anderson moved to accept the board slate as presented and Marvin Lyman seconded.

Discussion
Chad Phillips asked if the board wanted to continue to search for a board president due to the fact that he would roll off as president after the 2016-17 school year.

Board VOTED to approve.

• Board Retreat has not yet been scheduled and Jon Otto is still working on a facilitator.
• Names submitted for board seats are being evaluated and will be discussed at the retreat. Discussion followed regarding a job description for the board position(s). Jon Otto mentioned that he would discuss the board nomination process and job description with a representative from Kauffman and UMKC who work with non-profit programs and associations.
• Discussion regarding dates for the Board Retreat was discussed and the following dates suggested: August 20 and August 27. Also, the question was raised as to whether or not fundraising and the direction the school is moving in would be part of the agenda for the retreat.
• Jon Otto will send out a draft agenda for the retreat that the board can review and/or add items.
Finance Report – Jacque Lane

Movement
Harriet Plowman moved to accept accounts payables as presented. Pam Gard seconded. Board VOTED to approve with Jon Otto abstaining.

- Enrollment Caps
  Chad Phillips informed the group that the State Charter Law allows for caps on enrollment by grade level. Caps will be evaluated this school year for the next school year. Kindergarten cap is set at 120 (see attached list of all grade level caps).

Movement
Harriet Plowman moved to accept the approved grade level caps as presented. Marvin Lyman seconded.

Discussion
Board VOTED to approve.

- Jacque Lane presented a power-point presentation of the 2016-17 school year Budget. The revenue and expenses were explained in detail based on attrition. She also explained how the summer school budget is planned and how we are paid by DESE for summer school attendance.
- The debt service was discussed.
- A detailed explanation provided regarding revenue and expenses to include salaries and all operational costs.
- Chad Phillips mentioned that it had been determined that $10,000 from annual fund would be put toward trips for next school year.
- Jacque Lane also presented and explained in detail the 5-year budget plan.

Movement
Harriet Plowman moved to approve the 2016-17 budget. Marvin Lyman seconded.

Discussion
Board VOTED to approve.
• Update to staff leave policy was presented for review and discussion. Chad Phillips stated that the current leave policy for full-time staff has been revised to include twelve days leave, three days that may be used for personal days, and nine days may be used for sick leave.

**Motion**
Harriet Plowman moved to approve new leave policy. Dr. Anderson seconded.

Board **VOTED** to approve with Mark Flavin abstaining.

**Head of School Report – Elimane Mbenue**

• Summer school going well and vice principals Leslie Houfaidi, and Jean Claude Diatta are overseeing the program.

• 8th grade college credit – this program was discussed with a professor at UMKC who informed us that the school needs to align our curriculum with the ACTFL standards. At this point our middle school curriculum is aligned to the ELA standard. Discusision.

• Building expansion (high school) – meeting held regarding consultants and an interview will be held with each of the two proposed consultants. She also informed the group that Kauffman Foundation will be contributing to cost of the consultant. Jacque Lane gave further explanation of how the consultants will benefit the school in moving forward with this project. There should be more information by the end of the week.

• 5Esential Teacher Survey results shows an improvement on teacher collaboration, but suggest that teacher professional development and instructional leadership be increased.

• Teacher recruitment – working with Cordell Hull Foundation and our immigration attorney to receive visa for incoming teachers. Also, discussion held regarding assisting new teachers with getting settled into the school and city. Mr. Mbengue also informed the group that the personal days will not be counted for the new teachers who will be given additional time off to get settled.

• Exit surveys were received from some of the teachers who resigned and were shared with the board.

• Training is being provided to some of our teachers on the Next Generation of Science Standards.

• It was requested that a breakdown of the status of teachers in terms of arrival be presented at the next board meeting.

• A school mentoring program for teachers, with the help of UCM, is being developed.

• Bids for the owner’s rep position for Oak Campus building expansion have been received (four total). Discussion.
**MOTION**

Dr. Margret Anderson moved to authorize Finance Committee to select an owner's representative. Mark Flavin seconded. Mark Flavin withdrew his second of the motion.

Discussion

It was suggested that Craig Scranton be consulted regarding the selection of the owner’s rep.

It was recommended that Damien McNearney begin working on the projects currently on hold, i.e. auditorium seats, lighting, etc.

Also, recommended that the owner’s rep. selected be bonded, insured, etc.

The Finance Committee will make recommendation for the owner’s rep. and present recommendation to the board.

- The results of the 5Essential survey for teachers and parents are now available.

**Closed Session**

**Motion**

Chad Phillips moved to go into closed session to discuss human resource issues. Dr. Margret Anderson seconded.

Roll call vote taken.

Chad Phillips  Yes
Jon Otto  Yes
Harriet Plowman  Yes
Pam Gard  Yes
Dr. Margret Anderson  Yes
Marvin Lyman  Yes
Sheila Dougherty  Yes
Tracey Lewis  Yes
Mark Flavin  Yes

Open Meeting adjourned