



**LAURA JEFFREY
ACADEMY**

Board Meeting Minutes

Date: 3/16/2021

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, Mimi Mohamud , Sarah Carter, Kate Agnew, Angi Faiks, Sonia Feder-Lewis, Amanda Moon, Anna Robinson, Leadership Rep., ex officio

Ex officio: Anna Robinson, Leadership Representative

Secretary: Angi Faiks, Fahima Aziz

Guests: Terrence Thigpen-LJA Leadership Team, Amanda Dahlke, Dieci School Finance, Pamela Schieffer Special Ed Teacher LJA, Linda Alter - parent, Lisa Alter Capell - parent

Absent: Sean Quinn, Morgan Williams (maternity leave),

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

Agenda

1. 6:15 Welcome - introductions and welcome guests
2. 6:23 Public Comment
3. 6:34 Approval of Agenda
 - a. Kate moves to approve
 - b. Sonia seconds
 - c. Discussion - Amanda suggest board recruitment conversation
 - d. Sonia calls the question
 - e. Amanda seconds
 - f. 7 votes of approval
4. 6:35 Approval of February 2020 Meeting Minutes
 - a. Amanda moves to approve
 - b. Fahima seconds
 - c. Discussion - some edits were offered as well as the suggestion for a future shared plan for minutes best practices, including how to use and incorporate Zoom chat conversations in the minutes (or not). Will discuss after May.
 - d. Sonia calls the question.
 - e. Kate seconds
 - f. 7 votes of approval
5. 6:37 Financials – Amanda Dahlke
Financials were shared and our standing is steady and stable.
 - a. Fahima moved to approve of financials
 - b. Amanda seconds
 - c. No discussion
 - d. Sonia calls the question
 - e. Amanda seconds

- f. 7 votes of approval
- 6. 6:43 Committee Reports
 - Leadership Team Review Committee - Review 2021 Draft Documents - Sonia
 - a. Committee updated survey instruments, added questions, especially in light of distance learning.
 - b. LJA Leadership Team was consulted.
 - c. Board reviewed the survey and timeline during the meeting and provided feedback.
 - d. Amanda moved to approve the materials
 - e. Sonia seconded.
 - f. Brief discussion about LJA teachers self assessment and a review of exactly what had changed from last year, which was only questions in regards to distance learning.
 - g. Amanda calls the question.
 - h. Kate seconds.
 - i. 7 votes of approval
- 7. 7:00 Board Recruitment - Amanda
 - a. Can we change the term times for parent board members?
 - b. Is three years too much of a barrier?
 - c. Is two years better or is that too short?
 - d. Fahima shared that even three years might be too short for board membership. Many other boards require four or five years.
 - e. Sonia liked that this might open opportunities for folks.
 - f. Suggestion was made by Sarah for the governance policy committee to research this topic and see what is possible.
 - g. If a change is advised, we would need to vote to change the bylaws.
 - h. Kate wondered if we should add anything to publicity materials to make things more clear. Maybe that is all that is needed. Sarah will ask Lisa to add a sentence of clarification to the newsletter.
 - i. Sarah reminded us that we will have board member committee and role elections in May.
- 8. 7:14 Leadership update – Anna
 - a. Reopening Updates
 - i. Following Governor’s opening of up schools. A lot of planning is happening.
 - ii. Held listening sessions with full LJA community
 - 1. Each grade level had different concerns.
 - 2. Some folks expressed more of an urgency to return and some did not.
 - 3. Trust in the Leadership Team and their final decision was expressed.
 - 4. Conversations were held of how to offer hybrid classes.
 - 5. Concerns for equity, safety and enforcement of safety protocols were expressed.
 - 6. Conversations about staff who need to remain home and how to
 - 7. All staff have been offered vaccination opportunities and are actively being vaccinated
 - iii. Made the decision to move to hybrid on April 19th, with scholars in the building one day a week and with plans for safety in place, including small pods and six

- foot social distancing. One day a week is in place to keep people as safe as possible.
- iv. Will still offer the classes via Zoom, even for the scholars in person so teachers only have to teach using one modality.
 - v. Because our bussing is on St Paul Public Schools we needed to coordinate with them. LJA Scholars will be on their own buses. This will change the time of school slightly.
 - vi. Survey to determine who is coming back will go out this week.
 - vii. Creating lessons for scholars about returning to school, including social-emotional needs.
 - viii. Will continue to learn and update plans.
- b. Safe Learning Plan Updates
- i. Working on fine tuning the plan. Should be finalized in the next few weeks and will be brought forward for approval in April.
 - ii. Adding travel guidance.
 - iii. Will share info of onsite testing of staff.
 - iv. Will recommend testing of family and scholars every other week.
 - v. Board extended deep gratitude and praise to the entire LJA community for all they have done and are doing to deliver education, care, and to support wellbeing this extraordinary year.
- c. 2021-22 Calendar - approval needed
- i. Calendars are aligned with St. Paul.
 - ii. Need 175 instructional days, including some digital learning days on some of the days that St. Paul is not in session.
 1. Sonia motions to approve both of the calendars
 2. Kate seconds
 3. No discussion or questions
 4. Amanda calls the question
 5. Kate seconds
 6. 6 votes of approval, 1 abstention
- d. Revised sick time policy - approval needed
- i. Anna shared the updates to the policy and ways that we can be more flexible in supporting staff. (.25 increment during distance learning)
 - ii. Kate motions to approve
 - iii. Amanda seconds
 - iv. Discussion
 1. Sonia asked if we need to be more clear that the .25 sick time increment is only during distance learning and will revert back to .5 when in person.
 2. Sarah asked if this only applies when you are not in the building and Anna agreed that is true.
 3. Kate suggested adding in a bullet point to make this a bit clearer such as "In the event that existing staff are unable to cover during an absence

and a substitute teacher must be hired, the time off must be in a half day increment.”

- v. Amanda calls the question
- vi. Mimi Seconds
- vii. 6 votes of approval, 1 abstention
- e. Strategic planning update - Areas of focus:
 - i. Enrollment strategies
 - ii. Conversations about expanding grade levels
- 9. 7:50 Board Professional Development - Obligations and Limitations of Charter Schools
 - a. We moved into a professional development learning opportunity and conversation on this topic

8:10 Sonia moved to adjourn the meeting

Amanda seconded

Discussion - Kate may not be able to attend the next meeting

Amanda called the question

Kate seconded

6 votes of approval, 1 abstention

Adjourned at 8:12pm

Respectfully submitted by Angi Faiks