Board Meeting Minutes

April 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:** Sarah Carter

**Virtual Attendance through Interactive TV:** Danielle Jones-Glaser, Sonia Feder-Lewis, Jason Fritts, Brenna Barrett, Amanda Moon, Mimi Mohamud, Angi Faiks, Fahima Aziz, Morgan Williams

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

**Secretary:** Danielle Jones-Glaser

**Guests:** Lizzie Forshee, Leadership Team

Robert Procaccini, Dieci School Finance

Annie Lien, New Leadership Team Member

Jennifer Ryg, New Leadership Team Member

Rachel Gruzman (sp?), Parent

**Absent:**

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

1. **Welcome/Introductions**

* Conversation duration: 6:18- 6:22
* Meeting start delayed by several minutes as participants continue to dial in
* Welcome roll call and introductions

1. **Public Comment**

* Conversation duration: 6:22-6:22 pm
* Rachel says that she just wanted to attend to find out more about the school and the board but has no questions at this time.
* Rachel's daughter just joined LJA this year as they moved to Minnesota

1. **Approval of April Agenda**

* Conversation duration: 6:23-6:25 pm
* Sarah reviews the agenda and asked if any changes should be made
  + - Angi motions to approve
    - Fahima seconds
      * No objections or abstentions
      * April agenda is approved unanimously

1. **Approval of March Minutes**

* Conversation duration: 6:25-6:28 pm
* Sarah asks for feedback on minutes
* Sarah displays the meeting notes for review and notes that these are available to the public after board review and approval.
* Sonia motions to approve
* Amanda seconds
  + No objections or abstentions
  + March meeting minutes are approved

1. **Financials**

* Conversation duration: 6:28p - 6:51p
* The end of March is 75% through the fiscal year. 72% of budgeted revenue received
* Expenses are lower than budget with 61% of expenses incurred
* Enrollment as of 3/31 was 86 students. Budget is based on revenue for 79 students so the difference will benefit the school financials.
* Cash flow is very positive and LOC has been fully paid back so no interest charges will be accrued.
* Sunrise has not processed LJA's application for SBA short-term loan through the Paycheck Protection Program (PPP)
  + The bank has acknowledged receipt of the our application but has not responded to requests for additional processing status updates.
  + Discussion on whether LJA should also apply through other banks. Preferred approach is to go through Sunrise due to our current relationship with the bank.
  + The loan can be used for payroll, rent, or utilities and has a 1% interest rate
  + Current guidance is that loan would be forgiven if used for the intended purpose of payroll, rent, and utilities. If not forgiven, repayment is forgiven for 6 months
  + This loan is part of the federal cares program passed by congress due to corona virus economic impact
  + Loan application was submitted on 4/7/2020. (First possible application date was Friday, 4/3 so the application was submitted promptly and should have preceded fund depletion.)
  + Two other schools who are clients of Dieci Finance applied on the same day and both have received the funding as of today.
  + All schools that Dieci works with have heard back on their approval decision except LJA.
  + Fahima has a relationship with board members at Sunrise Bank and agrees to talk to them to get a status update
* The board also discusses Macalester lease agreement and rates
  + The current lease agreement goes through 6/2021
  + Early in the 2020-21 school year, LJA will update Macalester on then current ADM for discussions on additional and then update next year's rental payments to pay modified rents based on ADM
* Jason moves that the board formally approve the leadership team's decision to pursue the PPP loan
  + Sonia seconds
  + No objections or abstentions
  + Motion to pursue PPP loan is approved unanimously
* Anna Robinson confirms LJA will not be charged for student bussing that occurred during the SPPS teachers strike
* Amanda motions to approve March financials
  + Fahima seconds
  + No objections or abstentions
  + March financials are approved unanimously

1. **Leadership Team Update**

* Conversation duration is 6:51 - 7:09 pm
  1. Enrollment Update
     + Enrollment is now at 88 (virus has delayed the enrollment of two new students until April)
     + 40 confirmed returning for next year with an additional 26 at unknown status for next year
     + 22 new students have applied to attend next year as well.
     + 62 - 90 students currently planned for next year
  2. Distance Learning Plan
     + 10 am advisory + 1 content area class daily
     + Office hours are held throughout the week
     + School is open 8-1 on Tuesdays and Thursdays. Several families come to pick up food from the food shelf option during these hours.
     + Staff are also hosting grade-level lunches so kids can reconnect
     + Movie Mondays have just been started as well during after school hours to give the community a chance to connect as a group
     + Teachers connect with each other through huddle meetings daily
     + Families were surveyed after the first week to ask how distance learning was going. Feedback overall supported the current approach.
     + Anna confirms that the state has waived the standardized testing for this year. Lizzie says the leadership committee is beginning to think through alternate ways to show the growth of scholars over the year in the absence of these tests
  3. Calendar year schedule
     1. Since LJA was closed for two days when public schools were open, the calendar needs to be adjusted by two calendar days to align with state requirements
     2. LJA was closed on 3/16 & 3/17/2020 to create the new distance learning plan and begin steps needed for its implementation
     3. April 10 and June 10 are the two days that will be used as makeup days. (4/10 was previously a professional development day and 6/10 is the day after the student's last day of school).
     4. The board has no concerns with this schedule change.
  4. Recruitment/Virtual Tours
     + Cassandra and Terrence are working on a virtual tour video and approach to respond to interested prospective families
     + Teachers are also recording segments for this video
     + Other scholars have also volunteered to act as penpals for new incoming students who might have questions
     + Parents to parent connection has not yet been setup for prospective families but the idea will now be explored
     + Plan is to also use the Movie Monday to connect prospective families with the school community
     + Full impact of Minnesota stay at home order on recruitment and enrollment efforts is still unknown.
     + Two large recruitment events for LJA have been cancelled (Gay Pride Parade and Grand Old Days). LJA is exploring additional promotional opportunities such as including a flyer in the bag for an upcoming neighborhood blood drive.

1. **Teacher Appreciation Week (May 4-8)**

Conversation duration: 7:09-7:11 pm

* Nothing Bundt Cakes has donated gifts for this event in the past.
* Due to stay at home order, this may be replaced with plant delivery to the teacher's homes this year.
* Leadership team will cover most of the costs but board is asked to donate if they are interested. Board members need to contact Cassandra if interested and contribute via check or paypal on website

1. **Annual Meeting**

Conversation duration: 7:11-7:24 pm

* The annual meeting will most likely not take place in person due to social distancing recommendations
* Current LJA bylaws do not state an exact date of when the elections should occur
* Options to consider are postponing new elections until the fall and extending current board member terms accordingly or trying to do a virtual meeting instead
* The board discusses whether the annual meeting needs to include the elections of new board members or whether the two can be separated.
* The board also discusses the skill sets that the group needs to recruit for (law, finance, marketing)
* Decision is to keep the June annual meeting so families can participate from home without worrying about childcare issues. 30 day notice will be given to families and voting will be electronic for new board candidates
* Online elections will remain open for one week

1. **Board Recruitment/Membership**

Conversation duration: 7:24-7:27 pm

* Judge Sean Quinn is interested in joining the board. He recently moved to the Twin Cities from Duluth and has been discussing opportunities with Sonia Feder-Lewis who supports his interest in joining LJA's board. His background includes employment law
* All candidates need to complete board interest form and submit a photo of themselves for consideration
* All board members should bring forward their list of candidates for the May board meeting

1. **Committee Updates**
   * Conversation duration: 7:27-7:40 pm
   * Board discusses all current committees and current board members who are not yet on any committees
   * Current list of board committees are:
     + Development
     + Governance
     + Leadership Review
     + Finance
   * Board discusses what the focus should be for each of the committees during the rest of this fiscal year and next
   * Sarah will send out the list of committees to new members. Additional conversations on changes to committees and scope of each will take place during the fall

1. **Adjournment**

Conversation duration: 7:40-7:41 pm

* + Fahima motions to adjourn
    - Amanda seconds
    - No objections
    - No abstentions
    - Meeting adjourned at 7:41 pm