

MEMO: Board Meeting Minutes

Date: Wednesday, August 26 2009

Time: 6:30 pm – 8:30 pm
 Place: Smath Room at Laura Jeffrey Academy
 Called to order @ 6:50pm Adjourn @ 8:05

6:30	<p>WELCOME <u>Board practices</u> Board members present: Rebecca Brandt-Fontaine, Devavani Chatterjea, Lizzie Forshee, , Carolyn Westra, Adsent: Debra Pridgen, Allison Stapley, Marcella della Torre Secretary: Lizzie Forshee Ex officio: Cindy Reuther, Executive Director Present: Dorothy Hoffmann <u>Board practices</u> Fist-to-five decision making process: 1. Temperature 2. a. Majority vote or b. Research Duty of care, Duty of loyalty, Duty of obedience</p>	
6:45	<p><u>Discussion, Approvals:</u></p> <ol style="list-style-type: none"> 1. Consent Agenda (contracts/agenda/minutes/Wells Fargo Depository) 2. Finance report (SBS) 3. Staff Handbook 	<ol style="list-style-type: none"> 1. Approved (Lizzie, Devavani) Wells Fargo Bank approved as LJA's depository 2. Executive director reports on Finances. A switch in financial providers from Irwin and associates to SBS. Executive Director spoke with Jim Eichten (auditor) on August 26, 2009 and the audit has 4 open items and will then be finished. Approved (Lizzie, Carolyn) 3. LJA's insurance provider (Armbuster) is working on creating a domestic partners policy to add to the Staff Handbook. Once received the Staff Handbook will be complete and ready for approval. (Lizzie, Rebecca)
7:45	<p><u>Discussion</u></p> <ol style="list-style-type: none"> 1. Parent work forces (board member liaison) 2. Board committees (policy, nominating, director review) 3. Sponsor contract (Lizzie) 4. Education Director (Dorothy) 5. Raza/lease/holdback (Cindy) 6. Board recruitment (establish nominating committee) 	<ol style="list-style-type: none"> 1. Parents are working together to create work forces that will ensure the needs of LJA are being met and are efficiently and effectively helping the well being of the school, staff, and students. Rebecca has volunteered to join the core parent group and act as the board member liaison. Carolyn will work to research the pros/cons of a fundraising board. 2. Writing policies for governance of LJA will be taken on by the policy committee once the Staff Handbook is complete.

		<p>3. The Board book has been created and bound and can be found in the Main Office at LJA. It includes the following: Contacts, bylaws, articles, minutes, audit, and sponsor contract.</p> <p>4. Hiring is proving to be a great fit to the LJA Community. The new space is being used efficiently and effectively. Two weeks of professional development is underway and it is doing an amazing job to help new and returning teachers/staff better understand the framework at LJA and the “how” of the appropriate delivery of information to students.</p> <p>5. Looking for money to help with the 27% hold back - Raza has granted us with interest only to help with these holdbacks.</p> <p>6. How will we work on recruiting new board members? What questionnaire will we use to ensure the skill sets of the candidates fits with the needs at the LJA Board level? Researching the desired items to ensure a board that will work for the greater good of LJA</p> <ul style="list-style-type: none"> - Target size - Term length limit commitments - Create elections by the end of year three? - Skill sets - Questionnaires <p>Carolyn, Lizzie, Devavani, and Rebecca to lead this process</p>
	<p>September Board Meeting: Wednesday, Sept. 23rd @ 6:30pm Open House: Last week in September, Specifics TBD</p>	
	<p>Future Business Board Training (MDE approved) Women’s colleges</p>	

Promise

Laura Jeffrey Academy provides an environment where students are free – to explore their potential, develop their intellect and discover their brilliance.

Mission

Students learn through solving problems, asking questions and participating in community.