

**Academie Lafayette  
Board of Director's Meeting  
September 14, 2020**

**MINUTES**

**Board Members Present:**

Jon Otto, President  
Michael Bland, Vice President  
Beth McCarthy  
Tanja Heinen  
Michele Markham  
Gwen Poss  
Kelly Baker  
Marvin Lyman  
Renee Schloss  
Harriet Plowman

**Board Absent**

Carla Mebane

**Staff Present**

Elimane Mbengue, Head of School  
Robyn King  
Jacque Lane  
Jean Claude Diatta  
Heather Royce  
Maritza Paul  
Carlos McClain

**Guests Present**

Dana Cutler

Jon Otto, President, convened the meeting at 6:30 p.m.

**Approval of Agenda**

Jon Otto, President, asked for approval of agenda as presented.

***Motion***

Gwen Poss moved to approve the agenda. Michael Bland seconded. Board **VOTED** to approve.

**Stakeholder Comments**

None

## **Approval of August Meeting Minutes**

Jon Otto, President, asked for approval of the minutes.

### ***Motion***

Michael Bland moved to accept the minutes from the August meeting. Motion accepted and the Board **VOTED** to approve.

## **PTO Update – Alondo Lona**

- Election of officers.
- Budget will be discussed.
- Meeting dates to be scheduled.

## **Head of School Report – Elimane Mbengue**

- Robyn King gave an update on admissions/enrollment
  - 5 Pre-K withdrew from enrollment.
  - 1<sup>st</sup> grade enrollment - five seats offered.
  - Sept. 8<sup>th</sup>, first day of AL pre-K class at Emmanuel Child Development Center
- Meeting held with IT and social workers regarding providing chromebooks to students.
- School supplies distributed to all students.
- Social media rules have been discussed with teachers.
- Home visits on-going to assist in supporting students.
- Back to school successful.
- Online walk-through document developed and shared with teachers regarding on-line learning.
- NWEA test to be administered in October.
- Phase II of re-opening being evaluated re: plans to open on October 1<sup>st</sup>, based on COVID-19 data.
- Town Hall Meetings for each building to be held.
- Teacher planning: Teachers are submitting their cahier journal/weekly learning progressions.
- PD for staff continues with priority focus on curriculum revision and audit, effective online instruction and diversity, equity and inclusion and they are continuing to work with the Diversity Trainer.
- Funding being offered for yearlong DEI training.
- Principals are visiting online classes.
- Board to adopt the social media rules – discussion followed.

Jon Otto entertained a motion to adopt the social media policy.

### ***Motion***

Beth McCarthy moved to accept the “Social Media Policy” presented. Kelly Baker seconded. Board **VOTED** to approve.

- Question raised regarding tracking student attendance. Mr. Mbengue stated that attendance is being monitored at a building level and more extensive monitoring is being developed.
- High school makerspace and science rooms will be completed this week.
- High school furniture to be delivered within the next 4 weeks.
- Delay in completion of AV room due to delivery of items needed to complete construction project.
- IB teaching is on-going.
- Staff is looking at ways to better support at-risk students.
- Working on a grade reporting system for IB and how to grade using the new computer program.

#### **President's Report – Jon Otto**

- No update from MCPSA.
- Report on any updates on funding issues to be presented at a later date.
- Discussed the pros and cons of continuing virtual board meetings.

#### **Governance Report – Beth McCarthy**

- Survey sent to board members which asked them to complete Board Matrix with regard to individual skill levels, etc.
- Board retreat tentatively scheduled for October and agenda being planned.
- Board calendar discussion held.
- Conflict of Interest update discussed and will be reviewed at a later meeting.

#### **Finance Committee Report – Jacque Lane**

- Accounts payable report presented and explanation of expenses provided.
- Credit card limit requires increase due to increase in expenses this quarter.

#### **Motion**

Harriet Plowman moved to accept the accounts payable report as presented. Michael Bland seconded. Board **VOTED** to approve.

Jacque Lane asked for a motion to increase credit card limit to \$75,000 from \$50,000.

#### **Motion**

Michael Bland moved to increase AL's credit limit from \$50,000 to \$75,000. Harriet Plowman seconded. Discussion.

Board **VOTED** to approve.

- Budget (projected actual) discussion held regarding DESE payments, etc. Approved budget was \$8,000 per pupil and anticipating \$8,200 per pupil with some of the figures based on attrition. Lengthy discussion followed.
- Complete financial report given with detailed explanations being provided.

- MOU submitted prior to deadline.
- Audit preparation begins Sept. 18<sup>th</sup> with Westbrook and audit being completed by Daniel Jones in October.
- Bus company's request for agreement prior to hiring drivers discussed and mention was made that some administrative payment is due the bus company.

#### **Diversity Committee Report – Kelly Baker**

- Engaging with community partners and getting more people involved.
- Meeting held bi-weekly and next meeting is scheduled for Thursday, Sept. 17<sup>th</sup>.
- Working on scheduling 3-part discussions with parents on race with first discussions to include - unconscious bias and other terms that will be explained, history of race (Power of Illusion). Feedback will be requested from parents attending series. Goal is to engage parents and plans are to educate students in the classroom.

Letters were received from parents on diversity and other concerns regarding how to better educate students on race and diversity, social media for teachers, hiring more African American teachers, buddy rooms and how teachers are being trained with regards to racism and diversity. Mr. Mbengue will respond to parents and give an update to their concerns.

#### **Development Committee Report – Michele Markham**

- Annual goal set.
- Funding received for July was reported.
- August funding pending.
- Current priorities presented: Data Mining (add more specific lists and add new prospects for funding opportunities, annual raffle update, calendar alignment with PTO events.
- Annual fund appeal discussed as well as upcoming activities planned.
- Search for Director of Development is on-going.
- Generations Day is being discussed in terms of how to continue the event.
- EIP planning will continue.
- New logo comments discussed and mentioned that positive feedback had been received.
- New website completed.

#### **Closed Session**

Jon Otto, President requested a vote to move into closed session to discuss personnel.

**Roll call vote taken:**

Jon Otto	Yes
Michael Bland	Yes
Beth McCarthy	Yes
Tanja Heinen	Yes
Michele Markham	Yes
Gwen Poss	Yes
Kelly Baker	Yes
Marvin Lyman	Yes
Renee Schloss	Yes
Harriet Plowman	Yes

**Adjournment**

Jon Otto adjourned Open meeting at 8:00 p.m. to go into closed session to discuss personnel.