



**LAURA JEFFREY
ACADEMY**

Board Meeting Minutes

Date: 11/16/22020

Time: 6:15

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

Virtual Attendance through Interactive TV: ~~Fahima Aziz~~, Amanda Moon, Brenna Barrett, Mimi Mohamud, Sarah Carter, Morgan Williams, Kate Agnew, Sean Quinn, Sonia Feder-Lewis, Angi Falks, Mimi Mohamud,

Ex officio: Anna Robinson, Leadership Representative

Secretary: Angi Faiks, Fahima Aziz

Guests: Erin Anderson, Osprey Wilds, Robert Procaccini, Dieci School Finance, Jennifer Ryg, Leadership Team

Absent:

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

Agenda

1. Welcome 6:15
2. Public Comment - none 6:16
3. Approval of Agenda 6:17
 - a. Kate moves to approve
 - b. Morgan seconds
 - c. Conversation suggestions:
 - i. Discuss email addresses/contact info
 - ii. Remove former members from Drive
 - d. Question called and approved by vote with 8 yes votes
4. Approval of October 2020 Meeting Minutes 6:18
 - a. Kate moves to approve
 - b. Morgan seconds
 - c. Conversation:
 - i. Minor edits were suggested.
 - d. Question called and approved by a vote of 7 yes and 1 abstention
5. Brenna's Resignation 6:19
 - a. Brenna has resigned from her position today.
 - b. We can appoint a replacement but we do not have to as we have sufficient numbers.
 - c. We can have an election in the spring if we like.
 - d. We agreed to wait until the normal process.
6. Committee Reports 6:20
 - a. Governance/Policy Committee Update - Policy Update, Open Meeting Law, Self-Assessment Update

- i. Met last week.
 1. Made updates to policy.
 - a. Sean walked us through the proposed changes highlighted in the shared document.
 - b. Section number 305 “Monitoring Schedule” will be taken back to the Governance Committee for further review.
 - c. Looked to Robert for guidance on the Fund Balance section updated with his suggestions.
 - i. Sean moved to put forward the board policy changes that are currently proposed and to consider the others at the next meeting
 - ii. Angi seconds.
 - iii. Question called and approved with 7 yes votes and 1 abstention.
 2. Talked about committee policies and following open meeting law.
 - a. All committee meetings need to be open, scheduled in advance, and at least 3 days notice for Lisa and Jacob to post on the website. If posted by Friday, it will go out in the newsletter on Sunday.
 3. Discussed board self assessment.
 - a. Talked through some of our goals for the eval.
 - b. We talked about rating core responsibilities of the board effectiveness plus process.
 - c. Came up with some questions that would also help lead us to improvement goals.
 - d. We agreed that we would also assess the assessment to continue to improve.
 - e. Work still needs to be done to decide when and how to administer and assess the results and have a discussion.
 - f. More work will be done and the committee will continue working on it.
7. Building Company Board Update 7:05
 - a. Sean rewrote the bylaws and shared with Anna and Morgan, the other members of the company board.
 - b. Unsure who is allowed to amend the bylaws?
 - c. Also clarity is needed on what the purpose of the building company is.
 - d. Erin Andreson shared the statute for reference: MN §124E.13 Subd. 3 and Subd. 4. as well as MN §317A.181. She also shared that often bylaws state how they can be amended. Sean shared that in this case that is not the case.
 - e. Sarah suggested that the building company can amend the bylaws but should inform the board.
 - f. Erin suggested to look at other charter schools and how they crafted their bylaws.
 - g. Erin encouraged some level control of the building company.
 - h. Sean will work on this, and reference the statues, the board will provide input, and then have a building company meeting under open meeting law.
8. Leadership update – Anna & Morgan 7:20
 - a. Enrollment - steady, no changes. Remain at 73 with the same breakdown.
 - b. Environmental Education Goals

- i. Morgan shared the ELP goals which were developed with input from across the school across all content areas.
 - ii. Erin shared that it is the board's responsibility to make sure we are meeting our Environmental Ed goals. What we don't want is a list of activities. We want to know what the scholars learned. We should be asking for updates on the goals and progress expressed in this document.
 - iii. Anna shared that Morgan worked hard on this document and Erin/Osprey Wild approved it.
 - c. General - 7:35
 - i. Anna shared that they are in quarter two and doing conferences. They have more people than usual signing up and the virtual option helps with inclusion in this opportunity. Improving the process for parents and scholars to ensure a meaningful conference experience.
 - ii. Clubs have started up which has been fun.
 - iii. Working hard to take care of scholars in all the ways they need at this time.
 - iv. Sarah asked how staff are doing. Anna, Morgan and Jenn answered there are highs and lows and they work hard to support each other.
- 9. Email addresses and contact info 7:40
 - a. Amanda shared that her training highly suggested that all board members not use personal email but instead school emails for legal reasons and any potential subpoenas.
 - b. Anna will check into this and let us know
 - c. Sonia moves that we request LJA emails
 - d. Morgan seconds
 - i. Sean wondered about the burden to have LJA manage this.
 - ii. Morgan suggested it would be better to keep them as part of the school process and have ownership of the email and content.
 - e. Question called and approved with 7 yes votes and 1 abstention.
 - f. Question was raised by Morgan whether posting our private phone numbers are required.
 - i. Erin shared: You can just put the school's phone number. MN §124E.07 Subd. 8(b) just says you have to publish "directory information" and we advise email.
 - g. Sonia moves that we remove our personal phone numbers from the web site and immediately and post the LJA office number.
 - h. Morgan seconds
 - i. Question called and approved with 7 yes votes and 1 abstention.
- 10. Remove previous board members from Google folders. Sarah will do.
- 11. Give to the Max 7:50
 - a. Sonia shared that there is a \$1550 board match so far
 - b. Looked at funds on the Give to the Max site
 - c. Sonia shared wording on how to make an ask for donation
- 12. Financials – Robert and Morgan 7:55
 - a. Approvals of financials -info shared by Morgan

- b. Sonia moves to approve the October financials
 - c. Amanda seconds
 - d. Question called and approved by 7 yes votes and 1 abstention.
13. Board Professional Development - Finance Training - Robert Procaccini 8:00
- a. Robert walked us through our finances and how the budget works
 - Amanda motions to adjourn
 - Angi seconds
 - Question called and approved with 7 yes votes and 1 abstention.

Adjourned at 8:23

Respectfully submitted by Angi Faiks