Laura Jeffrey Academy

Board Meeting Minutes

August 22, 2015

Time: 9:00am

Place: Macalester College, Janet Wallace Fine Arts Bldg, Rm 102

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

**Board Members Present:** Cindy Reuther, Beth Murphy, Annie Hotop, Anji Flowers,

Sharon Gifford, Maggie Struck, Laurie Hamre, Devavani Chatterjea, Jacob Bonde

**Secretary:** Annie Hotop

**Ex officio:** Jennifer Schiller, Executive Director

**Guest:** Laurie Hamre, Joe Aliperto

**Absent:** Jill Gaulding, Geoff Howard

**Board practices**

Fist-to-five decision making process: 1. Temperature 2. a. Majority vote or b. Research

Duty of care, Duty of loyalty, Duty of obedience

**Approvals & Discussion:**

1. Welcome: Intro & Mission Moments
2. Consent agenda & minutes
   1. Cindy added vote for Board Chair to agenda
   2. June 2015 Board meeting minutes
      1. Sharon Gifford moved to approve
      2. Beth Murphy second the motion
         1. June 2015 minutes unanimously approved by voice vote
3. Vote for Secretary
   1. Position of Secretary needs to be filled
      1. Will take minutes when Clerk is not available, attend Exec Comm mtg
      2. Annie Hotop volunteered for position
         1. Jacob Bonde moved to approve
         2. Sharon Gifford second the motion
            1. Annie is voted in as Secretary by unanimous voice vote
4. Laurie Hamre – potential new Board member
   1. Most new members voted onto Board at June 2015 meeting
   2. Laurie Hamre is new, not yet voted it
      1. Retired VP of Student Affairs at Macalester
      2. Previous work with women’s college
         1. Beth moves to approve Laurie joining the Board
         2. Sharon seconds the motion
         3. Laurie Hamre is voted in as Board member by unanimous voice vote
5. Vote for Board Co-Chair
   1. Jill Gaulding resigned from Board Chair position in June
   2. Cindy & Devavani interested in co-chairing the Board
   3. Goal is to bring someone else onto the Exec Comm who will take over Cindy’s role after one year.
      1. Annie moved motion for Cindy & Devavani to be Board Co-Chairs
      2. Anji seconds the motion
         1. Motion passed by unanimous voice vote
6. Board Practices – Fist to Five
   1. Designed to make Board more efficient with decisions
   2. Had not been used much in the past
   3. Helps to bring disagreement to consensus
   4. Disagree = 0/1, Neutral = 3, Agreement = 5
   5. Strive for consensus (5), but may not always have it
   6. Look to use more this year
7. Governance
   1. Policies & how to operate together
      1. Charter movement – big picture
      2. Extra policies/laws
   2. Governance structure
      1. Policy governance
         1. Gives structure to expectations & values
         2. Differentiates from management
         3. Board represents “ownership”
            1. Students, staff, public, engaged community, specific charter

How do we connect to the community?

* + - 1. Delegate to Exec Dir
      2. Board speaks with one voice
    1. Principles of policy governance – 100s, 200s, 300s, 400s
       1. 100s – Ends, Results & Identification Policies
          1. What benefits will be provided? To whom will they be provided? At what cost?
       2. 200s – Board Operations Policies
          1. How the Board conducts business, operating approach

Discussion of Board members observing at LJA, 2 hr/yr

NEW POLICY (may need edits by Exec Comm): New Board members will attend a school tour as part of Board orientation.

NEW POLICY (may need edits by Exec Comm): Individual Board members will observe in the classroom for a minimum of two hours per school year and report observations to the full Board at the following Board meeting.

* + - 1. 300s – Relationship of the Board/Exec Director Policies
         1. Board Co-Chairs make sure Board operations and Board/Exec Dir relationships work
         2. Exec Dir makes sure the Results are being met
      2. 400s – Director Limitations Policies
      3. NEW POLICIES (may need edits by Exec Comm):
         1. Board will be provided with a list of school events in an effort to have Board representation at school events. This list will be provided at the first Board meeting of the school year.
         2. Electronic policies/documents will be kept up to date so that all Board members have access to them. When policy is changed, electronic forms of the document may be used to facilitate changes and editing.
         3. Policy changes will be reviewed by the entire Board, and final editing may be made by the Exec Comm. There may be instances where the full Board may want, or need to, make final policy edits.
      4. CHANGE TO POLICY 202: All members will have access to, and be familiar with, the Articles… CHANGE OUTLINE NUMBERING
  1. Committees
     1. Finance/Audit Committee – Geoff, Joe, Jennifer
     2. Board Governance Committee – Devavani, Cindy, Geoff, Annie, Maggie
     3. Development Committee – Sharon, Laurie, Maggie, Annie
     4. Ad Hoc:
        1. Director Review Committee – Laurie, Anji, Jacob
        2. World’s Best Workforce Committee – Sharon, Anji, Jacob
     5. Most people organized into committees, 2 per Board member
        1. For those unsure, Cindy & Devavani will make recommendations & send those out by e-mail

1. Financials
   1. PU = Pupil Unit ADM = Average Daily Membership
   2. Holdbacks: Aug, Sept & Oct 30% each month
   3. Drew $40,000 out of credit line
      1. Expected to be paid back in August 2015
   4. 120 students currently
      1. 125 students was how the budget was built
      2. $6500 per student
   5. Lease Aid – LJA losing money here
      1. Hope was for 200 students
   6. Much of the expenditures are not complete because fiscal year just began July 1
   7. July wire transfers are normal
   8. Education Director
      1. Has worked on training & organization for herself and training for staff
      2. New expenses
   9. Special Ed funds are mostly through the state of MN
   10. $55,000 of grants have already been awarded this fiscal year
       1. Goal = $80,000
   11. Financials need approval
       1. Jacob moves to approve the financials
       2. Laurie seconds the motion
       3. Financials approved unanimously by voice vote
2. Meeting adjourned at 12:04pm