Board Meeting Minutes

February 18, 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 (via Interactive Television) , Angi Faiks, Morgan Williams, Sonia Feder-Lewis, Mimi Mohamud, Jason Fritts, Fahima Aziz

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

**Secretary:** Danielle Jones-Glaser

**Guests:** Jacob Bonde, Leadership Team

Brenna Barrett, Parent

Roderick Haenke, Charter School Specialist

**Absent:** Sarah Carter

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

1. **Welcome/Introductions**

* Conversation duration: 6:15 - 6:18
* Bryant opens the meeting with a welcome over interactive TV from Irvine, California
* Board members and guests all introduce themselves

1. **Public Comment**

* Conversation duration: 6:18-6:29 pm
* Bryant introduces Rod to present opportunities for online charter board training at mncharterboard.com
* Online training program was created for two main purposes:
  + to ensure a consistent body of knowledge on charter board management
  + to provide greater flexibility in training options through an online format (required trainings can be completed with a combination of online and offline options and at whatever hour is most convenient for the board member)
* Online training covers employment, finance, and governance topics most thoroughly
  + There are currently 15 training selections currently cover all topics that must be completed within first 12 months as a board member
  + Selections will soon be expanded to 30 courses
  + Available formats include video or PowerPoint slides and contain examples from other schools as well as post-assessment quizzes
* All current LJA board members are already registered and can log in anytime
* All board member participation with content on the site is recorded and can be retrieved at any time.
  + Proof of completion is also provided through PDF certificates at the completion of each section if the board member passes the assessment test

1. **Approval of February Agenda**

* Conversation duration: 6:30-6:31 pm
  + - Jason motions to approve
      * Morgan seconds
      * No objections or abstentions
      * February agenda is approved unanimously by voice vote

1. **Approval of January Minutes**

* Conversation duration: 6:31-6:32 pm
* Bryant asks for feedback on minutes. There is none.
* Jason motions to approve as is
  + Sonia seconds
  + No objections or abstentions
  + January meeting minutes are approved unanimously by voice vote

1. **Financials**

* Conversation duration: 6:33 - 6:38p
* Finance committee met on Wednesday. Late April is target date to create FY2021 budget which can be reviewed/approved by the board in May or June
* 86 is current enrollment. Budget is set at 79 students
* Revenue is slightly behind forecast for this point in the year but expenses are also lower than projections
* Line of credit will be paid off by end of the year
* Sonia motions to approve
  + Mimi seconds
  + No objections or abstentions
  + January financials are approved

1. **Board Recruitment**

Conversation duration: 6:38-6:51 pm

1. Approve New Board Co-Chairs

* Sarah Carter has agreed to be a co-chair but requests a co-chair as a partner
* Morgan motions to approve Sarah Carter's appointment as co-chair
  + Angi seconds
  + No objections or abstentions
  + Sarah Carter's appointment as co-chair beginning with the March board meeting has been approved
* Two candidates have also been identified as potential candidates for the next school year
* Two parents have agreed to be interim board members for the remainder of the school year
  + Both will need to be elected as a full member at the end of the school year in order to continue
  + Brenna Barrett introduces herself and qualifications for board membership
  + Amanda Moon could not be present at this month's board meeting but has submitted a board interest form
* Fahima motions to appoint both Brenna and Amanda to the board as interim members
  + Morgan seconds
  + No objections or abstentions
  + The motion passes unanimously

1. **Financials (cont.)**

* Robert arrived late and is therefore given a chance to add comments to Jason's earlier presentation of the financials
* Robert believes LJA may end the school year ahead of forecast and increase the fund balance
* Cash flow is very positive
* Conversation duration: 6:51-6:53p

1. **Leadership Team Update**
   1. Enrollment Update
      * Conversation duration: 6:53 - 6:55pm
      * Enrollment is now at 86 and holding steady
      * Many tours and info sessions have been held for next year's applications but no official numbers are available
      * March 3 is offiical new application due date and intent to return paperwork deadline is 3/6
      * A full enrollment update will be provided at the March board meeting after these deadlines have passed
   2. 2020-21 School Calendar
      * Conversation duration is 6:55-6:57p
      * Next year's LJA calendar is aligned to SPPS due to bussing schedule
      * Staff will return in August due to professional development days
      * Sonia motions to approve
      * Fahima seconds
      * No objections or abstentions
      * The academic calendar for FY20-21 is approved
   3. Leadership team updates
      * Cassandra Quam is leaving at the end of the school year
      * 3 current staff members are interested in the open Leadership Team position
      * A process is being implemented to get additional staff feedback on the candidates before the applicants are presented to the board during the March board meeting
      * Replacement operations coordinator will be posted for outside applicants
      * No additional changes in leadership team composition are anticipated
      * Board reviews our process to interview potential LT candidates and coordinate interview questions asked
      * Process used to reach out to a diverse body of potential candidates for the Operations position is also reviewed
      * Sonia, Morgan, Angi, and Fahima volunteer to interview LT candidates
      * Conversation duration is 6:57-7:12p
   4. Fastbridge Data Updates
   * Conversation duration is 7:12-7:19p
     + Fastbridge goal is 1/4 of the annual Audubon goal
     + Assessment test is taken 3 times a year (Fall, Winter, and Spring)
     + Jacob presents results from winter test and highlights improvements in reading scores compared to the previous school year along with similar results to last year for math targets
     + 6th-8th grade math teachers have been updated on the results and math curriculum is being updated based on the testing
     + Several students who are not doing well in math have been invited to after school tutoring sessions but are not going to the tutoring sessions
     + A math tutor interventionist is being hired to begin next year to help resolve this gap
   1. Bussing backup plans
      * SPPS teachers will vote to strike on 2/20/2020
      * If school is stopped due to the strike, MDE has stated that LJA would need to pay for the bussing during the strike @$350/day/route
      * As this would be different than the signed contract, legal consultation would be required
      * After the teachers union agrees to strike, there is a mandatory cooling off period of 10 days during which LJA's response to the situation can be solidified
      * Conversation duration is 7:19-7:26p
2. **LJA Strategic Plan**

* Conversation duration: 7:26-7:32 pm
* No work has been done on strategic planning since the fall retreat
* Four priority areas were identified during the board retreat
* A board member noted that finance was one of these areas which has been actively working on stabilizing the budget
* Fahima will invite George Sand to the March board meeting to help guide the team on this topic

1. **Recruitment and Development Committee Update**

* Conversation duration: 7:32-7:43 pm
  + The committee will attend the 3/3 Give to the Max trainings to improve fundraising for the upcoming fiscal year
  + Fahima is working with LJA staff to create grant proposals. 12 requests are currently in progress
  + On Friday, 2/14, the Bell Museum Grant request for a planetarium to come to LJA was approved

1. **Leadership Review Committee Update**

* Conversation duration: 7:43-8:05 pm
* The committee used parent and staff survey data as well as student test score performance relative to the city/state for the majority of the evaluation. Leadership team self-reviews were also considered as part of the review per the approved performance rubric
* The committee found that the leadership team met expectations in most areas
* Student retention was an area of concern but LJA still outperformed the SPPS district
* Staff attrition was difficult to evaluate well due to the small sample size but LJA levels were compared to averages 20-30% in SPPS
* Parent surveys need to be distributed in the future using channels beyond email to increase participation (paper version, tablets available at school events)
* Only 3-4 staff members outside of the leadership team completed the survey
* Full Leadership Team performance assessment is available online in the official board document folder
* Board discusses if it is necessary to share these results with the parents in the community and all agree that as this was a performance review, there is no expectation of sharing the results of each question back.
* Board discusses the need to formally approve the leadership team performance review
* Fahima motions to approve
  + Jason seconds
  + No objections or abstentions
  + LT Performance review for 2018-2019 school year is approved

1. **Adjournment**

Conversation duration: 8:05-8:07 pm

* + Angi motions to adjourn
    - Fashima seconds
    - No objections
    - No abstentions
    - Meeting adjourned at 8:07 pm