

Laura Jeffrey Academy
Board Meeting Minutes
March 19, 2019
Time: 6:17 pm

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: Danielle Jones-Glaser, Anna Veit-Carter, Fahima Aziz, Mimi Mohamud, Anne Marie Hotop, Gaye Fisher, Jason Fritts, Anna Robinson, Bryant Noice, Angi Faiks, Janet Gracia

Ex officio: Anna Robinson, Leadership Representative

Co-Secretary: Mimi Mohamud and Danielle Jones

Guests: Robert Proccacini, Dieci School Finance

Terrance Thigpen, Leadership Team

Erin Anderson, Audobon

Absent: Devavani Chatterjea

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

1. Public Comment
 - a. No one in attendance for public comment.

2. Approval of March agenda
 - a. Jason motions to approve
 - i. Bryant second
 1. No objections or abstentions
 2. March agenda approved unanimously by voice vote

3. Approval of February Minutes
 - a. No changes needed for the February minutes
 - i. Janet motions to approve February minutes
 1. Jason seconds
 - a. No objections or abstentions
 - b. February minutes approved unanimously by voice vote

4. Contracting Process with Audubon – Erin Anderson

Tonight, Erin presented to the LJA board and the leadership team the fiscal year 2019 contracting process. The contract must be executed no later than June 30, 2019.

a. ACNW Contracting Process:

- i. LJA must have a new contract ready and fully executed by June 30, 2019.
- ii. The contract is between LJA Board and Audubon and 3 years in length.
- iii. There is two parts to the ACNW contract: contract template and Exhibits
- iv. The full board must pass the contract
- v. The goal is to be ready to pass the contract in the next couple of months
- vi. The school board to do first reading of the contract at the May meeting
- vii. The contract will need to be approved at the June school board meeting. If contract is not passed by June then a special meeting needs to be called.
- viii. MDE approval is included in the contract
- ix. Now is a good time to add get bylaws revision included in the next contracts. It is recommended that the Board to talk about bylaws
- x. Next steps for the board: read through the contract and especially focus on Exhibit G (Academic and Academic Related Goals) and S (Benchmarked School Improvement Plan)

5. Financial report-Jason/Robert

- a. The school is doing well in finances. LJA can pay the bills, for now.
- b. Currently the actual ADM is 92.7, with EDRS estimate of 106
- c. Revenue is based upon 105 ADM with 10% holdback
- d. LJA is utilizing \$50,000 of \$150,000 line of credit (LOC).
- e. Enrolment at 88. Enrolment continues to be low. This is something to watch-out for.
- f. Important to get more donation/fundraising and not have major spending to make the budget more realistic.
- g. This year the plan is good but next year financial year may not look good if enrolment continues to decline. Next year there will be change financially since school calendar and bussing change
- h. The Board needs to approve the budget by June 30, 2019
- i. Teachers are conscious of spending for class room needs
 - i. Danielle motions to approve
 - ii. Angi second
 1. No objections
 2. 1 abstentions: Fahima due to missing first part of the financial update
 3. Financials approved unanimously by voice vote

6. Development Committee – Fahima/Annie

- a) The committee met last week and discussed about solidifying ways to raise money. Looking at grant writing. Committee members working with school to brainstorm ideas to raise money.
- b) The committee is putting together a calendar to keep track of grant activities.
- c) The committee is working to put together event calendar
- d) Is it worth our efforts to do ask to previous organizations that contributed and connect with potential donors?
- e) Committee talked about reaching out to LJA alumnae for potential partnership.
- f) Development committee is asking the board to give permission to conduct fundraising.
 - a. Per school board: as long as the Development Committee is not committing the school/teachers to do extra work and be mindful of teacher's time commitment, it should be fine. No strings attached is a must when communicating with donors. Also, ensure the potential donors are in alignment with LJA vision and mission statement. Based on LJA policies (Section 200). There is no indication against any fundraising as long as we are mindful of time commitment. **The board members part of the Development Committee want board minutes to reflect this.**

Q: Donors want to track where the money is going? Can we designate to programs?

A: Donations coming in can be tracked and designated to specific school programs.

7. Leadership update

- a. Audubon Update – re: authorization and revised 3-year budget
- b. IOWA Resolution: each year, the Minnesota Department of Education (MDE) requires that each charter school designates a person identified by the school to act as Identified Official with Authority for the MDE's External User Access Recertification System. The school board decided that Lizzy to become IOWA person and Anna R. as back-up.
 - I. Jason motions to approve
 - II. Bryant second
 - a) No objections or abstentions
 - b) IOWA Resolution approved unanimously by voice vote

c. Busing Update

i. LJA met the first deadline for March bussing with Saint Paul school.

Q: what's the community's feedback on bussing and calendar?

A: There were some parent concerns, however, once school provided explanation and more information was provided, then parents who attended were pleased with the

answers provided. At the end of the meeting families had a clear understanding of the calendar and bussing and were accepting of it.

d. Parent Survey Responses

i. Survey was sent to parents in person and online. There were 29 results.

1. Survey results:

a. Anna R. and Cassandra Q. to fill-in results from the survey

e. Enrollment update:

Q: Do we have a forecast for next year's enrollment?

A: This is what we know so far on next year's enrollment:

- I. 44 have intention to come back, 2 not coming back (6 and 8 grader, we don't know the reason), and 17 we don't know if they are coming back yet.
- II. LJA has 21 new pending students for next school year, these include 7 new students (5th graders).
- III. This year so far LJA had many interested parents visiting, mostly 5th graders. Families are touring.
- IV. Recruitment efforts include:
 1. Attending events at Obama school to recruit more students
 2. Earth Day which allows to do recruitment as well
 3. Social media to be used as way to recruit students
 4. The school board asks to make social media effort a standing agenda item

Q: With the calendar change, do you see any change in interest from families?

A: LJA has seen more interest from parents coming for school tour. Overall, there is increase in parent interest.

8. Board member recruitment – Anna VC

- a) The school board will no longer have 2 members after June 30, 2019 (Devavani and Janet). We need to start thinking of recruiting board members. It is helpful to have board member representation. The number of board members to be at least 5 and no more than 11 members.
- b) Current board members are encouraged to suggest potential board members to the board chairs
- c) There are two potential board members that are currently in consideration
- d) The school board is looking for a finance board member since Jason's (current financial board member) term will end this May.
- e) The voting of new members will happen in May 2019.

9. Adjourn
 - a. Jason motions to adjourn
 - i. Danielle second
 1. Meeting adjourned at 7:44 pm