



**LAURA JEFFREY  
ACADEMY**

Board Meeting Minutes

January 21, 2020

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

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

**Secretary:** Danielle Jones-Glaser

**Guests:** Cassandra Quam, Leadership Team

**Absent:** Mimi Mohamud, Jason Fritts, Fahima Aziz

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

**1. Welcome/Introductions**

- Conversation duration: 6:19 - 6:20
- discussion of which board members cannot attend tonight and the reasons behind their absences

**2. Public Comment**

- Conversation duration: 6:20-6:20 pm
- No one is present for public comment period

**3. Approval of January Agenda**

- Conversation duration: 6:20-6:22 pm
- Agenda is updated to allow Sonia to present Development Committee Update
  - Morgan motions to approve
  - Sarah seconds
    - No objections or abstentions
    - January agenda approved unanimously by voice vote

**4. Approval of December Minutes**

- Conversation duration: 6:22-6:35 pm
  - The board requests changes to public comment period notes that inadvertently reveal the identity of individual students
  - Bryant proposes that the minutes be edited and then reviewed by the board later in the meeting

**5. Financials**

- Conversation duration: 6:35 - 6:41p

- LOC has been approved
- 86 is current enrollment. budget is at 79 students
- Revenue is slightly behind forecast for this point in the year but expenses are also lower than projections
- Sonia motions to approve
  - Morgan seconds
  - No objections or abstentions
  - January financials are approved

## **6. Leadership Team Update**

### **a. Enrollment Update**

- Conversation duration is 6:41 - 6:52pm
- Enrollment is now at 86
- Turnout at January charter school fair was light (possibly due to snow).
- Facebook ad has been updated
- Yard signs and flyers are passed out to help augment existing marketing efforts
- Info sessions for prospective parents are planned beginning 1/23/2020.
- The info session schedule will be posted on next door
- Discussion on how Minneapolis changes with magnet and charter schools might benefit LJA

### **b. Personnel handbook update (Safe Time policy)**

- Conversation duration is 6:52-7:00p
- Policy update will give PTO to staff affected by domestic violence to allow for court appearances which will not impact their overall sick and vacation time
- Discussion on specific wording, scope, and how new policy will be implemented
- Morgan motions to approve
  - Angi seconds
  - No objections or abstentions
  - Updates to the personnel handbook are approved

## **7. Recruitment and Development Committee Update**

- Conversation duration: 7:00-7:09 pm
- The committee met on 1/15 and assembled a spreadsheet to track all grant/funding requests
- All committee members also brainstormed through their contacts to determine potential donors/school partnerships. Sonia & Fahima are reaching out to those contacts and beginning conversations
- A broader schedule is also being assembled for all fundraising efforts including Give to the Max Day 2020
- Review of 3M options and layout for new maker space

## **8. Leadership Review Committee Update**

Conversation duration: 7:09-7:16 pm

- Committee is meeting in the next couple of weeks to prepare for a report presentation in February
- Currently collected data indicates a positive Leadership Team performance assessment
- February meeting agenda will include review of Leadership Team performance assessment

#### **9. Board Recruitment**

Conversation duration: 7:16-7:32 pm

- Two candidates have been identified as potential candidates for the next school year
- No parents have yet been identified
- There is board discussion on the diversity of skills needed for future board membership
- Bryant's last board meeting will be February 2020 due to his job relocation outside of the United States so an interim board member will need to be selected next month.
- Strategies to recruit additional parents quickly are discussed. Bryant will draft an email to several parents that he know that would be good prospects.
- Elections are not required for interim appointments such as a parent to finish off the FY2020 school year.
- Sources of and strategies to attract additional legal expertise on the board are also discussed.

#### **10. December Meeting Minutes (reprise)**

Conversation duration: 7:32-7:54 pm

- Secretary displays revised notes from December meeting and reviews changes with the board
- Several additional wording changes are requested to clarify December meeting conversation
- Meeting notes are shared on the projector and meeting minutes are finalized
- Sonia motions to approve
  - Sarah seconds
  - No objections or abstentions
  - December meeting minutes approved unanimously by voice vote

#### **11. Adjournment**

Conversation duration: 7:54-7:55 pm

- Angi motions to adjourn
  - Morgan seconds
  - No objections
  - No abstentions
  - Meeting adjourned at 7:55 pm