

Board Meeting Minutes

Date: 10/20/2020

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:** Fahima Aziz, Amanda Moon, Mimi Mohamud, Sarah Carter, Morgan Williams, Kate Agnew, Sean Quinn, Sonia Feder-Lewis

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

**Secretary:** Angi Faiks, Fahima Aziz

**Guests:** Robert Procaccini, Dieci School Finance, Jim Eichten, Malloy, Montague, Karnowski, Radosevich & Co., P.A., Jacob Bonde, Leadership Team

**Absent:** Brenna Barrett

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

6:17 -6: 22

1. Welcome by Sarah Carter
2. No public comments
3. Approval of October Agenda

Kate approves and Angi seconds; all approves

4. Minutes of September Minutes approval after edits, Brenna and Mimi were absent, Morgan approves, Amanda seconds, all yes and minutes approved.

**5. Audit Report- Jim Eichten: 6:23 -6:50**

Jim Eichten reported “all positive” with favorable comments

Annual Financial statements by the Statute of Govt. of Minnesota

Management report MMPR provide results and a summary document in five areas;

Responsibilities of Academy and Auditing standard,

Change the scope of audit should be reported but we did NOT change anything

1 through 4.

Financial Statement: Unmodified opinion; clean report

Internal Control Financial structure: Lots of control in place

Government Federal Agency, and Aid; no remarkable findings in this area

PPP Loan

Compliance with MN Law and Regulations: list changes annually accordingly with changes in law: no findings to report.

Exceptional report with no findings and a clean audit.

COVID 19 having on school, cautious about the changes happening, especially in the internal control: when no one is there; taken into account not subject to risks.  
Pages 2, 3, 4: Required communication: audit very smooth, so there is no real concern

Page 5: Costs has gone up. Under the pandemic and funding, one has to be mindful that you'll get additional funding. It is an unusual political landscape.

Page 6: Financial trends of the LJA; looking for trends, first item: number of students; Managing well, downturn in number, need to monitor because of the financial challenges. Something to watch for financial well being

Page 7: General Fund balance changed; flow can change for many reasons the number seems very high for this organization; PPE loan, revenue, increase in fund balance because of PPE loan; this is not allowed in available fund balance unless either available or forgiven. Not using PPE for costs or for other revenue source; cannot use expenditure twice; lease aid for lease cost; identified the costs as part of PPE loan and rest under; revenues exceeds cost by \$113 in fund balance; much higher than last year;

Page 8: On Revenues and Expenditures: general trends is that we have compliance with budgeted expenditures; in case if audit doesn't hold true to our particular trends to our expectations under budget in state special education costs; look for results mimic the budget

There are no findings to report, thus no modifications are needed.

Sean: Regarding PPE loan, if forgiven, may have restrictions even though it is in fund balance?

Jim: Yes

Angi: What is the likelihood that this Loan being forgiven?

Robert: depends on eligible expenses; use expenses for 24 weeks; not even through 6 months to see it's getting close; legislation may change;

Jim: Most banks are not accepting the PPE application; see what happens in the industry  
Most charter schools haven't applied for forgiveness yet.

Robert: all small bank loans go through Sunrise Bank.

Sarah: Call for Acceptance of Audit of report

Morgan Moves, Fahima Seconds, all in favor; Audit approved and accepted

## 6. **Financials:** Robert and Morgan 6:53-7:09

Morgan reported all looks good; change in fund balance didn't change much from last month, expected 82 in enrollment but current is 73; nothing was borrowed from PPE funds, and/or from line of credit;

Monthly report expanded on items, with healthy cash flow, no new grants to report, all numbers are pretty much the same and we are where we should be;

Robert: Two biggest issues: enrollment being 73, which is nine students less and impacts our budget less revenue

We didn't use much of money that we didn't budget, so more money was available; line of credit expires on Oct 31, possibly renew that but we don't need it now, depending on PPE we may renew it later

Morgan: through the Care Acts (\$25000)?

Jacob: govt agency GEER Fund \$1600, restricted to technology, we may need to revise budget for usage of the funds

Jacob: Used for Hot spots, laptops ordered in July, and there is a back log of shipping,

Jacob: St. Paul gets the money for transportation; so, we keep our contract with St. Paul district

Morgan: We didn't have to do anything, but nothing really changed

Sean: Robert line of credit expires in October? Do we need to show a need? Robert:

We need to apply for non-profit loans; down the line we may need it; may be worth applying for it. As we get closer to what happens PPE loan, we can revisit. There is a line of credit from Propel

Sean: Why not apply for it; what are the advantages or disadvantages? Robert: There are application fees, but not an urgent thing; we are not in a scenario that we are out of cash; PPE 1% interest, Propel line 5 to 6%;

Motion to Approve: Sonia Moves Kates seconds, all says yes. **Approved.**

## **7. Annual report Review and Approval: Jacob Bonde: 7:10 – 7:45**

Jacob: Couple of trends to report and address questions and if anything, people noticed. Annual report two purposes; MDBE and Audubon; two statutory requirements In coordination and writing it, things that stood out; great reporting about good financials, good things about teacher led model, improvements in teacher retention, student attrition rate from 2018-19, 2019 -2020 (12 arrived and 2 left (2 technically in distance learning)).

Moving forward: desire to and need to add back in like clubs and events

Sarah: Evidence that educator led model surveys to get some data

Sonia: Look at teacher satisfaction; along with retention; survey results in a couple of years. Perhaps an issue of correlation and not causation

Morgan: Uncertain time so we have to be cautious

Jacob: fix some errors and doing edits, "midday", using grades as Sonia suggested,

Morgan: school were required not to grade but assess engagement

Jacob: consistent attendance, small schools prone to swings, and this is an attendance problem; this went up significantly from 75 to 86

Morgan: Students who left affected the attendance

Jacob: absences counted against us: 93% (distance learning) vs 96%

Angi: what about teacher retention, etc., as Sonia suggested

Jacob: Feedback from Audubon; last year one thing they couldn't find; Two changes: this is the wrong year 2018-19, need to change; 0 suspension, because of audit we need to add new number; unassigned estimated fund balance \$128, 527 plus 2000, which include PPE loan \$209,000 forgiven

Approval needed?

Mimi: Send to Audubon and publish on school website, how to communicate to parents?

Jacob: We have weekly communication to parents

Mimi: Sean is not included in the list in 2019 -2020;

Anna: We are reporting on 2020-21, leadership team last year

Mimi: Food service page 53; how much details we want to go; page 64, suggestion to write out the full name of the program just for summer but became full year program

Questions or comments?

Sarah calls for motion for approval of the Annual report and World workforce with edits

Morgan approves

Amanda seconds

All says YES

#### **8. Leadership Team Update: Anna Robinson: 7:46-8:11**

**Enrollment:** 73 total students at LJA; reported a breakdown by grade Under enrolled what we budgeted, we are posting on social media, many schools are facing low enrollment; 1 pending student 5th grader, Terrence doing tours and speaking with prospective parents; push coming up by getting the name out her Sean: page 8 enrollment in 20-21, numbers go up in other grades, 7<sup>th</sup> to 8<sup>th</sup> graders numbers go down;

Morgan: every year it's different

Jacob: students transfer for different activities such as varsity activities for high school experience, kids go on to feeder program and activity related

Morgan: for sibling and family issue

Sarah: what can we do get the word out

Anna: Terence's magic to get the word out Art and Music teacher has a community show

Morgan: Gallery show, 8<sup>th</sup> grader song lyrics for protest

Sonia: Contact hours? A good selling point.

Anna: Leadership team assessing to come to transition, we are having clubs, which will affect contact times, and capitalize on these for marketing

Quarter 2; teachers/staff deliver online delivery, year- long distance learning **Q2**

**Learning Model Update:** release every Thursday, all numbers are in mid 20s; remaining high and continuing to be in risk; surveyed the staff with regards to returning 53% high risk ( family reason) unable to work in the building, 12% able to work in the building., 52.9 unable or unwilling to work in the building, 35% willing to work but prefer to work at home.

Care and proud of staff; we need to keep them safe;

We have more technology available to support distance learning

Daily attendance is strong; staff work hard to reach students who are not as engaged

Notifying families after the Board member about distance learning

Qtr. 2 next week starting in November; Dec 22 is the last day of Qtr.

2. Questions?

**Give to the Max:** In November meeting we need to discuss Gift to the Max Fund Raising; schools' fund and grant writing had some verbiage; Board help with calling large and past donors; Anna will send verbiage to the Board members; students' word included in the verbiage; provide a

Timeline for making the calls

Sonia: Board match and figure out the amount; Board match be the amount be a Board decision

Angi: What more we can do? With technology we can do more.

## **9. Board Professional Development - Robert's Rules of Order: 8:12-8:28**

Sarah: 5 Commonly Practices to Avoid

Motion on the Floor and then discussion

#3: call out on votes, unanimously approved

Sonia: Ex-officio can vote?

Fahima: Quorums decided in the beginning of the meeting

Sarah: Are there conflicts of interest in voting?

Motion for presentation/discussion, questions; motion to calling the question; go to vote;

Sean: Do we follow Robert's Rule?

Sarah: We propose an agenda which is not the final; if things are missing, we can add to it; Board will vote for addendum

Morgan: Move it to table or have a discussion to move it to table; filibuster and so on

Morgan: Moved to adjourn

Kate: Seconds

All says yes, approved to adjourn. Meeting ends at 8:29 p.m.

Minutes respectfully submitted by Fahima Aziz