



LAURA JEFFREY ACADEMY

Board Meeting Minutes

Date: 12/15/2020

Time: 6:15pm

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: Sarah Carter , Fahima Aziz,Mimi Mohamud, Morgan Williams, Kate Agnew, Sean Quinn, Sonia Feder-Lewis, Angi Fawks, Mimi Mohamud,Join Zoom Meeting <https://us02web.zoom.us/j/89360103151?pwd=SWZTNEVXdnBaN2dDdGZPM2U4bE1qdz09>
Meeting ID: 893 6010 3151

Ex officio: Anna Robinson, Leadership Representative

Secretary: Angi Fawks, Fahima Aziz

Guests: Robert Procaccini, Dieci School Finance, Terrence T, Erin Anderson, Jessica Journey (parent)

Absent: Amanda Moon

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

Agenda

1. Welcome :Sarah Carter
2. Public Comment: None
3. Approval of Agenda Kate Agnew approved; Fahima Aziz seconds;
Morgan calls the question; Kate Agnew seconds; Sarah calls for approval: all approves.
4. Approval of November 2020 Meeting Minutes: Fahima Aziz: moves; Morgan seconds
Call the question: Sean Moves; Kate: seconds; All approve the Minutes
5. Board Email Addresses/Contact Information: All contacts and communication through LJA email addresses; Sonia asked if all material in Google drive can be accessed through LJA emails; Sarah will clean up the Google Drive so all can access Google drive through LJA emails.
All LJA emails through this mode of communication;
Sonia: All new members be aware of scam emails using a LJA member's name
6. Board Recruitment: This is December but we need to work on this early on. Mimi, Fahima and Angie's term will be over; need to approve a slate in April; prospectus candidates' names put forth. elected in June and term starts in August.

Sean: when will we know if the current members inform us if they would continue; any skill sets needed for the Board;

Sarah; need diverse Board, financial skills, marketing skills, a parent would be good.

Sarah: Skills find out; Form to be completed .

Fahima: Term of Board three years, some past members have continued for an additional year. Why not four years?

Angie: Vacancy needs to be filled

Angie: Thoughtful completion of the interest form: change to Application form

Sarah; Governance Team look at this about the term and the “interest form”

Fahima: By April the current members need to inform the Board if they are staying or not.

Fahima: An excel sheet with different skills

Sean: It's on the form about different skill sets needed for the Board.

7. Committee Reports

- a. Leadership Team Review: Report Acceptance (Addition requested by Sonia to the agenda)
Sonia: Looked at lots of data for 2019-20; Rubric revised, fine work by Leadership Team; self evaluation by LT; highlight; in all areas the team “met or exceeded expectations” ; academic performance of scholars not included (test scores); report speaks to itself; significant improvement in financial state; improvement in student and teacher ; no improvement needed and applaud the
Thanks for all the work; January to review the instrument and get LT ‘s input to how to improve the surveys and rubric.
Sean moves
Morgan accepts
no addition or questions?
Work of the Board
Calls the Question:Sonia
Kate: Second

Sarah call the roll: All approves and the report is approved

8. Leadership update – Anna

Enrollment is 73

- a. Revised Budget; 82 students so had to revise; unemployment charges too high; Jacob is working on this; insurance figure out the large payments; later submit the budget in January; pay based on claims and annual fees int he past.

Robert; Quarterly assessment; hard to get in touch with anyone.

Revised budget will be presented in january 2021

- b. Q3 Distance Learning Update; learning Plan LT reviewed the plan and will be in distance learning for Jan, Feb, and March; Over 50 cases in counties;...113 in counties: 117 in Hennepin;

Attendance in advisory in morning and attendance is good in classes throughout the day

Sarah: this is the result to the sense of community and

Anna: Credit goes to the advisory ; hardship in technology use and assimilation for learning

families rallies around families and students

MDE allowing schools to 5 days of instruction but students are not in session , Feb 1 and 2 for refining the distance learning; schedule changes and accommodating any changes; supplies ot to scholars; communi

Sarah: schedule changes?

Anna; way to assess how the time is expended; fine tuning

Fahima: Lease discussion.

Angie:: President looking for new opportunities with LJA; integrating into the community.

Agnew: organized and structured relationship

Anna; School has a family and community community; example of UMN relationship

Sarah Continue this relationship.

9. Financials – Robert and Morgan

Morgan: Financials are looking good; fund change in revenue, 71, 000 overpaid LJA; LJA can pay the bills; cash flow is looking good

Robert: can apply for forgiveness; one school did get forgiven; SBA loan for paycheck protection; more of a grant and apply for forgiveness; fundraising looking? LJA is applying;

Over \$3000 Giving it to the Max; \$7500;

Anna: provide quarterly reports for fundraising school's fund raising committee.

Sarah: quarterly report on fund raising

Sonia; Lyisa sent thank you to all donors

Anna; video of cooking; meal bags to families

Kate; reiterates about AmazonSmile ;

Angie: information about this on the website, sean agrees

- a. Sarah calls for approvals of financials; Sean moves; Angie; seconds Questions; Sonia calls, Kate seconds all approves

10. Board Professional Development - Public Comment Period Discussion;

Erin helps us to think about common practice; changes for policies

Erin: Board Meeting: establish time limit and process; public to send written comments and ask if they would like to be included

Meeting minutes are written

Pushing the agenda back and add

Board Chair talks at this time; the chair manages the public comment period; others listen and take notes.

Deciding topics not hijack the agenda;

Gather information and make good decision for schools and can; t make that happen in such a period

Preserve public trust; clear and transparent decision and open to input from the public.

Sarah; any thoughts? policies? comments?

Morgan: nor ask questions? make an comments? last year this went haywire;

Fahima: wanting more information

Morgan: gather information for next meeting

Kate: grey area, things are not black or white; nuance ? process to be on the Board;

Anna: collect information and limitations and make it clear how we'll proceed

Erin: set the expectations in the beginning; it was a leadership team's thing but not a Board thing

Kate: policies ...someone read it and establish the ground rules

Board level? management?

Terrence: Providing a why behind the policies is important.

Morgan: Send info on our public comment

Sonia: If we get a simple question, the board chair could reply. Point about accessibility could be built into the sign up process.

Angi: Put into the policy that we will read or share the policies for public comment before that portion of the meeting

Erin: This is not in support of Open Meetings but instead In support of a clear and transparent community.

We discussed adding time limits. The idea was shared that each person gets 3 minutes and a total of no more than 30 minutes.

Discussed written public comment as it relates to time allotted.

Add language to make sure accommodations requests are welcome.

Add language as to “why” these are in place.

Make it clear that public comments will become part of the record.

Clarify how to submit written public comments.

We refer to a policy in the policies...be more clear what we are referring to. Can we make it more generically worded?

Sean moved to approved the policies

Morgan seconds

No questions or comments

Morgan calls the question

Kate seconds

7 yes votes, 1 abstention

Policy is updated and approved

8:22

Sean moves to adjourn the meeting

Angi Seconds

7 yes votes, 1 abstention

Adjourned 8:23

