

**Board of Directors Meeting  
May 11, 2009**

**MINUTES**

**Board Members Present:**

Dave Cozad  
Pam Gard  
Brian Hendrickson  
Harriett Charno  
Kirk Farmer  
Melissa Thomas  
Jane Alley

**Board Members Absent:**

Herb Hardwick  
Mike Zeller

**Staff Present:**

Eric Nelis  
Rachael Gordon  
Jacque Lane  
Patrick Sprehe  
Jean Claude Diatta

**Guests**

Brad Cahoon

Meeting called to order by Dave Cozad asking for questions or comments from the stakeholders.

**Philanthropy/Service Committee Report - Heather Dauzvardis**

Ms. Dauzvardis spoke to the group regarding the Academie Lafayette Philanthropy/Service Committee helping students develop an ethics of service to others as members of a global community. She continued by explaining some of the ongoing projects that the school is currently involved in and stated that the committee will work with the students/school on current projects as well as introduce new projects. She explained the proposed projects for the 2009-2010 school year (copy of plan attached).

Dave Cozad asked the group for questions or comments. It was stated that the suggested projects seemed to be a lot of work. The response was yes, but is possible with good cooperation. Discussion followed. The board asked for comments from Eric Nelis who

said that he thinks this would work well in the school providing that we have good parent involvement. Eric Nelis recommended that we try it for possibly one year and see how it works.

### **Board Minutes**

Dave Cozad requested review and approval of the April 13, 2009, Board Meeting minutes. After review a motion for approval was requested.

### **Motion**

Kirk Farmer moved to accept minutes as presented. Harriet Charno seconded. The board unanimously approved.

### **Principal's Report**

School Improvement Plan will be presented and reviewed at the Board retreat. He informed the Board that the plan has already been presented to DESE due to deadline requirements. He also mentioned that the technology part of the plan was completed following the regulations using specialized areas. He then asked for Board approval to accept the School Improvement Plan and Comprehensive School Improvement Plan. Discussion followed.

### **Motion**

Harriett Charno moved to accept the School Improvement Plan and Comprehensive School Improvement Plan with the ability to modify or make improvements as required. Kirk Farmer seconded. Vote was taken and approval was granted.

### **Teacher Recruitment - Pam Gard**

Recruitment is going very well and Eric Nelis mentioned that he is waiting on a response from some of the African teachers who have submitted resumes. He also mentioned that an ad has been placed for the nurse position to be held at the 2<sup>nd</sup> campus.

He also informed the group that we have one teacher retiring, but doesn't feel that we will have any difficulties filling the position. Also, we have some current teachers who are moving into other positions.

Eric Nelis also mentioned that setting up the 2<sup>nd</sup> campus seems to be going well and he feels that we will have ample space for our new kindergartners.

### **2009-2010 School Calendar**

There are 2 additional days added to the school year that can be used as snow days, if necessary. Dave Cozad recommended that we add the open enrollment dates to the calendar.

The board recommended that the open enrollment period be changed from January 4 - February 15, 2010, to January 4 - February 12, 2010, at 5:30 p.m.

### **Motion**

Kirk Farmer moved to accept the calendar as presented with the amended open enrollment dates. Seconded by Brian Hendrickson

At that time Jacque informed the board that someone needs to send a letter to UCM informing them that the open enroll period has been amended.

### ***Motion carried.***

### **Finance Report – Kirk Farmer**

The Finance Committee met last week and reviewed the budget that had been prepared by Jacque Lane and Eric Nelis and it was presented for review. He then distributed copies of the proposed 2009-2010 budget and gave a brief overview of the proposed budget as presented.

The question was then raised as to what is not in the budget that administration would like to see included. Jacque Lane gave additional information on how we are better able to forecast costs to be incurred by the school. Discussion. Jean Claude Diatta then mentioned that he feels that teachers will want to get on board with the philanthropy services. And, Patrick Sprehe asked if there are plans to improve bathrooms. Jacque mentioned that we have some money for projects, but not a large budget.

Jacque also informed the group that we have a very difficult time collecting lunch money from parents and a discussion was held on how to resolve this issue. Lengthy discussion continued. Dave Cozad asked if there was any need for the Board to further discuss any of the budget items. Kirk Farmer mentioned that the Building Committee needs to meet and determine what repairs, additions, etc. will be planned for next year. With no questions or further discussion, the board closed the discussion on next year's proposed budget and will review the final budget and approve it at a future meeting.

### **Staff Representative Report – Patrick Sprehe**

- Minutes need to be posted on the website,
- Teacher contracts have not been received,
- Evaluations from teachers are being completed, but all have not yet been completed and returned,
- How many students are planned to be enrolled next year (2010-2011),
- Concern regarding the nurse/B.I.S.T. person at the kindergarten campus being the same person, which could possibly send a difficult/confusing message to students.

Discussion followed regarding the timeline for receiving contracts. Eric Nelis further discussed the concern of the nurse also acting as the B.I.S.T. person and feels that it would be helpful to have the same person doing both positions.

Also, Jean Claude Diatta commented that teacher's have not been communicated with regarding the reason contracts have not been received. It was decided that a letter explaining the delay would be sent to each teacher.

### **Human Resources Report**

Melissa Thomas requested that the board go into closed session to discuss personnel issues. Meeting continued.

### **Development Committee report – Rachael Gordon**

Rachael Gordon distributed copies of the final report from Mary Pat Beals, President, White Bird Philanthropy.

Rachael was asked what she sees as the biggest challenge and mentioned that leadership for the capital campaign.

### **Recruitment – No report**

### **Building Committee Report – Eric Nelis**

The new maintenance worker has been making repairs on areas of the building. It was mentioned that there will be additional expenses for these improvements/repairs, i.e. painting, fence repairs, drainage, etc.

### **Technology Committee Report**

Jacque Lane mentioned that we are requesting bids on technology needed for the 2<sup>nd</sup> campus.

Brian Hendrickson mentioned that the board needed to discuss the expansion planned for the current building.

### **President's Report – Dave Cozad**

Dave mentioned that there are current policies to be reviewed and revised. He also stated that some of the policy information is statutory and is required to be in particular policies. He also informed the group that there are policies in place that we may not be strictly following. Dave will meet with Eric Nelis and they will report back to the group with recommendations on policy revisions, etc. Discussion followed.

Dave informed the group that Mike Zeller has obtained a facilitator for the June 18<sup>th</sup> retreat and also, announced that Dr. Anthony Moore will be at the next board meeting and retreat.

Melissa Thomas then asked for clarification from the board on their expectations for the self-evaluations that will be completed by board members. At that point, a stakeholder (Mr. Wheeler) offered to provide an example of a self-evaluation form. And, it was suggested that Melissa discuss with Jane Alley, board member, who has expertise in writing self-evaluations.

Jean Claude Diatta suggested that teachers also complete a self-evaluation.

Discussion.

Dave Cozad requested that the meeting adjourn and asked for a motion to go into closed session.

Meeting adjourned.

**Motion**

Melissa Thomas moved to go into closed. Harriett Charno seconded.

***Roll Call vote taken.***

Dave Cozad	Yes
Pam Gard	Yes
Brian Hendrickson	Yes
Harriett Charno	Yes
Kirk Farmer	Yes
Melissa Thomas	Yes
Jane Alley	Yes