Laura Jeffrey Academy

Board Meeting Minutes

March 21, 2017

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:** Annie Hotop, Danielle Jones-Glaser, Janet Gracia, Anna Robinson, Sharon Gifford, Devavani Chatterjea, Anna Veit, Jason Fritts,

**Secretary:** Annie Hotop

**Ex officio:** Jennifer Schiller, Executive Director

**Guest:**  Robert Proccacini, Allison Stapley, Liz Weatherhead, Dr. Talaya Tolefree and Sean Tolefree **Absent:**  Laurie Hamre, Maggie Struck,

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

1. Approval of February minutes
   1. Sharon motions to approve
      1. Danielle second
         1. Minutes approved unanimously by voice vote
2. Gala Update – May 18
   1. Sharon reports things are moving along
      1. Food, wine, dessert confirmed
      2. Tables/chairs/AV/band confirmed
   2. Need auction items & guests! Please reach out to your networks!
   3. $5000 presenting sponsor
      1. Magnet 360 & SalesForce
      2. Want to partner with LJA in a meaningful & prosperous way – yea!
   4. Kim Gandhi, Magnet 360, interested in Board, personal match
   5. $3000 High Winds, $500 PWC
   6. We need items – please be asking your networks
   7. Liz - auctioneer
      1. This is not a night off for the board, it’s our job to spread the word about the school
      2. Start making lists of possible donors, someone who might match
      3. Need a lead donor to start off the Fund a Need
      4. Think about what would you buy with free money, what would you buy your children, what would you buy your significant other?
         1. These are items we want donated to the event, start asking!
3. Calendar Approval
   1. Proposed calendar for next school year 2017-2018
   2. Not much has changed
   3. Start Aug 16, 2017
   4. School breaks mostly aligned with SPPS & MPS breaks
   5. June term very popular, good for students
      1. Looking to make experiential
   6. Instruction based on hours, not number of days in session
      1. There are plenty of hours, including snow day possibilities
   7. Sharon motions to approve school calendar
      1. Jason second
         1. School calendar approved unanimously by voice vote
4. School Policies
   1. Allison
      1. Field trip policy
         1. Supplementary, instructional & extended trips
         2. Checklist ensures all protocol steps are followed
         3. Trips may be through classes, or students may receive alternate assignments if they don’t attend
         4. Supplemental trips are optional, scholarships are available
            1. No one is denied the opportunity to go
         5. Parent concern: is there one person making scholarship decisions for students?
            1. The practice is to NOT deny students
            2. Issue several years ago, with scholarship students not showing for trip and school could not be reimbursed

No longer a problem

* + - * 1. Outreach to families when scholarships are needed
        2. Scholarship policies need to be well communicated to both staff and parents

Two staff collect the field trip monies and scholarship info

If students need a scholarship, they are granted one

Minimum fees are required for extended trips

Outreach to families if there is still need

* + - 1. Parent concern: need all staff to be educated on policies & procedures to keep kids safe
         1. Much confusion around January Audubon trip with staff & medical records
         2. How can we make the field trip situation better?
         3. Volunteers are privy to medical info, per school nurse
         4. Students with special needs also need to be considered
         5. Should a medical release info also be on the parent permission slip?

Yes, and volunteers should know about special needs and how to work with those students

* + - * 1. Medical info should not be discussed in front of other students
      1. Board discussion
         1. Staff communication needs improvement
         2. Medical record check has been completed

Needs to be communicated clearly to families

* + - * 1. Add a disclaimer to field trip permission slip regarding medical info

Families also need to consent to share medical info with volunteers

* + - * 1. Communication to family at meeting tonight about what steps have been taken, and what future steps will be taken
        2. Jo is the medical oversight staff member
        3. Broad response to community regarding new policy resulting from an audit of school policies and improvement of steps
        4. Parent meeting for questions and concerns held routinely prior to extended field trips – good attendance

1. Financials
   1. 121 students, 130 ADM
   2. $100,000 LOC, although not using it
   3. Cash is not an issue, LJA can pay the bills
   4. Fund balance increase from last month
   5. Devavani motioned to approve the financials
      1. Anna second
         1. Financials approved unanimously by voice vote
2. Growth & Development - Janet
   1. Students are returning an “intent to return” form to the school
   2. Review of the numbers
   3. Emily doing great work on social media
   4. One applicant for the internship
      1. Jr at Drake University – Marketing major
   5. Need to determine clear plan for him
3. Meeting adjourned at 8:28pm