

Apex Collegiate Academy Board of Directors Meeting Agenda

24 May, 2018 5:30 PM to 7:00 PM Instruction Room / 9700 Scenic Hwy, Baton Rouge LA

TIME Lead/Presenter Report/Material Actions Outcomes

6:34 PM Board Chair, Eric Dexter, called the meeting to order and gave a welcome to all in

attendance, thereafter, Donald Ford lead in prayer. The Members in attendance: Board Chari, Eric Dexter, Todd Gaudin, Jeramy Baillio, Donald Ford, Rebecca Norton, and Staff, Rebecca Armstrong and Eric Lewis. Those members absent: Alsie Dunbar and Stephanie Trim.

- Approval of the April 24th board meeting minutes.

- o 1st approval, Rebecca Norton o 2nd approval, Todd Gaudin

6:37 PM

The next agenda item was Academic Achievement Update. Eric Lewis opened this discussion, which included the following:

Eric Lewis opened the discussion. Leap tests are complete and 100% student participation achieved. Beginning with June 1, 2018, there will be 2 weeks of Summer school. Lunch will only be provided for the students, and there will be no transportation services provided. It is an expectation that Summer school that the student level of maturity must increase. We typically have no more than 28 students in Summer school. Final exams are next week, to wrap up the last school year at this location.

Eric Lewis reviewed the reading inventory report. Student proficiency has grown since the beginning of the year. 6th & 7th grades are still below average range. The goal is to have the children in 8th grade at the 8th grade reading level. NWEA (Northwest Evaluation Association) tests growth for math, reading and writing, and is performed 3

times per academic year. Mr. Lewis discussed setting cut-off date for taking in new students, which is a common practice.

Rebecca Armstrong informed that tomorrow (April 25th) was field day, which will take place at the Anna T. Jordan Community Park at 8:00 AM. The students get on the buses to return at 1:00 PM.

Eric Lewis discussed that the school anticipates a new Principal for the Middle School, thought the candidate has not yet be confirmed. The plan was in year 3 he is to focus as a full time effort on the High School curriculum and new facilities. Therefore, the plan is for a Principal for the Middle School, and an Operations Manager for the High School. Fund raising at this time is critical to ensure that the students have the supplies they need, as funding High School is very expensive. In High School, the curriculum must include activities such as labs and extracurricular. Therefore, there is an immediate focus on succession planning to sustainability of the school staff.

Rebecca Armstrong shared that student awards will take place on campus next Tuesday, May 29th, at 11:00 AM. There will be 45 students who will receive 130+ awards for different behavior and academic achievements. 6th graders visit Dillard and Xavier Universities, and 7th graders participate in incentivized trips, such as Alcorn State University next Friday, June 1st, and the Civil Rights Museum.

Eric Dexter indicated that the Board would start discussing succession planning with the upcoming Board retreat.

Eric Lewis asked the Board to plan to have the June meeting in the last week of June, as the building will be closed for the summer beyond that point.

6:51 PM The next agenda item was the Financial Committee Update. Donald Lewis provided the

update, of which the following was included:

- Year to date, gains of \$132,000, of which \$80,000 are directly related to emolument and MFP calculation
- Net loss for April, as salaries were over budget
- \$15,000 for fixed cost, which looks to increase
- \$45,000 taxes, which varies from month to month
- Discussed a plan to address the payroll liabilities.
- We've reached out regarding the Baton Rouge Loan, and are awaiting a response.
- Approval of the financial statement: o 1st approval, Eric Dexter o 2nd approval,

Rebecca Norton

7:09 PM The next agenda item was the Governance Committee update. Eric Dexter opened the

discussion, which included the following:

- Eric Dexter met with Mount Pilgrim approximately 3 weeks ago to discuss terms and conditions of the lease for the 2018 – 2019 school year.
- Rebecca Armstrong shared that Mount Pilgrim is making space available for a Science Lab in the yellow building. Ms. Armstrong explains that the 8th grade has to have PE next year as part of the curriculum, which will take place downstairs. The students will have access to the locker rooms, which they do not have at this time. While the new Pastor seems to be more accommodating, they will not be able to accommodate us beyond this school year, though the church will be losing \$120,000 per year without this lease.
- Todd Gaudin opened this discussion about fund raising, facilities and increasing board members is the Board's priorities at this time. Todd confirmed that there are 2 – 3 other memberships that are under consideration; however, fund raising is the key priority.
- Eric Dexter shared that there is also a need for succession planning for key Board Committee Offices, as the Board likes to transition these roles to other Board Members every 2 – 3 years for development. This would include the Vice Chair role that is currently held by Dexter, who has occupied this role for nearly 3 years now, and the Finance Committee Chair currently held by Donald Ford, who has occupied this role for 2 years. Eric further explained that in seeking other Board Members, we should be considering specific areas of expertise, such as Finance.
- Donald Ford raised the topic of training for new board members, with plans for a Summer Board Retreat.
- Todd Gaudin raised the topic of Board Member attendance. There are many members who do not regularly attend. Committee members were committed to contacting those with attendance lapses, and the Committee would take a vote to terminate the Board member if not responding. Alsie Dunbar will be asked to resign from the Board.
- There will be no Board meeting in July, as there will be a special Board meeting in June to focus on the preliminary '2018-2019 school year budget.

7:16 PM Todd Gaudin moved that the Board go into Executive Session. Rebecca Norton seconded. No objections. Motion carried. Executive Session ensued.

Todd Gaudin moved that the Board come out of Executive Session. Donald Ford seconded. No objections. Motion carried, and Executive Session ended.

7:35 PM Todd Gaudin moved to adjourn, Rebecca Norton seconded. No objections. Motion

carried, meeting adjourned.