

**MINUTES OF BOARD MEETING
HELD JULY 14, 2010**

- *Email Board materials 1st Monday of Month
- *Get everyone's e-mail addresses

Board members present:

- Sassy Wheeler
- Avione Brown Pichon
- Lee Adler
- Brittany Baize
- Niloy Gangopadhyay
- St. Claire Adriaan
- Jack Carey
- Avery Corenswet
- Anderson Baker

Board members absent:

- Kathy Broussard
- Ben Blanchard

#	Agenda Item	Notes
1	Review Agenda and Minutes	<p>6:32 SW called meeting to order</p> <p>Corrections of 6/23/10 minutes:</p> <ul style="list-style-type: none"> ▪ Brittany spelling correction ▪ P5 "Daschbach" ▪ P4 Kathy "NO" ▪ P3 Extra "don't" ▪ P4 Remove "9" ▪ P4 Nominated for 2nd term as Board members <ul style="list-style-type: none"> ▪ Sassy ▪ Ben ▪ Nia <p>Motion by Avery to approve minutes Second, by Anderson</p> <p>Motion by Lee to accept agenda Second, by Jack</p>
2	Board Chair Report	<p>New development Sassy will use to keep everyone abreast</p> <p>St. Claire: "Can teachers be on committees?"</p>

		<ul style="list-style-type: none"> ▪ Lee: Yes ▪ Avery: Wellness should
3	School Leaders Report	<p>SPA School Leader Decision Tree SPA School Leader Communication:</p> <ul style="list-style-type: none"> ▪ Processes, Routines, & Systems <p>Decision tree</p> <ul style="list-style-type: none"> ▪ Nia & Lee question: Build in informal check-ins to decision tree to each Board meeting in September or October ▪ Nia: “Is there temporal aspect? Any deadlines? Back up plans? What is the difference between inform and consult?” <p>School Leader Communication</p> <ul style="list-style-type: none"> ▪ Some thought too many board meetings, final decision we will leave in place <p>Progress Update- October Board Meeting</p>
4	Facilities Update	<p>Lagniappe Academics- 90, Students K-5th grade</p> <p>Niloy:</p> <ul style="list-style-type: none"> ▪ Alcove vs. modular ▪ No indication that they are coming, no one knows for sure → think they are going to Bell ▪ We have no choice ▪ We prefer modular, since modular will be left behind <p>Avery:</p> <ul style="list-style-type: none"> ▪ Do we have a lease? NO! <p>Sassy:</p> <ul style="list-style-type: none"> ▪ WE NEED A LEASE! <p>Niloy:</p> <ul style="list-style-type: none"> ▪ Will call tomorrow ▪ Email from Lagniappe saying they will pay for fencing ▪ We keep/pay for computer lab ▪ RSD may come for other assets (books)
5	School Leader Job Descriptions	<p>Anderson:</p> <ul style="list-style-type: none"> ▪ Some admin function flowed to Niloy, is that the intent? Yes <p>Niloy:</p> <ul style="list-style-type: none"> ▪ We divided functions based on skill set <p>Sassy:</p> <ul style="list-style-type: none"> ▪ Correct 1st statement—make consistent <p>Lee:</p> <ul style="list-style-type: none"> ▪ 1st Bullet under School Culture Leadership- integration of all grades

		<p>Sassy and Nia:</p> <ul style="list-style-type: none"> ▪ Take out 1st bullet point under School Culture Leadership <p>Motion by Avery to approve job descriptions Second, by Nia Vote- Yes, unanimous</p>
6	Development Update	<p>Jack:</p> <ol style="list-style-type: none"> 1) FYI- Committee Meeting next Thursday, July 22nd, Newsletter 2) Recruiting two new members of Development Committee <ul style="list-style-type: none"> ▪ Jeff Good ▪ Female (?) ▪ Plan- firmer plan by retreat 3) Making phone calls to financial contributors to just say "Thank You" <ul style="list-style-type: none"> ▪ People add in phone numbers, Jack will send out list 4) Meet and greets? We need clear expectations <ul style="list-style-type: none"> ▪ Niloy and St. Claire: Give us available August or September dates ▪ Document
7	Open Discussion	<p>Refreshments at Meetings</p> <p>Send out who will take which month, 1 per month</p> <p>December collaboration</p> <p>Sunshine committee</p> <ul style="list-style-type: none"> ▪ Still getting gifts ▪ Buddy list created ▪ Ben has it <p>Board Retreat Part II</p> <ul style="list-style-type: none"> ▪ Avery- Baptist Hospital on Napoleon ▪ Brittany- Meal on School ▪ Sassy- will be out of town, hosted by Adler Estate (1118 Joseph St.) Sunday August 8th 3pm <p>Wedding gift to Avione</p> <p>St. Claire:</p> <ul style="list-style-type: none"> ▪ SPED Collaborative met today ▪ SPED audit all files today <ul style="list-style-type: none"> ○ In depth review- legal compliance

		<ul style="list-style-type: none"> ○ All current IEPs ○ All achievement data ▪ 22 new SPED evaluation done <ul style="list-style-type: none"> ○ 14 speech service ○ 3 open ○ 2 re-evaluate ○ 3 identity
8	Action Items Review	<p>Look up by laws, can we skip August meeting</p> <p>Jack:</p> <ul style="list-style-type: none"> ▪ Tiers of giving, potential dates for meet & greets ▪ Guidry Realtor ask about meeting ▪ Board meeting- 2 leads for committee members ▪ School Leaders 1st clarify + 2nd Calendar ▪ Niloy- Follow up re: lease
	Motion to adjourn	Nia
	Second	Anderson

ADDENDUM

St. Claire and Niloy,

Per our discussion at last night's Board Retreat, here are the four areas within which the Board expects some definitive, cohesive response from you both. I think it goes without saying that this should be one document that reflects the common intent of both principals. And, this response should be ready for presentation at the next Board meeting, Tuesday, July 6th.

1) Roles & Responsibilities - Some clear delineation of who will do what: whether you will choose to divide the work into an Academic Principal and an Operations Principal, a Lower School Principal and an Upper School Principal, or a Principal and Vice Principal and a rationale for whatever you choose. A common job description that demonstrates clearly who does what is a likely output. Further, please indicate how this proposed arrangement allows each individual to capitalize on individual strengths.

2) Decision Rights - On the major points, who has the right to make a decision? Who needs to decide, as opposed to who needs to be consulted or merely informed?

3) Norms – These are the norms of behavior that will govern how you two will continue to co-exist and cooperate in a more positive and productive way, including a new communication plan. For instance, one norm that we heard from Brittany might be, ‘When a decision is made, the entire leadership team will convey support for that decision in a unified way.’

4) Feedback Mechanism - How you would like to receive feedback? Who you would like to receive feedback from? How often would feedback be helpful, and what feedback mechanism do you want to use?

Niloy, can you please forward to the rest of the board? Let them know that Jack and I worked on it together. Also there is a sample decision rights matrix attached. Thank you, Avione



SUCCESS

PREPARATORY ACADEMY

Board Chair Report – Wednesday, July 14, 2010

ADDENDUM

I. Conducted transition planning meetings with Past Chair {Avery Corenswet} and Vice-Chair {Ben Blanchard} on Thursday, July 1, 2010.

II. Ben stated that he has begun to shift his responsibilities as chair of the Development Committee to Jack Carey.

III. Through discussion, Ben and I agreed that the role of the Vice-Chair will be to:

- A. Provide Oversight of all Standing Committees
- B. Assist in Standing Committee Expansion
- C. Offer Assistance {as needed} in the Development of Standing Committee Goals

IV. 2010-2011 Standing Committees and Committee Chairs

- A. Academic Excellence – {Wheeler}
- B. Community Outreach – {Brown-Pichon}
- C. Development – {Carey}
- D. Facilities – {Baker}
- E. Finance – {Broussard}
- F. Governance – {Adler}
- G. Organizational Planning & Effectiveness – {Davis} *ad hoc*
- H. Wellness – {Corenswet}

V. Board Expansion

- A. Currently → 9
- B. Goal → 13
- C. Potential Board Backgrounds Needed: *Should parents be represented? AC*
 1. Education
 2. Real Estate
 3. Finance
 4. Community Member – *immediate, Deidre Burnell*
- D. Increase Diversity of Board Composition
JC – Each member come with two names and a rationale

VI. There will be changes in the preparation for 2010-2011 board meetings.

- A. Every Committee will be Listed on the Agenda Monthly.
- B. Committee Reports are Due to the Secretary by the Monday Prior to the Meeting. *Everyone to me.*
- C. Secretary will Send All Meeting Documents to the Board *72 hours – Monday at noon*
- D. Secretary send revised minutes and agenda back

VII. On Tuesday, July 6, 2010, I attended a meeting with Avery & St. Claire regarding year end assessments with Marci. All board members will receive the links to complete the assessments, and a timeline for completion. Results will be discussed at the board retreat being held Wednesday, July 28, 2010.

Success Preparatory Academy Board of Directors

Meet and Greets – Summer 2010 plan for building supporters of SPA

ADDENDUM

What is a meet-and-greet?

A meet-and-greet is the informal name the development committee has given to our upcoming campaign to build more supporters of SPA. Meet-and-greets are your individual get togethers for family, friends, coworkers and acquaintances to introduce them to SPA and build their knowledge about our school's mission and impact.

What's the objective?

- Build a network of supporters of SPA by introducing family, friends, coworkers and acquaintances to SPA school leaders in an informal setting.
- Schedule at least 2 school visits per board member as a result of the meet-and-greets.

What's the timeline?

- We expect board members to conduct a meet-and-greet before the end of August.

How will this work? (i.e., What are the logistics?)

- Meet-and-greets can be formal or informal: it's up to you. We encourage each board member to identify 10-15 individuals who have a propensity to engage about SPA and invite them to a get together (i.e. a 'meet-and-greet').
- The meet-and-greet could be hosted in your home or at your office. Some board members have discussed hosting a joint meet-and-greet in order to expand and comingle their separate networks.
- Board members will schedule their meet-and-greets in a way that others know the time and location, and SPA school leaders will then be able to determine who can attend which events. (The school leaders will indicate dates that they can't attend and the board will plan around it).
- At some point during the event – and the board member and the school leader will have determined when – the school leader will give a compelling introduction to SPA's vision of preparing college bound scholars for leadership and lifelong learning.
- The evening will conclude with every attendee completing an 'exit survey' to indicate how, if at all, they want to stay involved with the school.

Anything else to keep in mind?

- Don't confuse this with a strictly fundraising-oriented event. We don't intend to explicitly ask for money here. Rather, we want to build attendees' supportive interest so that they take part in a school visit and stay in touch with SPA. This is about building their long-term stewardship, which is then likelier to lead to financial support down the line.
- This is meant to be highly individualized, so person X's meet-and-greet might be different than person Y's, and that might be different than one that person Z and A are doing together at a local bar.

D= Decide
 R= Recommend
 C= Consult
 I= Informed

Decision-rights

related to:	decision:	leader	leadership team	individual teams	Notes
Network	Invest resources				
	Approve annual plans/budgets	D	I	R	
	Prioritize limited resources		D	R	
	Allocate emergency/unplanned resources				
	<i>Time</i>	C		D	
	<i>Money</i>	D	I	R	
	Invest in unplanned initiatives	D	I	R	
	Make local decision with national implications	D	I	R	
	Determine Network-wide communication		I	D	
	Our team	Establish cultural norms and beliefs		D	
Set strategic priorities			D	R	
Establish operating principles			D		
Determine internal communications			D		
Set meeting agendas and goals			D		
Pursue cross-functional initiatives			I	D	
Determine issues to be brought to Op Comm		D	I	R	
Hire and terminate direct reports		C		D	
Determine structural/org changes					
		C	I	D	
	D	I	D		

*In case of disagreement, escalate to leader
 Leader to inform NSLT as appropriate*