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