



**LAURA JEFFREY
ACADEMY**

Board Meeting Minutes

Date: 1/19/2021

Time: 6:15-8:10

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, Mimi Mohamud, Sarah Carter, Morgan Williams, Kate Agnew, Sean Quinn, Sonia Feder-Lewis, Angi Falks,

Ex officio: Anna Robinson, Leadership Representative

Secretary: Angi Faiks, Fahima Aziz

Guests: Amanda Dahlke, Dieci School Finance, Annie Lien, Leadership Team

Absent: Amanda Moon

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

Agenda

1. Welcome 6:15
2. Public Comment 6:16
 - a. None
3. Approval of Agenda 6:17
 - a. Fahima moves to approve
 - b. Kate seconded the motion
 - c. Kate and Fahima suggested adding an agenda item regarding world events and surrounding discussion.
 - d. Morgan called the question
 - e. Sean seconded the motion
 - f. Vote - 8 affirmative
4. Approval of December 2020 Meeting Minutes 6:20
 - a. Sean moved to approve
 - b. Kate seconded the motion
 - c. Fahima will fix some typos and they will be final
 - d. Fahima called the question
 - e. Kate seconded the motion
 - f. Vote - 8 affirmative
5. Board Recruitment - 4 seats open 6:25
 - a. Review interest form/application
 - i. Sarah suggested some changes which we reviewed.
 1. Sarah suggested changing the name from interest form to application.
 2. Kate shared ideas of ways to hone in on the strengths we need at a given time. We decided to put that in the invite and also bold areas of need on the form.
 3. Sonia shared that a cover letter should talk about the kinds of board members we need, including diversity

4. Angi suggested that we should share how the form will be used, both as an application and as election materials.
 5. Sean shared some areas that he thought were confusing and that we should reorganize the prompts.
 6. Morgan shared that some of the info on the “Requirements” form is not fully accurate. We should check this to see if they line up with our policies.
 7. Fahima shared some reflections on confusing points in filling out the form, especially a better explanation of the role.
 8. Sarah is going to take the feedback to the governance committee and help re-work some of the document (including wordsmithing), considering the use of a cover letter to set expectations on what we are looking for and what the board responsibilities are, and how the information will be used.
 9. Kate questioned whether the governance committee would draft and get review again or take ownership so that we may solicit applications prior to a final review at the next board meeting
 10. Sarah and others decided to make the edits but still get board approval at the February board meeting
- ii. Applicants will have tentatively until April 16 to submit, and all will be included in the board packet on the 17th and approve the slate during the meeting on the 20th of April.
 1. This will enable the board to send out and solicit votes prior to the annual meeting
 - iii. The governance committee will discuss term limits at their next meeting per Fahima’s query
 1. The governance committee needs to double check whether a person needs to run for a second term (or can simple extend) - it sounds like they will need to re-run
 2. Fahima suggests exploring the formation of “Friends of LJA” for those who want to be engaged but cannot commit to the full commitment of the Board
 - a. If the primary commitment is for fundraising, it may be better served through other committees
6. LJA Building Company 6:50
- a. Review Proposed Bylaws, Building Company Compliance, & Website Updates
 - i. Sean introduced ideas around updating bylaws. He shared many questions he has identified, including questions about past audits. Amanda Dahlke did share that an audit has been done in the past.
 - ii. Amanda from Dieci School Finance will check with Robert on statute questions.
 - iii. Sarah shared that we could review our compliance with data practices.
 - iv. Anna shared that info about the board and bylaws are on the website.

- v. When we do our annual audit, we need to ensure that the building company is audited as well, even though there is no money in it.
- vi. Sean shared the building company bylaws proposed edits with the group. They are largely rewritten.
- vii. Anna suggested that a meeting be held with Amanda and Robert from Dieci School Finance about the building company and dig into this a bit more and come back with some solutions to bring back to the board.

7. Committee Reports 7:05

a. Development Committee - Give to the Max Report

- i. Anna reached out to the school grant writing and fundraising committee.
 - 1. The committee would like a board member to join the committee, if at all possible. Alternatively, members from the school committee could also consider coming to the board development committee. This connection would be optimal. Fahmia will work on firming up this connection.
 - 2. Anna shared the committee's mission statement and goals.
 - 3. So far this school year they have raised \$8813.34. Not yet reflected in the budget.
 - 4. There are grants currently in process.

8. Leadership update – Anna 7:12

a. Enrollment Update

- i. For 2021-22 school recruitment and enrollment
 - 1. "Intent to return" forms have been sent out
 - 2. Making an online enrollment option and streamlining the process, which should help.
 - 3. 18 families have shown interest and 4 families have enrolled.
 - 4. On Jan 21st there is an interest session and 10 families have signed up
 - 5. We have an ongoing Facebook and Instagram advertisement
 - 6. Working on outreach to families
 - 7. The Minnesota Charter Schools fair is coming up and we will participate in that as well.
 - 8. Mid 70's to 80 for a student body would be ideal.

b. Addressing Current Events at LJA

- i. Has been very intense and fatiguing.
- ii. Have paused to think about how to navigate everything happening with students.
- iii. Staff have been given time to process and share resources so they can best support students.
- iv. Leadership does not give directives. It happens more organically and folks support each other.
- v. Students are given space to talk or not talk, if they wish.
- vi. Make themselves available to anyone who needs help

- vii. Do education on media literacy to help navigate this specifically and generally.
 - viii. Advise on also taking a break and self care.
 - ix. We talked about ways in which teachers masterfully meet the students where they are and the uniqueness of what they bring to the conversation and topic/event at hand.
 - c. Budget Revision Update
 - i. Do not yet have a revised budget due to lack of clarification around unemployment. Will report when this information is in place and they can be certain of the info and adjust the budget accordingly.
 - ii. The hope is to have this information and budget update in the next month or two.
9. Financials Amanda and Morgan 7:32
- a. Financials are looking good.
 - b. LJA can pay the bills.
 - c. Robert has sent in all of the paperwork for forgiveness of our PPP loan and we anticipate that happening.
 - d. Cash flow is good.
 - e. Amanda shared that there will likely be more COVID money coming to schools.
 - f. Approval of the financials
 - i. Sonia moved to approve financials
 - ii. Fahima seconded the motion
 - iii. Briefly discussed how some of the money has been spent
 - iv. Sean called the question
 - v. Morgan seconded the motion
 - vi. Vote, 8 affirmative votes
10. Board Professional Development - Girl-focused, STEM-focused mission 7:40
- a. Annie led a presentation on the concept, research, and intention behind our mission and the goals of a Girl-focused, STEM-focused school
 - b. We held an open and wide-ranging conversation about the topic.

Fahima moved to adjourn the meeting

Sonia seconded the motion

Morgan called the question

Vote - 8 affirmative

Adjourned at 8:10pm

Minutes submitted by Angi Faiks