Académie Lafayette
Board of Director’s Meeting
March 9, 2015

MINUTES

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

Approval of Minutes
Chad Phillips, President, asked for approval of the Feb. minutes, which were approved and seconded by Jon Otto. The board unanimously approved.

8th Grade Trip – Sara Harms
Sara Harms discussed raising funds for the 8th grade trip and asked for sponsorship from the school with regard to transportation. She also provided information regarding a non-profit company (NetWork Voluntours) located in New Orleans that is being considered to assist with the logistics of the trip while the students are in New Orleans such as: providing transportation to and from destinations within the city, educational/cultural activities, and special dinners. While in New Orleans, the students will stay in a dormitory setting versus hotel, which reduces the travel expenses. Also, she stated that the estimated cost of the bus is $6,500 per bus and two buses will be needed. She provided details on current fundraising efforts and mentioned that $4,000 has been raised to date and an approximate total of $59,000 is anticipated. The question was raised regarding the comparison of last year’s trip to this year and Sara stated that the NWV Company was not used last year, which is the only major difference and also stated that this year’s group totaled 62 students.

Approval of Agenda
Chad Phillips asked for approval of the agenda as presented and Marvin Lyman seconded. Board approved.

Building Update
- Cherry Update – Devonia Moreno, Diggs Construction
- Steel is going up.
- A three-week look ahead timeline was provided.
- Weather impact report given and discussion followed.

- Oak Update – Mr. Mbengue
  - A blueprint of the expansion/renovation of the Oak campus was presented by Mr. Mbengue and discussion followed.

PTSO Update – Jeff Johnson

Evening in Paris – Successful fundraiser and current chairs are being asked to return next year.

Special thank you given to the Guthrie family for their contribution to the Fund to Need (Smart Boards) Campaign which brought the amount over the goal.

"Chain of Command: Broken Links = Litigation"

Guest Speaker – Dana Tippin-Cutler, Attorney

Dana Tippin provided information on school law.

She began by presenting information to the board about her role as an attorney who provides information and assists charter schools in being successful as well as assisting with legal roles that can affect schools. She gave a breakdown of the roles of the school organization, i.e. board, head of school, principals, division leaders, teachers/staff. She stressed the importance of following the chain of command and provided examples of situations that would need to be addressed. Also, the reasons why chain of command should be followed which could involve school liability, personal liability, plans of action, and commented that these items could be discussed with staff at professional development meetings. Ms. Tippin-Cutler also provided a breakdown of how services are offered and fees are set. General discussion followed.

A request was made for a high level overview of insurance to be presented at next board meeting.

Head of School Report – Elimane Mbengue

- NWEA – informed group that the tests were started earlier this year and he also presented and discussed the results
- Staff recruitment for 2015-2016 was discussed: one principal for Oak or vice principal for Cherry, 1 PE teacher for Cherry/Oak, 1 homeroom teacher for Cherry, 1 MS social studies, 1 MS science teacher, 1 part-time English teacher, 1 admissions coordinator, and communications director.
- 2015-2016 school start/dispmsal: increase student’s day by 30 min, teachers’ work day would not change, build in 30 minutes of whole-school reading intervention, improve AL performance in ELA.
• Teacher’s letter of intent to return will be given and contracts to returning teachers will be distributed on schedule.
• New languages (Mandarin & Spanish) question rose as to how classes are progressing and how students are adjusting.

**Development Report – Sarah Guthrie**
• Give to Grow Campaign
  - Fund A Need - $30,000 raised and teachers contributed $2,000
• Grants are being worked on through some charitable foundations
• Annual fund update provided
• Grant updates provided
  - Kindergarten enrollment update given with regard to recruitment efforts and the numbers of non-minority and minority enrollment. Sarah Guthrie also gave information on the percentage of new applicants coming from zip codes with a median income below $44,000 and also the percentage of new applicants, minority vs. white, the number of new applicants and siblings and percentage of new applicants vs. siblings.

**Finance Report – Jacque Lane**
• February accounts payable report presented with explanation for specific expenditures provided.
  
  **Motion**
  Harriett Plowman moved to approve accounts payables for January. Marvin Lyman seconded and board unanimously approved.
• Monthly operating results Actual vs. Budget were presented.
• Cherry campus boiler issues presented and expenses for some repairs that have been made were explained to include information that tubes need to be replaced.
• Cherry kitchen repairs underway.
• Human Resources outside consulting service are being researched.
• Request was made to provide paper handouts of finance report or present as power point.
• Summary of February expenditures presented for discussion.
• Jacque stated that outside review of handbook, job descriptions and contracts are to be reviewed with an outside consultant.

**Governance – Jon Otto**
• Board training information should be listed on Board on Track.
• Board recruitment selection process is scheduled to be reviewed and additional board seats filled. Jon Otto mentioned that any recommendations for possible board candidates should be submitted.

President’s Report
• Thank you given to Leslie Houfaidi and Sandrine Salas for their dance contribution as a fundraiser during the EIP.
Adjournment
Open meeting adjourned at 8:28 p.m. to go into closed session to discuss student issue and high school.

Roll call vote taken

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