



**LAURA JEFFREY
ACADEMY**

Board Meeting Minutes

Date: 4/20/2021

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.

In Attendance: Sarah Carter

Virtual Attendance through Interactive TV: Sarah Carter, Kate Agnew, Angi Faiks, Sonia Feder-Lewis, Amanda Moon, Sean Quinn

Ex officio: Anna Robinson, Leadership Representative

Secretary: Angi Faiks, Fahima Aziz (absent)

Guests: Robert Procaccini, Dieci School Finance, Lizzie Foshee, Leadership Team

Absent: Fahima Aziz, Mimi Mohamud

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

Agenda

1. Welcome 6:24
2. Public Comment 6:25
 - a. None
3. Approval of Agenda 6:28
 - a. Kate moves to approve
 - b. Amanda seconds
 - c. No discussion
 - d. Amanda calls the question
 - e. Kate seconds
 - f. 6 affirmative votes
4. Approval of March 2021 Meeting Minutes 6:29
 - a. Amanda moves to approve
 - b. Kate seconds
 - c. Fixed minor edits
 - d. Sonia calls the question
 - e. Kate seconds
 - f. 5 affirmative votes, 1 abstention
5. Board Election 6:31
 - a. Approved and discussed
 - i. Candidate 1, 6:37
 1. Amanda moves to add the candidate to the slate
 2. Kate seconds
 3. Discussed candidate
 4. Amanda calls the question
 5. Kate seconds



6. 6 affirmative votes
 - ii. Candidate 2, 6:44
 1. Amanda moves to add candidate to slate
 2. Kate seconds
 3. Discussed candidate
 4. Amanda calls the question
 5. Sonia seconds
 6. 6 affirmative votes
 - iii. Candidate 3, 6:47
 1. Amanda moves to add the candidate to the slate
 2. Kate seconds
 3. Discussed candidate
 4. Kate calls the question
 5. Sean seconds
 6. 6 affirmative votes
 - b. Election procedures 6:51
 - i. Leadership team and school will set up voting.
 - ii. Open the vote on June 8 for a week before the annual meeting on June 15.
 - iii. Notification of election and related info will go out by May 14. Have info go out on May 9 all school newsletter.
 - iv. Board members and staff are eligible to vote but a certain percentage of families must vote. We will get clarity on these rules.
 - v. We have three open seats so do not need any sort of ranked choice.
 - vi. We will cross-check that our balance between community, parents and teacher board members matches the bylaws.
 - vii. Sarah will reach out to all three candidates and let them know that they will be on the slate. We decided to not include a bio or photo in this process, just the application minus personal information such as phone number, etc.
 6. Financials – Amanda and Sean 7:03
 - a. Approval of financials
 - i. Sean walked us through the financial dashboard
 - ii. Acknowledgement of and thanks to Jacob for all he did to discover, resolve and get \$54K credit from DEED for an unemployment premium miscalculation
 - iii. Robert walked us through the special education budget. We spent less money than last year and we need to address the reasons why and share with MDE. Robert, Leadership and the Special Ed lead will work together to get this information.
 - iv. Sean moves to approve the financials
 - v. Amanda seconds
 - vi. No discussion
 - vii. Sonia calls the question
 - viii. Kate seconds
 - ix. 6 affirmative votes
 - b. Revised budget approval - with Leadership Team

- i. Robert shared the revised budget
 - ii. Sean moves to approve the revised budget
 - iii. Kate seconds
 - iv. No discussion
 - v. Amanda calls the question
 - vi. Sonia seconds
 - vii. 6 affirmative votes
 - c. Approval of fixed assets policy
 - i. Robert shared updated fixed assets accounting policies
 - ii. Board reviewed
 - iii. Angi moves to approve the fixed assets policies
 - iv. Kate seconds
 - v. No discussion
 - vi. Kate calls the question
 - vii. Sonia seconds
 - viii. 6 affirmative votes
 - d. Approval of depository and electronic transfer authority
 - i. Robert shared the depository and electronic transfer authority policy
 - ii. Board reviewed
 - iii. Amanda moves to approve the fixed assets policies
 - iv. Kate seconds
 - v. No discussion
 - vi. Sean calls the question
 - vii. Amanda seconds
 - viii. 6 affirmative votes
- 7. Committee Reports 7:41
 - a. Governance/Policy Committee - Board Self-Evaluation
 - b. Board reviewed the plan and shared the survey. The plan is to distribute it after the May meeting so we have results ready for the June meeting. It will be an anonymous survey.
 - c. Everyone look more carefully and offer feedback to the Governance Committee.
 - d. We will revisit in the May meeting
- 8. Leadership update – Anna 7:52
 - a. Safe Learning Plan approval - changes to Hybrid Learning section highlighted in yellow, other sections not yet changed
 - b. Board reviewed the changes
 - c. Sonia moves to approve the Safe Learning Plan
 - d. Amanda seconds
 - e. No discussion, but appreciation was expressed, especially for the detail
 - f. Sean calls the question
 - g. Kate seconds
 - h. 6 affirmative votes

9. Board Professional Development - Special Education - Lizze Forshee 7:58
 - a. Full discussion tabled until May meeting
 - b. Document is in the folder if folks wish to review beforehand, especially how funding relates to the budget.
 - c. Lizzie shared a few slides for us to spend a bit more time reviewing.

Sonia moves to adjourn

Kate seconds

Amanda calls the question

Kate seconds

No discussion

6 affirmative votes

Adjourned at 8:09pm

Respectfully submitted by Angi Faiks