Board Meeting Minutes

March 17, 2020

Time: 6:15 pm

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

**In Attendance:** Sarah Carter

**Virtual Attendance through Interactive TV:** Danielle Jones-Glaser, Morgan Williams, Sonia Feder-Lewis, Fahima Aziz, Jason Fritts, Brenna Barrett, Amanda Moon

**Ex officio:** Anna Robinson, Leadership Representative

**Secretary:** Danielle Jones-Glaser

**Guests:** Terrence Thigpen, Leadership Team

Robert Procaccini, Dieci School Finance

George Sand, School Leadership Consultant

**Absent:** Mimi Mohamud, Angi Faiks

**Board Practices:** Duty of Care, Duty of Loyalty, Duty of Obedience

1. **Welcome/Introductions**
* Conversation duration: 6:17- 6:21
* Meeting start delayed by several minutes due to technical connection issues
* Discussion of interactive TV and roll call style voting requirements for this meeting
* Anna Robinson and Sarah Carter are in person for the meeting
1. **Public Comment**
* Conversation duration: 6:21-6:21 pm
* no one is present for public comment
1. **Approval of March Agenda**
* Conversation duration: 6:21-6:25 pm
* The agenda is edited to remove one item discussed at last week's meeting
	+ - Fahima motions to approve
		- Jason seconds
			* No objections or abstentions
			* March agenda is approved unanimously
1. **Approval of February Minutes**
* Conversation duration: 6:25-6:49 pm
* Sarah requests feedback on minutes.
* Discussion on notes taken during the strategic planning conversation and the accuracy of language used during the discussion versus the words that were used during the presentation
* The minutes are revised based on feedback and presented to the board for approval
* Sonia motions to approve
* Jason seconds
	+ No objections
	+ Six approvals
	+ Two abstentions
	+ February meeting minutes are approved
1. **Financials**
* Conversation duration: 6:50 - 7:02p
* Current enrollment is at 86 students. FY 19-20 budget is set at 79 students.
* Finances are steady and expenses are tracking behind forecast
* Cash flow is very positive and LOC has been fully paid back so interest charges will not continue to accrue
* ADM with the state is slightly higher than the current number of students so an adjustment will be seen in payments coming through at the end of the school year
* Donations and grants have helped add to the positive cash and revenue positions. (Budget reflected $8K in donations/grants but $21K+ has been raised this fiscal year to date.)
* FY20-21 budget planning will begin soon. Discussions may need to continue on lease agreements at that time.
* The full impact of corona virus on funding is unknown but distance learning plan will allow LJA to still show that school is in session
* LJA will not be charged for student bussing that occurred during the SPPS teachers strike
* Morgan motions to approve
	+ Sonia seconds
	+ No objections or abstentions
	+ February financials are approved unanimously
1. **Leadership Team Update**
* Conversation duration is 7:03 - 7:13pm
	1. Enrollment Update
		+ Enrollment is now at 86 because virus has delayed the enrollment of two new students who were scheduled to begin this week.
		+ 40 students confirmed returning. 20 new students pending.
		+ 26 students have not yet returned paperwork on their status for next year
		+ Applicants are now being informed that they have been officially accepted for next year. Cassandra is notifying families individually and is still communicating this information to the list.
		+ New student applications are equal to levels seen last year. (21 new applications at this point last year compared to 20 new applications this year.)
	2. Restorative Justice
		+ There's a restorative justice development session locally for school professionals
		+ Board members are invited to attend with teachers if interested
		+ The training will be 6/22-6/26 in Crystal, MN
	3. COVID-19 updates
		+ The leadership team is working with MDE to better understand the governor's executive order and its full implications
		+ The Leadership Team is currently developing a robust distance learning plan
		+ This distance learning plan may need to be a long term plan to extend through the of the year
		+ LJA is lending technology to students who need it and helping to get kids set up with WiFi who do not have sufficient access
		+ Distance learning goes into effect for Minnesota schools on 3/30 but will not be in effect at LJA until 4/6 due to spring break schedule
		+ The planning period will result in a 2-week gap in instruction time that is not likely to impact the length of the overall school year
1. **Board Recruitment/Membership**
* Conversation duration: 7:13-7:17 pm
* As the end of the school year nears, the board needs to consider not only what new board members should be recruited but also how to do recruitment and vote in new members in the possible absence of an annual meeting in June
* Several skillsets are needed from potential new board members including finance, employment law, and teaching
1. **LJA Strategic Plan Update**
* Conversation duration: 7:17-7:39 pm
* The board reviews notes from the fall retreat and the four priority areas (Enrollment, Stabilize Budget, Academics, and Staff Support/Retention)
* SWOT analysis is also reviewed
* Proposed approach to develop the strategic plan is to have George Sand (former interim Executive Director) work with the Leadership Team to review the strategic plan notes and then help to create working groups for each priority area. Working groups will include Leadership Team, LJA staff, and parents.
* Preliminary timeline would require LJA to begin gathering data and information by the end of FY19-20 school year. (Data to be collected would include phone interviews and surveys instead of focus groups due to current social distancing policies.)
* With this schedule, a comprehensive Strategic Plan document could be finalized by December 2020 with the implementation process to beginning January 2021
* The board discusses whether the proposed timeline is feasible
* The decision is that working groups cannot be created in the next two weeks due to distance learning plan development
* Anna Robinson proposes postponing this topic to April board meeting after covid-19 planning is more established
* Danielle motions to have George Sand work with leadership team on the strategic plan beginning in April or sooner if schedules permit
	+ Jason seconds
	+ No objections or abstentions
	+ The motion is approved
1. **Development Committee Update**
	* Conversation duration: 7:39-7:41 pm
	* The next Give To The Max training is in April but may be cancelled due to school changes nationwide from Covid-19. Online training options may also be available.
	* Attendance of two board members is requested at this event.
	* Board members from the Development Committee are specifically asked to attend but additional board members are also welcome to join if interested

1. **Leadership Review Committee Update**

Conversation duration: 7:41-7:47 pm

* The two new proposed leadership team members have been interviewed by the Leadership Review Committee and the notes from those interviews are reviewed by the board
* Discussion of interview process, questions, and notes from the conversation
* Jennifer Ryg
	+ Sonia motions to approve Jennifer Ryg's addition to the Leadership Team
	+ Fahima seconds
	+ no objections or abstentions
	+ Jennifer Ryg's addition to the leadership team is approved
* Annie Lien
	+ Morgan motions
	+ Fahima seconds
	+ No objections or abstentions
	+ Annie Lien's addition to the leadership team is approved
* New members will be added to the leadership team as of 4/6
* New board members will be needed for this committee as Anna Veit-Carter is no longer on the board
* Future discussion will also be needed on how the evaluation rubric should be restructured if traditional assessment tests are not conducted this school year
1. **Adjournment**

Conversation duration: 7:48-7:49 pm

* + Morgan motions to adjourn
		- Fahima seconds
		- No objections
		- No abstentions
		- Meeting is adjourned at 7:49 pm