



**LAURA JEFFREY  
ACADEMY**

Board Meeting Minutes

Date: February 16, 2021

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.**

**In Attendance:** Sarah Carter

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

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

**Secretary:** Angi Faiks, Fahima Aziz

**Guests:** Robert Procaccini, Amanda Dahlke, Dieci School Finance, Jennifer Ryg, Leadership Team, Lisa AC, Linda Alter

**Absent:**

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

1. Agenda: Welcome by Sarah Carter 6: 16 - 6:23
2. Public Comment: 6:23- 6:23 Lisa C thanked the Board member and the School

Approval of Agenda: 6:24 - 6:27

Approval Motion Kate Agnew, Angi seconds

Sean requested an addition to the agenda on Building company

Sonia calls the question

Kate seconds

All approved

3. Approval of the Minutes 6:28- 6:29

Sonia Moves to approval

Kate seconds

Two minor edits by Sarah

Kate calls the question

Sean seconds

Six yes and one abstention( Amanda), Minutes approved.

- 5.. Board Recruitment 6:30 - 6:36 pm

Parents, teachers( how many)

Marketing person

How many teachers? We don't have a specific number but more than one would be good.

Lisa and Linda ( marketing) are volunteering for Board member position

6. 1. Committee Reports 6:37 -

- a. Sean: informed that he rewrote ( revised) the by -laws of he Building Committee;; Full revision and vote on it (by laws) after Morgan is back from the maternity leave by next meeting

Nothing substantive to happen or expected to happen for three years!

b. a. Governance Committee - Board Application and Cover Letter 6:38- 7:24 pm

Sarah, Angi and Sean : crafted a cover letter to be sent out to interested Board member; also revising the application form; bio can be well written but application form is important; is a photo necessary; three items: bio, resume and application;

The point of what we did is what is necessary and that there is transparency, and clear and transparent about data we are writing in and being inclusive to provide support to complete the application, i.e, with regards to parents who may need help in completing this application process.

Jennifer talked about One example: writing a resume is a challenging process and one may need help.

Angi:Cover letter include high level points about the commitment and responsibilities of a Board member; Board training will be provided; observe a Board meeting before being a Board member;

Sonia: not ask everyone to submit a resume; bio vs resume.

Amanda and Danielle to add a blurb?

Angi: what it means to a Board member in the blurb

Jennifer: help with articulating their experiences

Sarah: highlighted what's in the application form and changes made.

Sean: address what's in the skills; highlighting skills but don't want people not to apply just because they don't have the skills;

Sarah: application is for internal consumption and not for public

Kate: we can identify some skills that would be helpful but qualify that it's not necessary; this may help them tailor their responses

Angi: At this time, the Board is looking for these particular skills to signal what skill set needed

Sonia: The list can be daunting and can be challenging

Jennifer: Skills one has and what Board wants one may feel that there could be a mismatch

Angi: Use this as a signalling for skill set needed

Sarah: What skills and experience you'll bring to the Board?

Danielle: Most prospective Board member had a conversation had a meeting with a Board member; thus this process can be less daunting

Sarah: After the interview, the prospective member can complete the application.

Angi: asked about the rationale of having this question "Do you foresee any difficulty in completing the Board Member responsibility"

Kate: looked at the question as if one need helps

Sean: the skill list was very helpful

Angi: Photo necessary? Angi, Sean and Fahima felt it was not necessary

Lots of suggestions and good discussions; Sarah and the rest in the committee will work in modifying the documents; vast improvements made in the revised document

#### 7. Leadership Update: Anna: 7:25 p.m.-7:51 pm

WBWF/Annual Report revisions approval: for two sentences

Sean moves and Sonia seconds

Amanda calls the question

Seven yes votes and approved

a. Strategic Planning:/ marketing updates and needs

A discussion in spring: focus should be enrollment; meeting George in March 2, 2021:

Marketing and enrollment will be the focus; Ask help from the board for marketing support. Implementation plan will be included; stabilizing budget and staff retention have been accomplished

Kate: volunteered to help with the marketing in enrollment and recruitment

More updates will be provided

b. Potential Sick time policy updates: Asking for consistency among for sick time/unpaid time; sick time in increment of four hours ; half day or full day; written policy for accommodations  
Second shot of Covid vaccine the symptoms are more severe for a day or two; requesting that we approve this a sick leave

Kate: sick leave for half day versus full day? perhaps build in leniency in the policy; looking at different number of increment;

Jennifer: teachers' decisions will vary accordingly; docking teachers for missing two hours as half day?

Anna: two hour increment proposal to take to the Leadership Team

Taking the second shot Covid 19 would be an exception to the policy;

Kate moves to approve the proposal of an extra day

Fahima calls the question

Kate seconds  
7 yes, Approved

8. Financials- Amanda and Sean: 7:51- 8:05

a. Approval of Financials;

Sean: temporary financial committee member: everything looks good. revenue and costs approaching 50% of the budget; fund balance is very good, \$40 to 50,000

No line of credit and not necessary now.

PPE loan forgiveness is holding up and starts working on the next year's budget.

Unemployment : State gave us a higher rate than at other places; this has been appealed; meeting with an UI judge;

Cash flow is good we can pay our bills;

\$450,000 in the bank account and we don't get interest; we are paying some level of fees (service charge) based on ledger transfer; suggestions: move our money to an interest bearing account.

Financially we are doing well, expecting better news on UI, and PPE loan.

Anna: Revised budget in April after the UI, and work on next year budget in May

Amanda move to approve

Kate seconds

Jennifer: Is it the UI so high that it's a mover in the budget?

Sean: Yes; paying the higher rate and budget was done before the UI was taken into account in the line item

Amanda: called the question

Kate: seconds

7 approves the January Financial

9. Board Professional development: Equity in Education: 8:05 pm - 8:10 p.m.

Sarah: Plan for speaker didn't work; Sarah sent a website; If no one was able to look at we can discuss next time

Angi: consider diversity in recruitment

Sarah; Osprey training was useful Board training upcoming in

Angi; moves

Amanda seconds

Sonia calls

Angi: seconds

Meeting adjourned.

Minutes submitted by Fahima Aziz.