Board Meeting Minutes

November 19, 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, Bryant Noice , Angi Faiks, Morgan Williams, Sarah Carter, Sonia Feder-Lewis, Anna Robinson, Jason Fritts, Anna Veit-Carter, Fahima Aziz, Mimi Mohamud

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

**Secretary:** Danielle Jones-Glaser

**Guests:** Robert Procaccini, Dieci School Finance

Terrence Thigpen, Leadership Team

**Absent:** [none]

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

1. **Welcome/Introductions**

* Conversation duration: 6:15 - 6:15

1. **Public Comment**

* Conversation duration: 6:15-6:16 pm
* As no members of the public are present, Anna Veit-Carter moves to the next agenda item

1. **Approval of November agenda**

* Conversation duration: 6:16-6:17 pm
* Bryant proposes adding board giving policy to the recruitment and development conversation
* Approval of financials is also added to the agenda by Jason
* Fahima motions to approve the modified agenda
  + - Jason seconds
      * No objections or abstentions
      * November agenda approved unanimously by voice vote

1. **Approval of October Minutes**

* Conversation duration: 6:17-6:20 pm
* remove Gaye as "absent" as her resignation letter from LJA as a teacher included resigning from the board
* Sarah requests also removing the page break added to the document for visual reasons
* Bryant motions to approve October meeting minutes after the two concerns are addressed
  + - Sarah seconds
      * No objections or abstentions
      * October minutes are approved unanimously by voice vote

1. Facilities Update

* Conversation duration: 6:20-6:34 pm

1. Lease Amendment
   * + Fahima gives an update of her meeting with Macalester president to renegotiate lease agreement
     + After reviewing the school's financials and rent relative to school enrollment with the Macalester rep, the 2019-2020 rent has been reduced by 50%. Rent paid since June will be credit towards the new full year lease total
     + Macalester sent an email to document the conversation and the agreement terms through the end of the 2019-20 school year
     + LJA will need to schedule another meeting with Macalester later next year as the enrollment numbers become firm
     + The board decides to thank him with a letter signed by board co-chair Anna Veit-Carter
2. Future Location Considerations
   * + Anna Veit-Carter has connected with a real estate agent to help assess potential new locations for LJA after the lease agreement ends or other possible uses for the current space
     + Anna Veit-Carter proposes setting up a committee to explore new facilities
     + Jason volunteers as the board rep
     + Anna Robinson agrees to talk to others on the leadership committee to identify a staff member who is willing to serve on this committee as well
     + Bus routes will need to be considered as part of the selection criteria along with lease cost per enrolled student as alternate sites are evaluated
3. **Leadership Team Update**
   1. Enrollment Update
      * Conversation duration is 6:34 - 6:40pm
      * Enrollment is now at 84.
      * 2 new students are starting soon that were referred by therapists
      * All of the boys who started at the beginning of the year are still enjoying the experience
      * Terrence, Lizzie, and others on the leadership team will continue to explore partnerships with feeder schools to identify recruitment opportunities with schools like Obama Elementary
      * Board members brainstorm additional feeder school partner opportunities
   2. Proposed change to mileage reimbursement policy
      * Conversation duration is 6:40 - 6:45 pm
      * Current policy needs to be updated to reimburse teachers who have driving responsibilities now as part of their job (bringing homework to home-bound students, field trips, etc.)
      * Minor grammar adjustments are called out by board members and verbiage is updated by Anna Robinson live during the meeting
      * Angi moves to approve
        1. Fahima seconds
        2. No objections or abstentions
        3. The new reimbursement policy is approved unanimously by voice vote
4. **Audubon Leaders Retreat Update**
   * Conversation duration is 6:45 - 7:06 pm
   * Sarah and Morgan attended the retreat on behalf of LJA and update the board on what they learned during the general conversations and workshops (including topics such as board self-evaluation, director evaluation, academic performance scenarios and finance)
   * ACNW focus is now on improving academic performance across their schools and environmental education programs (including scholarships for students to go to Sandstone annually)
   * One-to-one coaching support is available for the leadership team from the state of Minnesota upon request
   * Some states have a moratorium on new charter school opening and funding so strategies were discussed on how to prepare in case this situation comes to Minnesota
     + There is a group in St Paul currently pursuing this strategy to limit St Paul student attendance at charter schools to no more than 25% of total public school enrollment. (Angi will send an article to all board members after the meeting with additional details.)
     + As far as they know, these restriction efforts have currently only been successful in Maine, Texas, New Mexico
     + Board members collectively discuss the different initiatives they've heard of and general attitudes/opinions of charter schools in the twin cities
   * LJA got a chance to talk to two other teacher-led schools in the twin cities and there are plans to follow-up with both schools to discuss evaluation approaches and other management by committee topics
5. **Recruitment and Development** 
   * Conversation duration: 7:07-7:12 pm
   1. Give to the Max Day
      * Give to the Max day site currently shows $6,535 raised. Bryant will follow-up on matches to see what the true total is as several board members' companies include matching donations.
      * Several board members also called past donors and families to help encourage donations
      * For next year, the board recommends researching all of the ways to maximize donations on this day including the sweepstakes for those who have the most donors at specific times of the day or the most social media shares
   2. Board Giving Policy
      * Conversation duration 7:13 -7:35 pm
      * For fundraising purposes, Fahima reminds the board that showing 100% board contributions facilitates additional donations. The question is posed again of do we want to make this a policy.
      * Topic was last discussed just before new board members joined and was therefore postponed until newer board members joined so that they would have a say in the topic
      * Board members discuss pros and cons of this policy across all types of board members including teacher/parent board members and what form the accountability for this policy would take (what are the consequences if board members do not donate)
      * Examples are discussed from other non-profit board policy standards and other schools
      * Verbiage is changed to " CommunityBoard Members will commit to a financial gift of any amount to the school on an annual basis."
      * Sonia motions for approval
        + Fahima seconds
        + 8 Approvals
        + 2 Objections
        + No abstentions
        + The motion to amend the policy on board member donations passes
6. **Budget Review and Approval**

* Financial Dashboard
* Conversation duration: 7:35-7:43 pm
* Current document for board review does not include lease adjustments
* LJA revenue is currently on target. Expenses are below target (27% of budgeted total vs. 33% expected)
* Current enrollment will be updated to 84. (2 more students will be added to the official numbers as they will begin attending shortly)
* Budget will be revised later this week to include the enrollment and lease expense updates to submit with LOC application
* No board action required for LOC
* New budget will be updated and reviewed at next board meeting
* Fahima motions to approve financials
  + Bryant seconds
  + No objections
  + No abstentions
  + Notion is unanimously approved by voice vote

1. **Election of New Chair**

Conversation duration: 7:44-7:56 pm

* December meeting is Anna Veit-Carter's final meeting
* The board needs to elect a new chair
* The board reviews the process to nominate and select a board chair and co-chair
* The board discusses the time commitments required for the chair/co-chair role and other responsibilities of the board committees
* Fahima requests details on fundraising totals from Amazon (as part of the discussion on the Recruitment and Development committee responsibilities)

1. **Adjournment**

Conversation duration: 7:56-7:56 pm

* 1. Morgan motions to adjourn
     + Fahima seconds
     + No objections
     + No abstentions
     + Meeting adjourned at 7:56 pm