Board Meeting Minutes

September 17, 2019

Time: 6:15 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 Robinson, Anna Veit-Carter, , Angi Faiks, Morgan Williams, Gaye Fisher, Sarah Carter, Sonia Feder-Lewis, Jason Fritts, Mimi Mohamud

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

**Secretary:** Danielle Jones-Glaser

**Guests:** Nalani McCutcheon, ACNW

Cassandra Quam, Leadership Team

**Absent:** Fahima Aziz, Bryant Noice

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

1. **Approval of September agenda**

* Conversation duration: 6:16-6:18 pm
* No change to the agenda
* Jason motions to approve the agenda
  + - Sonia seconds
      * No objections or abstentions
      * September agenda approved unanimously by voice vote

1. **Welcome/Introductions**

* Conversation duration: 6:18 - 6:20
* All board members introduce themselves to ACNW observer

1. **Public Comment**

* Conversation duration: 6:20-6:30 pm
* Email received from parent re: current bussing situation + rescheduling of midday clubs
* Anna R will outline new afterschool club program and send details via email this weekend to families so they understand the offerings and that they are also available to scholars without overlapping with after-school sports schedule
* The email is the only strong negative comment that has been received so far on the new bussing situation. The email reflected one day of bus riding and the student has not taken the bus since so it's not known if this is an ongoing problem or isolated incident.
* Advisory teacher responded initially to parent concern instead of leadership team
* Decision is made to have both leadership team and chairman of the board respond to the parent to address her concerns.

1. **Approval of August Minutes**

* Conversation duration: 6:31-6:35 pm
  1. One name is incorrect in the motions/approvals in the minutes that needs to be addressed in the august agenda section
  2. Secretary agrees to correct the minutes and repost to the share drive
  3. Gaye motions to approve June meeting minutes after typos are fixed
     + Morgan seconds
       - No objections or abstentions
       - After changes, the August minutes are approved unanimously by voice vote

1. **Budget Review and Approval**

* Conversation duration: 6:35-6:38 pm
* Expenses are at 12% of budget at 17% through the end of the year
* Current enrollment is at 83. The number may fluctuate due to potential scholar shadows planned in the next few days.
* Audit is close to completed
* Budget will be updated based on new enrollment numbers and then revised budget will be presented at October board meeting
* Morgan motions to approve financials
  + Mimi seconds
  + no objections
  + no abstentions

1. **Leadership Team Evaluation**

(Overall Conversation duration: 6:38-7:17 pm)

* 1. Enrollment is still low.
  + Cassandra will send out email asking families to help with recruitment communications to families they know that may be interested
  1. Upcoming Events:
  + Annual Chili Cookoff is 10/10/2019 from 5:30-7:30
  + 6th graders going to Eagles' Bluff for environmental education trip
  + 8th graders are going canoeing on school-led bonding trip
  + LJA may have significant representation at the climate justice summit. Anna R is still gauging interest.
  1. **Environmental Education**
     1. Morgan is Environmental Ed coordinator this year.
     2. Global curriculum is focused on interplay between children's rights and the natural environment [fill in details
     3. Photosynthesis curriculum is set up to give kids a chance to show what they know instead of just teaching to the test
     4. Intensive outdoor focus is intentional to get kids to appreciate the outdoors more regardless of the weather/temperature
     5. This is not all that LJA is doing but represents what can be measured for this plan
     6. conversation duration: 6:31 - 6:55
     7. Nalani (ACNW) clarifies that it is not required for the board to vote to approve this since this is just a plan for how we will reach our contract goals and not the contract itself
     8. Jason motions to approve ELP
     + Sonia seconds
     + No objections or abstentions
  2. **Religion Policy**
     1. The primary reason for updating the document was to add the leadership team but other areas were updated as well as part of the review
     2. Specific locations are provided for students who want to pray during the day
     3. There are grammatical errors in #3 under the rights of students that will be addressed
     4. Student handbook addresses school absences for religious reason
     5. Angi motions to approve the updated religion policy
        + Morgan seconds
        + All board members approve
        + No objections
        + No abstentions
        + Conversation duration is 6:55-7:00
  3. **Staff Wellness/Lactation Room Policy**
     1. LJA got a mini grant from St Paul chamber of commerce to establish a lactation room. This policy needed to be formalized in accordance with this grant
     2. Feedback to date on the new room has all been positive
     3. Morgan motions to approve the qualification rubric
     + Gaye seconds
     + All board members approve
     + No objections
     + No abstentions
     + Conversation duration is 7:00 - 7:03
  4. **Student/Family Handbook**
     1. Phone confiscation policy has been updated to only take the phone till the end of the quarter instead of the end of the year based on community feedback
     2. Math statement updated to reflect/address different levels of math achievement
     3. Board discusses that smart watches do not need to be addressed here as they have not posed a problem
     4. Jason motions to approve the changes to student/family handbook
     + Sonia seconds
     + All board members approve
     + No objections
     + No abstentions
     + Conversation duration is 7:03 - 7:08
  5. **Crisis Intervention Management Policy**
     1. Updated to remove references to staff positions that no longer exist by that title
     2. Anna R will add revision date to the document
     3. Homeland security may have money to deal with replacements/updates to doors in case significant renovations need to be made to the current building to accommodate lock downs/evacuations
     4. Gaye motions to approve the crisis management policy with discussed revisions
     + Jason seconds
     + All board members approve
     + No objections
     + No abstentions
     + Conversation duration is 7:08 - 7:13
  6. **Whistleblower policy**
     1. The document will be added to personnel handbook instead of just posted on website
     2. Leadership team referenced in the document can be contacted in aggregate through the joint email address
     3. Policy is updated to encourage staff to talk to "a member of the leadership team" instead of the entire leadership team due to cases where a member of the leadership team may be the subject of the complaint
     4. Sarah motions to approve the changes to student/family handbook
     + Morgan seconds
     + All board members approve
     + No objections
     + No abstentions
     + Conversation duration is 7:13 - 7:17

1. **Leadership team evaluation:**

Conversation duration: 7:18-7:27 pm

* 1. Need to select a board subcommittee for leadership review
  2. Board reviews timeline identified during last board meeting
  3. Committee construct/expectations are reviewed. It's an adhoc committee with a minimum of 3 people. Current LJA teachers on the board are welcome and encouraged to be part of this committee. Committee work will span October - March.
     + Morgan volunteers
     + Sonia volunteers
     + Anna V-C volunteers through the end of her board term in Dec 2019
     + Bryant Noice is recommended as the parent rep as well so Anna VC will follow up with him after the meeting to gauge his interest
     + Jason motions to approve the Adhoc committee
       - Gaye seconds
       - No objections
       - 1 abstentions (because she would be approving her own appointment)

1. **Recruitment and Development Retreat discussion follow-up**

Conversation duration: 7:27-7:38 pm

* 1. Need to ensure that all topics discussed are fully implemented
  2. All board members were asked to contribute financially to fund printing of new yard signs with current logo
  3. Flyers are distributed to all board members to promote enrollment
  4. Fundraising campaign structures and possible corporate matches are discussed
  5. Danielle will follow up to try to find volunteers to help with marketing and grantwriting through online resources

1. **Other topics:**

* Sarah asks for list of committees that she could consider joining. Anna VC lists current committees
* Anna VC will put the list of committees on the agenda for next month to consider and fully talk through what the structure should be

1. **Adjournment**

Conversation duration: 7:42-7:42 pm

* 1. Angi motions to adjourn
     + Morgan seconds
     + No objections
     + No abstentions
     + Meeting adjourned at 7:42 pm