Académie Lafayette  
Board of Director’s Meeting  
August 11, 2014

Oak Campus  
6903 Oak Street  
6:00 p.m.

MINUTES

**Board Members Present:**
Chad Phillips, President  
Marvin Lyman, Vice President  
(present by conference phone)  
Harriet Plowman  
Dave Cozad  
Jon Otto  
Mike Zeller  
Margaret Anderson  
Pam Gard

**Board Members Absent:**
Joe Langle  
Tracey Lewis

**Staff Present:**
Elimane Mbengue, Head of School  
Heather Royce, Principal/Cherry  
Jacque Lane  
Sarah Guthrie  
Katie Hendrickson

Meeting opened at 6:10 p.m. by Chad Phillips, President.

**Approval of Minutes**
Chad Phillips moved to approve minutes of July 14, 2014, board meeting which were unanimously approved.

**Agenda Items**
Chad Phillips asked if there were any changes to be made in the agenda. Harriet Plowman asked that the Governance Committee update be moved to follow the Building Update.

**Motion**
Chad Phillips moved to amend the agenda moving the Governance Report to follow the Building update and report. Dave Cozad seconded and carried.
Building Update – DeVonia Moreno
Ms. Moreno distributed copies and gave an explanation of the “General Contractor’s Survey” which was completed by project managers for three separate contracts. Ms. Moreno also, informed the group that all responses to the survey received rated all aspects of work as mostly excellent with overall performance being excellent. She continued her report by providing detailed evaluation on three projects.

Motion:
Chad Phillips moved to authorize Académie Lafayette to enter into a contract with Diggs Construction on the expansion of the Cherry Campus. Harriet Plowman seconded. 
Question: What is final cost and does the $1,822,296 include contingency and the response was, yes. 
Motion unanimously approved by all board members present.

Boiler Update – Jacque Lane
The boiler is progressing as scheduled and that $280,000 is the budgeted cost.

Governance Committee – Jon Otto
Jon Otto stated that a meeting was held to discuss items from Board retreat. He recommended that board meeting efficiency and the approval of minute’s process be revised. Also, below are topics for review and discussion regarding governance.

   a. reviewing and approving minutes at upcoming board meeting
   b. changing format for stakeholder comments
   c. minutes will be e-mailed to Board members and changes will be made and reviewed and approved at that meeting
   d. Board evaluations - possible survey to be taken by board at the end of each board meeting
   e. Designating formal committees.

Motion:
Pam Gard moved to designate and appoint the following committees: Finance, Governance, Human Resources, Development and High School Committee, each in accordance with the Académie Lafayette by-laws. Harriet Plowman seconded the motion. 
Question: Dave Cozad asked if the High School Committee is temporary committee and the others standing and the response was that the High School Committee would be an Ad Hoc Committee. The High School Committee would be an active committee for one year. Mr. Mbengue continued discussion providing an explanation of how the committee would function. Discussion held by group regarding purpose of High School Committee suggestion made to amend motion.
Amended Motion was to add “Ad Hoc” in front of High School Committee to read “Ad Hoc High School Committee.” Board approved.

f. Term limits – Jon Otto informed the group that a discussion was held regarding board term limits and that the board members decision on this issue is divided and stated that the Board members need to vote on whether or not term limits should be in place. After decision a vote was taken.

Motion
Jon Otto moved to amend the Académie Lafayette bylaws in order to place a maximum number of terms that non-parent elected directors can be re-elected.

Discussion - Dr. Anderson gave an explanation on term limits from the standpoint of the Board on Track and other scenarios reflecting the pros and cons.

Jon Otto then stated that if term limits are put into place, it will not be effective immediately and board members who will go off will not go off at the same time.

Harriet Plowman then asked for a roll call vote on term limits.

Roll Call Vote Taken:
Margaret Anderson, Ph.D. – No
Dave Cozad – Yes
Pam Gard – No
Marvin Lyman – No (vote by conference call)
Jon Otto – Yes
Chad Phillips – No
Harriet Plowman – No
Michael Zeller – Yes
Joseph Langle – Not present
Tracey Lewis – Not present

Vote taken with five votes not in favor of term limits and three votes in favor with two members not present (five – no votes and three – yes votes). Thus, allowing for no-term limits to remain in the by-laws.

Discussion - Harriet Plowman suggested that board training be required of all members.

Committees –
A recommendation was made that there be two board members on each committee, which will be an avenue for recruitment of board members and also, possibly recruit by placing potential board members on committees prior to placing/voting other people onto board. Discussion and suggestion that Carlos McClain provide information and/or work with other charter schools regarding how they recruit board members, etc.
Parent-elected Directors
The role of parent elected directors was discussed and voted on.

Motion:
Jon Otto recommended that the Board amend Académie Lafayette by-laws to add the following language after the 5th sentence of Article IV, Section 3. “The Parent-elected director position is not open to Académie Lafayette staff members or spouses of staff members who are parents of current Académie Lafayette students.”

Chad Phillips seconded. Discussion followed. Motion was unanimously approved.

Discussion held regarding the following “Action Items”
- Board Calendar
- By-laws requirements to have a treasurer, which was part of the original by-laws as a start up school, was discussed and it was stated that a treasurer should be appointed and that the definition in the by-laws would be redefined. Also, discussion regarding Board officers will be held at the next Governance Committee meeting. Dave Cozad suggested that the Head of the Finance Committee be the treasurer.

Dave Cozad informed the group that we need to make sure the policy regarding 3-year re-election of board members continues. Carlos McClain will send each board member the information regarding this procedure.

Head of School Report – Elimane Mbengue

Mr. Mbengue reported the following:
- New Teachers – Seven new teachers have started (5 regular teachers and 2 building subs) Two new teachers will be arriving late due to H1-B approvals A new teacher-mentoring program is in place and each new teacher has been assigned a mentor.
- Educator Evaluation System
  In line with DESE requirements and will be shared with teachers
- Educator Professional Development
  Budget for professional development has been increased and improvements have been made to assist teachers in developing needs and interests.
- Community
  Conseil d’Ecole will be in place again this year (4 parent representatives, 4 teachers, and the Administration leadership team).
- Facilities & Resources
  Classrooms are ready
  Teacher’s lounge moved to the balcony
- Resources
Particular focus will be on English Language Arts resources this year as was done last year on math.

- Curriculum and Instruction
  MAP test results will be shared with teachers and the board as received. The preliminary review shows that our APR is the same 70 points out of 80 possible. We received the growth status and maximum points for all the areas accept the sub groups where 1 point was lost.

  Also, K-5 Standard Based report card will be implemented this year; student support system will be developed and implemented; academic support will begin within two week after the start up of the school year; and IB launching by the advisor will be done on Thurs., August 13th.

Special Ed. Plan
The Special Ed. Plan for this year required by DESE was discussed and explained by Dr. Margaret Anderson for approval by the Board.

Motion
Dr. Margaret Anderson moved to adopt the Special Education Model Plan provided by DESE. Dave Cozad seconded.

Question- Explanation describing the plan provided.
Motion approved.

Development Update – Sarah Guthrie
Mike Zeller stated that Tracey Lewis, Elimane Mbengue and himself are working on the high school initiative. It was also mentioned that there are ongoing development efforts for the annual fund and capital campaign.

  Sarah Guthrie continued the report by presenting a plan and timeline for the Capital Campaign as well as tentative dates for fundraising events.

  She mentioned that some of the members of the Capital Campaign Cabinet are: Marvin Lyman, Anne Post, and Jason Klumb.

  Sept. 19, is the celebration/groundbreaking event for the Cherry Campus expansion as well as an alumni dinner/picnic.

  Also, a mailing to alumni families and all families not participating in capital campaign will be completed.

  Mrs. Guthrie continued by providing a detailed report regarding development.

High School Update – Mike Zeller
Mike Zeller informed the group that a meeting with a donor would take place on Wednesday as part of the cultivation process for the high school.

Finance Report – Jacque Lane
Jacque Lane asked for approval of the Accounts Payable Report previously sent to the Board for approval.

Motion:
Dave Cozad moved to approve the July accounts payable report. Harriet Plowman seconded. Motion approved.

Jacque Lane continued the report providing information on money received from grants and contributions. She also explained the DESE payments and discussion followed regarding the possibility of a decrease in funds.

Capital Campaign funds discussed with regards to boiler, cafeteria tables, chimney, tuck pointing, and other areas of building improvements/repairs.

Chad Phillips asked for a report next month of what will be funded by the Capital Campaign. Mike Zeller suggested that pictures of school improvements be captured and put on the web site as a means to keep the Académie Lafayette community informed of the school’s progress on current and upcoming projects

Admissions Policy
Proposed that we have an external audit by University of Central Missouri of our admission policy to help assure families that there is a process in place and is being followed. Chad Phillips asked Mr. Mbengue to work with UCM to see if they can look at the current procedure for admissions. Mr. Mbengue stated that he and Heather Royce are currently working on data re: withdrawals, students who are failing, and those not returning and will discuss the findings with UCM. Katie Hendrickson has a draft policy on admissions and will discuss with Chad Phillips and Mr. Mbengue and bring to next meeting.

Human Resources Report – Margaret Anderson Ph.D.
Dr. Anderson mentioned that employees (teachers and faculty) have been required to attend special school events and the current handbook will include the specific events that require attendance by teachers to include: parent/teacher conference, winter concert, graduation, and grand spectacle.

Head of School Goals for 2014-2015
The Head of School presented goals for the 2014-2015 year to include:

Academic – 5% growth on MAP and NWEA; implementation of standards based grade card; develop & implement a system to identify and support struggling students.
Personnel – 100% of teachers will set a professional development goal and at least 80% will fully accomplish goals; 100% of teachers will have feedback observations by leadership team

Professional Development – 100% of staff will participate in training related to special needs and bullying.

Community - preparing parents to understand the standards-based grade card.

Discussion followed. Dave Cozad asked if certification for the IB Program will occur this year and response was that it will potentially be next year in December and if the administrative staff will be evaluated this year and response was yes. Also, it was suggested that Head of School engage in professional development for his own growth and development and also, the Strategic Plan reads that a better plan for the relationship between PTSO, board, and school be discussed and implemented.

High School Update

Dave Cozad stated that the following issues have been raised by KCMO School District:

- What will happen to existing Southwest students (The feeling is that they will ask for an additional year in the school.
- Why do Académie Lafayette students get an automatic entry into the IB school without testing and if Académie Lafayette is in charge of admission process – will it be fair?
- Meeting with district on Tues., Aug. 12.
- Treatment of district students once admitted to Académie Lafayette IB Program
- Is this competition for Lincoln and should we start a new IB program which Dr. Green and others feel is not an issue.
- Timeframe will be longer than planned/anticipated.
- KCMO School Board is still considering negotiating with Académie Lafayette.
- KIPP and pubic school in St. Louis are currently in similar agreement and Académie Lafayette will investigate how their agreement is set up.
- Plan is to continue to work with district in a unadvertised/quiet manner.
- Contract not yet presented (possible use agreement to be drafted after conversation with KIPP).
- Discussion followed regarding the perception that Académie Lafayette should reflect the city population and we currently do not and should rethink the strategy to be used in negotiations with the KCMO District.

Stakeholder Comments
Chad Phillips opened meeting to Stake holders for comments or questions and there were none.

Adjournment
Chad Phillips adjourned the meeting at 8:12 p.m.