



**LAURA JEFFREY
ACADEMY**

Board Meeting Minutes

Date: 9/15/2020

Time: 6:20

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: Fahima Aziz, Amanda Moon, Sarah Carter, Morgan Williams, Kate Agnew, Sean Quinn

Ex officio: Anna Robinson, Leadership Representative

Secretary: Angi Faiks, Fahima Aziz

Guests: Robert Procaccini, Dieci School Finance, Lizzie Forshee, Leadership Team

Absent: Sonia Feder-Lewis, Angi Faiks, Mimi Mohamud, Brenna Barrett

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

Agenda

Welcome by Sarah Carter, Chair of the Board

Public Comments: None

Approval of Agenda: 6:20 -6 :21: Sarah called for approval of the agenda: Amanda seconds, all approved

Approval of August 2020: 6:21-6:24

Meeting Minutes; Anna called for some minor changes, and changes were made, Morgan's name edit; Sarah called Motion called for approval; Morgan, Kate seconds, Roll call, all approved

Financials – Robert and Morgan:

Morgan Short documents 6: 25- 6:37 : We spent 13%, the financials are looking good. we have 10 % hold back; enrollment at 74%; LJA can pay bills no borrowing needed, cash flow ;

Robert: PPP loan not much updates, identified expenses for forgiveness, 10 months to complete; have the money to help with cash;

Approvals of financials;

Longer document: Morgan: Grant committee , 4 members now, the leadership team will discuss this
Robert: we hadn't budgeted grants and in coming grants will help; financially the school needs to think how to spend, especially in the short term, if enrollment goes up then it'll look good; Lots of planning needed and this will help the school

Anna: We used money for tech., internet issues; helped staff with that money; such as hazard pay and tricky to get that for staff

Robert: Care money over 18,000, help schools to operate well;
Audit close to done, audit presentation next month and requested to be on agenda; things are looking good.

Kate: revenues are down but expenses are down

Robert; expenses are from last year's budget; 8 down in enrollment; we have some other money to use. enrollment could change, and we could find some reduced expenses

Anna: Let's get the ball rolling to set up the meeting with Macalester this fall

Sarah calls for approval: Amanda approves; Kate seconds

All approves August Financials

Leadership update – 6:37 - 6:45: Anna Robinson; One student in Wisconsin; School will do exit interviews formally to know reasons for leaving, renewed advertisement, banner, streamline enrollment process. Danielle will help; Annie is taking this role and will work with parents, we anticipate more coming back as we did budget

School Year update

Anna: LJA completed a full week of distance learning, ordering hot spots from different vendors, families signed up for child care it's really hard to staff this; had to go back with the guidance, hard conversation to have because if someone is sick; hybrid versus in person model has staffing issues, challenges faced; scholars engaged; started a grant and fund raising committee, now a consistent staffing involved, very busy getting the school up and running. Small school and not ready to assess for second quarter; mid October will have discussion for Qtr. 2

Anna asked if there were any questions or insights concerns?

Anna: A group of LJA will be presenting at the conference (virtual) Nat'l Teacher Powered Conference; finalists for the Max MN Charter; implementing the focus as educator led school; promo video/.

Building Company Board Election 6:46- 7:00 pm: Sarah Carter spoke with Audubon: Board members can elect the building co. Board; 2 rep from LJA Board and a third person from Leadership team

Morgan: extra work? Req'd regular meeting

Sean: Definition of a member and other terms are poorly defined; happy to revise the by-laws; and elected to be on this Board for the purpose of rewrites of bylaws; Morgan did volunteer to be on this Board

Morgan nominates Sean

Kate seconds

Roll call: all yes

Anna will recruit someone from the leadership team; all yeah Sean elected

Sean nominates Morgan

Kate seconds

Roll call, all yes, Morgan is elected to the Board

One person has 1 year and others have a 2 year term; but who decides this? Three can decide late; Sean volunteers to take 3 year term, will get someone from Leadership team who is as passionate

Board Retreat Scheduling & Topics: 7:01-7:08

a. Date Selection:

Sarah; October 10. 10 to noon or the Board retreat which was the most common date except Robert couldn't attend; will do the finance training in the Nov. Board meeting.

b. Board training plan and Board self-evaluation: resources for our self eval; and what we want to work on; have a training plan for the year; committees meetings and reporting; how many committees and members to be able to join committee

Sean: NYT subscription during Covid 19 environment ; newsletter to address school needs in Covid 19 will send this info out to all and the LJA leadership

Morgan moves to approve the adjournment
Amanda second, All approves

Meeting is adjourned at _7:10__ pm
Meetings respectfully submitted by Fahima Aziz



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Board Meeting Minutes (cont.)
