Academie Lafayette
Board of Director’s Meeting
Monday, February 9, 2015

MINUTES

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

**Board Members Absent:**
Mike Zeller

**Staff Present:**
Elimane Mbengue, Head of School
Heather Royce, Principal/Cherry Campus
Jacque Lane
Dorothee Werner
Leslie Houfaidi
Marcia Berry

**Meeting Opened**
Board meeting opened by Chad Phillips at 6:00 p.m. Mr. Mbengue then introduced eight 7th grade students who visited Pipkin Middle School, an IB/MYP school, in Springfield, Missouri. They provided information about the way the school operates and their classroom experiences. They mentioned that one of the many activities the school involves students in are community service projects and they have an active relationship via Skype with students internationally.

**Approval of Minutes**
Chad Phillips, Board President, asked for correction of the December minutes and Dr. Margaret Anderson seconded.

Discussion followed regarding policy 0412 and a motion made to amend the December minutes.

**Motion**
Chad Phillips moved to amend the December minutes to reflect that the change to the policy 0412 was voted on and approved during the December 8, 2014 Board Meeting. Dr. Margaret Anderson seconded. The minutes will be revised to reflect this amendment. The amendment was unanimously approved.

Approval of Agenda
Amend the agenda as follows:
1. Add to current agenda “motion to approve agenda”.
2. Add under finance – “approval of 990 form
3. Add under Head of School Report “approval of 2015-16 school calendar

Motion
Chad Phillips moved to accept the amendments to the agenda. Marvin Lyman seconded and the board unanimously approved.

Evening in Paris Update – None Presented

Building Update – DeVonia Merino

Cherry Campus Update
- Steel will arrive on site Feb. 12th
- stairs will be done this week.
- Weather Impact Report was presented and discussed.
- Ms. Merino stated that Jacque Lane and the Country Club Bank receive full reports on the progress being made and the board is presented with an abbreviated report, but detailed reports are available to board as requested.
- Information provided regarding change orders and the cost increase due to the cold weather.
- Due to weather, the completion date has been moved to June 15th
- Discussion held regarding grass for the playground, donated playground equipment, etc.

Oak Campus Update – Jacque Lane
- Met with Craig Scranton, Mr. Mbengue, and Chad Phillips to discuss Oak entry expansion and bids are continuing to be reviewed.
- Tuck-pointing will begin in March.

PTSO UPDATE – Jeff Johnson
- Evening In Paris will be held on March 7th at Starlight Theater
- Organization upgrades being discussed such as 501(c) 3 status.
- Working on streamlining fundraising ventures.
- Budget will be completed in the spring.

HIGH SCHOOL UPDATE – Dave Cozad
• Term sheet was drafted and given to KCMO School District. Meeting is scheduled with Dr. Green and it will be presented to the KCMO board at their next meeting.

HEAD OF SCHOOL UPDATE – Elimane Mbengue
• IB/MYP – plans are to submit Application B in the fall, 2016. The Authorization visit will be in Spring 2017. Advisor will be present to work with school in Sept. 2016.
• MAP Test - MAP Test Committee meets weekly to review new changes and the upcoming process for testing which will be done electronically. Each test will be a 90-minute test. Test will be April 27 – May 15. Mme. Lasker is assisting students with becoming familiar with the electronic testing process.
• Testing schedule is being finalized.
• Three Chrome book labs have been purchased for the middle school. Plans to buy one more chrome book lab for the 5th grade is planned.
• UCM will review all of our plans on Feb. 18th.
• 5Essential Survey for students/teachers is being completed. 6th & 7th grade students will start the survey this week and teachers received the link for the survey last week.
• Middle school teachers will have a workshop on IB assessment.
• Student Learning Objectives (SLO) is a requirement in teacher evaluation from DESE. Teachers will be trained on Wednesday, Feb. 25th.
• Parent-Principal coffee was held last week. Topics of discussion were construction, calendar, class parties, and volunteers.
• Launching a parent reader program for 2nd grade English classes.
• Screening applications for the 2nd grade and PE open positions for next year.
• Working on options for playground improvement.
• Calendar – distributed for review and approval.

Motion
Dave Cozad moved to approve the 2015-2016 with 174 days for students and 189 days for staff with 4 snow days built into the calendar and 2 at the end of the school year if needed. The start date for the school year set for August 18, 2015.

Discussion.
Board unanimously approved.

• Recruitment/Open Enrollment – The group was informed that Carlos McClain is coordinating advertisements in newspapers, radio, and on public transportation (buses), and the school’s participation in recruitment fairs. It was also mentioned that the school has been invited to participate in the “Show Me KC Schools” event. Currently, there has been approximately 100 kindergarten application received for the 205-2016 school year.
DEVELOPMENT – Sarah Guthrie

- Received Hall Family Foundation check.
- Plans to host a thank you reception for annual fund contributors on Feb. 24th.
- Chad Phillips thanked Sarah Guthrie for the successful end to the campaign.
- Dave Cozad mentioned that the topic of raising money being part of the information given to prospective families should be part of the board discussion at an upcoming meeting.

FINANCE REPORT – Jacque Lane

- The December accounts payables were presented for review and approval. Questions regarding various expenditures were raised and an explanation was provided.

Motion
Harriet Plowman moved to approve the December accounts payables and Dr. Margaret Anderson seconded. Motion was approved.

Jacque Lane continued the Finance Report with further explanation on the following:
- Reviewed accounts payables and explanation provided regarding the variances in expenses for January.
- Expenses for the IB program are covered by grants.
- DESE payments – ADA and per pupil payments discussed as well as summer add-ons.
- Variances expenses
  - Teaching resources on track.
  - Salaries over for December and on track for end of school year. Additional Academic support and substitutes salaries paid. She mentioned that some substitute teachers were due to coverage for teacher professional development days.
  - Fund Development expenses include consultant expenses, grant expenses, fundraising expenses including PTSO.
  - Various revenue explanations were given.
  - Projectors, screens, and sound system have been installed at both campuses from funds provided by PTSO.
  - Smart Boards have been inspected and safety hooks have been added.
- It was requested that a draft of next year’s budget be presented for review at the next board meeting.

- 990 Report completed and vote to accept required.
  - Annual report has been completed and will be on the web site.

Motion
Chad Phillips moved to accept the 990 Report for the 2013-2014 school year. Seconded by Mark Flavin. Unanimously approved by all board present.
HUMAN RESOURCES REPORT – Dr. Anderson
  - Handbook and Policies – Jacque Lane informed the group that an outside group BAFC Consultants would review the handbook, policy manuals and staff contracts. The purpose is to streamline and revise to be more specific to charter schools.
  - Staffing update provided by Mr. Mbengue in terms of additional teachers/staff for the 2015-2016 school year. Adding a vice principal to the Cherry Campus, Dir. Of Facilities, admissions position and development director position were discussed. He continued by mentioning ways to cover expenses of adding these additional staff members and mentioned that a part-time communications and admissions director is being considered. Jon Otto gave further information to support this recommendation. Discussion followed.
  - Discussion held regarding contracting outside consultants to assist with some of the Human Resource tasks.

GOVERNANCE COMMITTEE – Jon Otto
  - Board training – UCM requires that board member training be tracked. He mentioned that Board on Track offers webinars on various areas of board training and suggested that all board members participate in some of the training offered. Also, plans are to develop a spreadsheet to track board members’ training.
  - Committee formed to assist with reaching out into the community for volunteers to help with various areas of development within the school.
  - Change to stakeholder comments being allowed at the end of meeting discussed at length. Jon Otto suggested reviewing the options available to the AL board for training. Dr. Anderson was asked to find out if there are training classes available that current board members can attend.

Adjournment
Chad Phillips moved to adjourn the meeting at 8:23 p.m.