Académie Lafayette
Board of Directors Meeting
September 8, 2014

MINUTES

Members Present
Chad Phillips, Board President
Jon Otto, Secretary
Harriett Plowman
Tracy Lewis
Pam Gard
Dr. Margaret Anderson
Joe Langle
Dave Cozad
Mike Zeller

Board Absent:
Marvin Lyman

Staff Present:
Elimane Mbengue
Heather Royce
Dorothee Werner

Guests:
DeVonia Merino

Board meeting called to order by Chad Phillips, President.

Opening Items

Approval of Minutes

Motion
Marvin Lyman moved to accept the minutes as presented. Seconded by Dr. Margaret Anderson. Approved unanimously by the Board.

Stakeholder comments;
Patrick Sprehe – commented on April Board Meeting when a parent talked about some issues with bullying and other issues relative to teachers. Spent hours on follow up with the Human Resources department and one on one emails to Dave Cozad, Dr. Margaret Anderson, and Pam Gard. Chad Phillips indicated that he would follow up by next week and provide feedback from the prior meeting comments.

Chad Phillips moved to amend the agenda.

Motion
Discussion – amend Section VIII. B: Dave Cozad should be added to the list of board members that are up for re-election. Seconded made by Marvin Lyman. Board unanimously approved.

Update on Cherry Campus Expansion
DeVonia Merino, Builders Representative for Academie Lafayette, gave update on the Cherry Campus expansion project. Craig Scranton, BNIM, is waiting for the city
permits. That will allow Diggs to begin construction within a few weeks. Groundbreaking is planned for September 19th. Ms. Merino stated that the schedule for completion still remains within the original time frame for a May, 2015 completion. Ms. Merino is following up on time frames, construction set up, and activity that will impact bus loading and traffic around the Cherry campus. Pam Gard emailed Hyde Park Neighborhood Association to inform them of the potential time schedule.

**Boiler Update**
Removal of old boiler completed. After removal of the boiler, the floor under the structure was dirt/gravel. The floor needs a drain and concrete fill that will cost $10,000. Joe Langle asked what was the purpose of the concrete floor and if the new construction of a teacher’s lounge would impact the project in the long term. Jacque Lane indicated that the room needs to be used for maintenance projects.

**PTSO Update** - Jeff Johnson, PTSO President
The vote for next year’s budget will be held at the next meeting.

**Head of school update – Elimane Mbengue**

- **Teacher Update/Remarks** - Dorothee Werner, Teacher Representative
  Ms. Werner gave kudos to the board from the staff. She showed a version of the Teachers Web Backpack that is a new communication tool for teachers to use for communication with students/parents. It is helpful for the Friday memo, etc. Teachers would like to request that the budget allow for more participation in Professional Development.

- **NWEA**
  Testing starts next week.

- **New Languages**
  The new language components are going well with Mandarin and Spanish.

- **Academic Support**
  Begins next week

- **First grade teacher**
  Still has not arrived. Waiting on final visa approval.

- **MAP** - Mr. Mbengue presented a PowerPoint on the MAP results and APR. Harriet Plowman asked about the efforts in identifying the reasons for communication arts decreases.

  The response was that we are investigating and looking at the Communication Arts focus for this year. Also, we are looking at cohort scores, which will compare the same group of students. Tracy Lewis asked that the numbers be presented to show what the expectations are, so that as a board member, he has the information to understand the numbers. Dave Cozad reminded the board that the 8th grade test scores have been challenging since they were first tested.

  The Board was informed that there are dips in the state scores in general. DESE sent a memo to schools stating that they are looking into the overall decline in scores statewide.

  The Board was sent the MAP scores summarized by the percentage of students in Proficient and Advanced by grade in Communication Arts and Math.

  Tracy Lewis stated that there are some additional comparisons that we can use to show our success.
Mr. Mbengue talked about data collection and helping teachers understand the components of the tests and what concepts children may have not understood by using MAP data.

What are the top metrics that we show to the public, foundations and grants? It would be beneficial to have a link on our website that would put our message across. Numerous points and discussion regarding analysis of data and how to understand the data was held.

**Development Report: Sarah Guthrie**

- Presented the goals for the end of the capital campaign focus.
- Open House scheduled for September 19th.
- Updated mailing to families that have not given; Alumni event; Grandparents events.

She informed the group that she is updating the database and non-pledges totaling about $90,000 for various reasons.

**High School Development Report – Mike Zeller**

Presented a Development report relative to high school planning and summarized meetings within the past few weeks regarding potential donors and partners.

**Finance Report – Chad Phillips/Jacque Lane**

*Motion*

Harriett Plowman moved to approve Accounts Payable for August. Board unanimously approved.

Jacque Lane presented the summary of the June financial close reports, DESE payments, and July close. The detailed packet includes the June financials, balance sheet, DESE payments, bank balance summaries and July actuals. DESE payments are $8,872 but this will be adjusted in the September and October payments for Summer school. This payment includes the $260 leasehold amount no longer withheld, but we should be aware that the actual payment might not increase from prior year.

Harriett Plowman asked the board, if the paper summaries are sufficient for actual board meeting, to decrease copies as the detailed reports are sent on Friday. It was discussed and agreed that the Accounts Payable list be sent separately via email.

Jon Otto then moved to amend the 2014-2015 Budget.

*Motion*

To amend the 2014-2015 A.L. Budget to add a line item in the amount of $3,000 for teacher recognition to be administered and distributed by the Head of School at his discretion.

Seconded by Marvin Lyman.

Discussion: There should be some recognition of teachers based on performance above and beyond, growth of students, additional students in classrooms. There will be specific reasons provided, should the stipends be approved.

Disbursement may be tied to evaluation and student results as indicated in DESE teacher evaluation format. Mr. Mbengue will provide the clarifications and information so that teachers are clear.

Mike Zeller cautioned that sometimes selecting one person for a monetary recognition could cause problems because there may be co-workers that are doing a lot of activities that might go unnoticed.
Mr. Mbengue reminded the board that DESE evaluations require compensation be tied to evaluations.

Motion passed unanimously

**Agenda Item Change**

**Motion**

Marvin Lyman moved to change Item X: High School update to read as follows.

Académie Lafayette Board approve the High School Committee budget in the amount of $25,000 for expenses related to starting the high school and the amount of such budget will be moved from the operations budget with the intent that such amount will be repaid from any grants received by Académie Lafayette to cover high school start up costs and expenses. The Head of School or Académie Lafayette Business Manager shall approve any expenditure from this budget. Chad Phillips seconded.

**Discussion:** Approximately $7,500 spent to date for consultants and architect fees. Funders want a commitment prior to releasing grant funds. May need a few PR consulting hours in the fall. Legal fees may be needed to get a contract written. Need to continue to move forward. Dollars would be repaid from any grants raised.

Motion passed unanimously

**Closed Session**

**Motion**

Dave Cozad moved to go into closed session for real estate discussion.

Roll Call Vote Taken. All Yes

Tracy Lewis
Harriett Plowman
Jon Otto
Chad Phillips
Marvin Lyman
Pam Gard
Maggie Anderson
Joe Langle
Dave Cozad
Mike Zeller

**Open Session Resumed:**

Human Resources Report – Dr. Margaret Anderson
Human Resources Committee reviewed goals and communication needs for Head of School. Also, Professional Development goals were discussed.

Governance Report – Jon Otto
Re-election – expiring terms for Pam Gard, Chad Phillips, Mike Zeller, and Dave Cozad.

**Motion**

Harriett Plowman moved that all four board members up for re-election be accepted and seconded.
Discussion: Mike Zeller stated he would accept for now, but that he may not fulfill all three years, dependent on the high school process. Dave Cozad stated that he will help see the high school to start, and even after he leaves the board, will volunteer to assist with the high school needs. Reviewed by-laws that Parent Elect board members do not vote for permanent board members.

Vote taken as follows:

Tracy Lewis- abstained
Yes – Accept the slate of Board members for re-election for three years
Chad Phillips
Jon Otto
Tracy Lyman
Pam Gard
Harriett Plowman
Maggie Anderson

Nay:
Dave Cozad
Mike Zeller

Committee recommends potential board members meet some criteria based on the needed skill sets to complement the board.

A board calendar was provided listing the required tasks. Utilize the calendar over this coming year and add tasks as they are identified.

President’s Report – Chad Phillips
Chad Phillips recommended reviewing the kindergarten round up process regarding why student’s choose to defer a year, selection process, etc.

Adjournment
Chad Phillips, President, moved to adjourn. Marvin Lyman seconded. Approved unanimously.
I. Stakeholder comments
II. Approval of minutes
III. Approval of agenda
IV. Building update.
   a. Cherry expansion. DeVonia Moreno
   b. Boiler replacement update. Jacque Lane
   c. Capital funding updates. Jacque Lane
V. PTSO report.
VI. Teacher report. Dorothee Werner
VII. Head of School report. Mr. MBengue
VIII. Development report. Sarah Guthrie
IX. Finance report. Harriett Plowman, Jacque Lane
    a. Discussion: August finances.
    b. Motion: Approve August accounts receivable.
    c. Motion: Approve new budget line item for staff bonuses.
IX. HR report. Dr. Anderson
   a. Update on Head of School goals for year
X. Governance. Jon Otto
   a. Discussion: process for recruiting outside committee members
   b. Discussion: Board calendar
   b. Re-election of standing board members: Dave Cozad, Pam Gard, Chad Phillips, Mike Zeller
XI. High School update. Dave Cozad
    a. Motion: Approve funds related to HS costs.
XII. Presidents report. Chad Phillips
XIII. Closing stakeholder comments.
XIV. Closed session - Real estate

Motion 1: Move to approve the August payable as presented.

Motion 2: To amend the 2014-2015 A.L. Budget to add a line item in the amount of $3,000 for teacher recognition to be administered and distributed by the Head of School in his discretion.

Motion 3: A.L. Board approve the HS Committee budget in the amount of $25,000 for expenses related to starting the HS and the amount of such budget will be moved from the operations budget with the intent that such amount will be repaid from any grants received by A.L. to cover HS start up costs and expenses. The Head of School or A.L. Business Manager shall approve any expenditure from this budget.