Académie Lafayette
Board of Director’s Meeting
Monday, May 12, 2014
6:00 p.m.
Cherry Campus

MINUTES

Board Members Present:
David Cozad, President
Chad Phillips, Vice President
Tracey Lewis
Marvin Lyman
Dr. Maggie Anderson
Jon Otto
Pam Gard
Joe Langle
Harriet Plowman

Board Members Absent:
Michael Zeller

Staff Present:
Elimane Mbengue, Head of School
Heather Heather, Principal/Cherry Campus
Dorothee Werner
Katie Hendrickson
Sarah Guthrie
Isabelle Cahoon
Norman Carrer
Zach Mejean

David Cozad, President, opened the meeting at 6:07 p.m.

Stakeholders Comments
Dave Cozad opened the floor to stakeholders for questions and/or comments.
* Isabelle Cahoon, teacher, spoke regarding bullying in school. She requested the name of a UCM representative whom she could contact to discuss her concerns. The name of Dr. Vici Hughes was given to her in writing.

Approval of Minutes.
Dave Cozad asked if the minutes had been officially approved. The response was yes, and they had been posted to the website.

PTSO Update – Janelle Sjue
- Parent coffees will be held on May 19th.
- Field Day, May 28 at Cherry and May 29 at Oak
- End of year picnic - May 30, 4-7 p.m. and will be held at the Oak Campus. Janelle Sjue extended an invitation to all board members to attend.

Head of School Report – Elimane Mgengue
- Thanked parents and PTSO for teacher/staff appreciation breakfast and lunch.
- Thanked Mme. Muriel for organizing the 2nd graders visit to the Oak Campus.
- Developed a cultural calendar for 2014-2015
- Parent coffee which is an event that allows parents to have a one on one conversation with the Head of School, Principal, and Division Director regarding improvements, etc. suggested for the next school year.
- MAP has been completed.
- NWEA is being administered.
- AL is officially a candidate school for the IB Program
- 6th grade trip to France and 8th grade trip to New Orleans went well and all students have returned safely.
- Middle school newspaper is in progress.
- Grand Spectacle is being rehearsed.
- Graduation is May 29th, 6:30 p.m. and will be held at the Oak Campus auditorium. All teachers are asked to attend.
- School Works Final Report - one of the main areas of concern was how to help the struggling students and the following actions are to be taken:

  - Supporting struggling students
- Develop student support flow chart
- Develop a comprehensive struggling student profile
- Professional development support for teachers working with students who have IEP’s and are on a 504 plan
- Restructure the Care Team that will be coordinated by each Division Director

Harriet Plowman asked if teachers are being trained to recognize students who need special Ed, etc. as part of their professional development. Mr. Mbengue responded that he is working with UCM to develop a training program to assist teachers.

- Professional Development - will consist of restructuring the plan to create a three-tier approach.
  Tier 1 individual teacher PD needs
  Tier 2 curriculum teach PD needs based on each common area
  Tier 3 all school PD needs based on school data, strategic plan and DESE expectations
  * Common Core to be a strong focus for next year

**Development Report – Sarah Guthrie**
Dave Cozad introduced Sarah Guthrie giving some history on her past involvement with AL.

Sara Guthrie distributed copies of the Development Report giving an explanation of information listed.

**Kindergarten Enrollment – Katie Hendrickson**
- 2014-2015 Enrollment – 119
- Waiting list is at 69
- Cherry Campus Grand Spectacle is Thurs., May 15
- Discussed DESE changes to enrollment date. AL date was set as Sept. 1, but DESE instructed schools to use Aug. 1. However, after discussion the final enrollment date is now September 1. Katie Hendrickson explained that the date change impacted the number of students to be accepted changing the accepted students from 120 to 135. The enrollment has since been reduced to 119 due to family
changing their decision on what school they planned to attend, moving out of the city, or postponing their child’s enrollment.

• A draft of the residency policy was distributed for review for approval at the next meeting. Discussion followed.

Finance Report – Chad Phillips

• IRS audit is being conducted and Westbrook is handling all aspects of the audit.
• Financial Report presented for review.

Chad Phillips asked for approval of the accounts payable report.

Motion
Chad Phillips moved to approve the accounts payable report. Harriet Plowman seconded the motion and the Board unanimously approved.

Chad Phillips then asked for approval for the transfer of funds into the endowment fund.

Motion
Dave Cozad moved that we authorize transfer of $51,000 into the endowment from the sinking fund. Harriet Plowman seconded the motion. Discussion. The motion was unanimously approved.

Facilities Update – Chad Phillips

• Timeline for expansion
  - June finish drawings
  - July – permit/contractor bid selection
  - Aug. start construction
  - Jan-May Construction complete depending on weather.

The drawing is over 50% completed. The 50% drawing set has been sent out to two contractors to get budgeting numbers. These numbers will be used to help determine if the design is still within the last estimate.

• Discussed purchase of pull down cafeteria tables for breakfast at Oak
• Discussion regarding putting construction timeline in newsletter so that the AL community is aware of the construction plan
• State passed the income tax cut which will be effective in 2016 and the cut went from 6% to 5.5% which could effect the per student payment

**HR Report**
Will be presented in closed session

**Governance Committee**
* Board Retreat is June 25th 5:30 – 8:30 p.m.

**Board officers**
Dave Cozad stated that the Board would vote on the nominations of board officers at next meeting.

Dave Cozad then opened the floor for nominations.

Board Officer Nominations

• President. – Dave Cozad nominated Chad Phillips and Tracey Lewis seconded the nomination.
• Vice President - Harriet Plowman nominated Marvin Lyman and Dr. Margaret Anderson seconded the nomination.
• Secretary – Harriet Plowman nominated Pam Gard and Tracey Lewis seconded the nomination.
  Jon Otto nominated himself and Dr. Margaret Anderson seconded the nomination.

**Stakeholders Comments/Input**
Dave Cozad again opened the floor for comments/input from stakeholders.

• The question was raised as to when the windows being repaired at Oak would be completed. The response was tentatively by the end of May.
• It was asked if the IEP specialist and 504 specialists are current positions and the response was, yes and that we will be adding a Title I Coord.
• It was suggested that paper copies of the newsletter be available.

Closed session.
Dave Cozad moved to go into closed session to discuss Human Resources and real estate.

Roll Call Vote taken.

David Cozad  Yes
Chad Phillips  Yes
Tracey Lewis  Yes
Marvin Lyman  Yes
Dr. Margaret Anderson  Yes
Jon Otto  Yes
Pam Gard  Yes
Joe Langle  Yes
Harriet Plowman  Yes

Adjournment
The opened meeting adjourned at 7:30 p.m.