Board Meeting Minutes

June 16, 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, Fahima Aziz, Morgan Williams, Angi Faiks

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

**Secretary:** Danielle Jones-Glaser

**Guests:** Cassandra Quam, Leadership Team

Robert Procaccini, Dieci School Finance

Lisa Capell, Future Parent

Erin Anderson, Audubon Center of the North Woods

**Absent:**

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

1. **Welcome/Introductions**

* Conversation duration: 6:17- 6:18
* Meeting start delayed by several minutes as participants continue to dial in

1. **Public Comment**

* Conversation duration: 6:18-6:18 pm
* No comments from the public

1. **Approval of June Agenda**

* Conversation duration: 6:18-6:20 pm
* Sarah asks for changes or concerns with the agenda
  + - Fahima motions to approve
    - Sonia seconds
      * No objections or abstentions
      * June agenda is approved unanimously by all 10 members

1. **Approval of May Minutes**

* Conversation duration: 6:20-6:22 pm
* Sarah asks for feedback on minutes
* Sarah displays the meeting notes for review by the full board
* Mimi motions to approve
* Sonia seconds
  + No objections or abstentions
  + May meeting minutes are approved by all 10 members

1. **Approval of June Special Board Meeting Minutes**

* Conversation duration: 6:22-6:24 pm
* Sarah displays the meeting notes for the special board meeting and discusses that the meeting was necessary to approve the election slate and comply with legal notification guidelines
* Sarah reviews the notes and also summarizes the meeting verbally
* Morgan motions to approve
* Amanda seconds
  + No objections
  + Special June board meeting minutes are approved by all 10 members

1. **Financials**

* Conversation duration: 6:24p - 6:41p

1. Dashboard & Financial Review

* The end of May is 92% through the fiscal year. 87% of budgeted revenue received
* Revenue is based on 92 ADM. Official enrollment is at 84 students.
* Expenses are lower than budget with 75% of expenses incurred through May.
* LOC has been fully paid back so no interest charges will be accrued.
* Cash flow is very positive
* It is still unclear if PPP loan will be forgiven or if it needs to be paid back. The bank, auditors, and MDE are all uncertain and will need further clarification from the government on whether charter schools fall under the category of businesses that do not need to pay back the loan.
* PPP Loan is recorded as revenue this year and can be updated if needed in future fiscal years after policies are clarified
* Lease payments:
  + Macalester has agreed to continue the FY20 lease payment terms through FY21
  + This matches the lease line in the budget approved at the last LJA board meeting
* Board discusses whether it is a conflict of interest to have the new finance chair be a staff member since the responsibilities include overseeing other staff members.
  + Dieci finance and ACNW both state that while they have seen this done previously, it is not contrary to MDE regulations or restricted in LJA bylaws.
* Sonia motions to approve May financials
  + Fahima seconds
  + No objections or abstentions
  + May financials are approved unanimously by all 10 members

1. EFT authorization

* The board needs to reapprove the electronic funds transfer authorization for Jacob Bonde as a member of the Leadership Team
* Angi moves to approve
  + Fahima seconds
  + All 10 board members vote to approve
  + No objections or abstentions

1. Board Member Conflict of Interest forms

* All board members who were on the board at the end of FY2020 need to complete conflict of interest forms
* Anna Robinson will send these out via email for all current board members to complete
* Forms should be returned to Robert at Dieci Finance
* Electronic signatures and scanned forms are both acceptable
* Completed forms are requested as soon as possible and are needed for audit at the end of July

1. **Budget/Lease Update**

* Conversation duration: 6:41p - 6:47p
* Lease aid application will be submitted
* Macalester has also asked for an additional meeting on long term enrollment projections and school planning. Meeting timing will be early fall.
* LJA intends to stay in its current location if cost is reasonable
* LJA will remind Macalester of the benefits of having this school as a tenant including the Makerspace project which will also improve the space which will increase the property value and offset rent reductions.
* Additional partnership opportunities with Macalester students may also be discussed

1. **Approve ACNW Contract Amendment**

Conversation duration is 6:47 - 6:53 pm

* + Erin explains what changes were made from the original version. The contract revisions are required as a result of ACNW review
  + Several typos were present (references to the wrong exhibit, extra sentence that does not apply, etc.)
  + The wrong renewal evaluation forms were included
  + LJA bylaws also needed to be updated to align with statute (changes approved at May meeting)
  + Board approval of the changes needs to be submitted by ACNW to MDE by 6/30/2020
  + Sarah will coordinate collecting all board member signatures on forms
  + Electronic signatures and scanned forms are both acceptable
  + Morgan motions to approve
    - Fahima seconds
    - No objections or abstentions
    - Contract amendment has been approved unanimously by all 10 members
  + All board members have until 6/19 to send their signed version of exhibit L to Sarah

1. **Leadership Team Update**

* Conversation duration is 6:53 - 7:21 pm
  1. Enrollment Update
     + 7th and 8th grade enrollment is strong for next year
     + 5th 6th grade enrollment is lower than desired
       - 6 new confirmed 5th graders. 3 pending.
       - 14-17 6th graders confirmed
     + 63-88 expected total enrollment for next year. (88 includes maybes and pending applications)
     + FY20 school year wrapped up with 84 students
     + Some students were unenrolled after missing 15 days of school
     + To help with marketing efforts for FY21 school year, the Grand Avenue Business Association will hand out goodie bags containing LJA pens
  2. Distance Learning Update
     + Zoom graduation went well and the school has received positive feedback on the event
     + LJA is trying to get loaned computers returned so that they can be updated over the summer
     + Plans are being made for next year's distance learning if required
     + 2-3 staff members will not be returning next year
     + The new office coordinator position has been filled as Cassandra Quam leaves the school
     + Board discusses how student grading was done at LJA during distance learning and possible changes for FY21
  3. Policy analysis
     + LJA policies have been re-reviewed in light of the Minneapolis protests surrounding George Floyd
     + Board asks if anything will be done to recognize Juneteenth this year. Limited planning has been done as this is after the end of the school year.
     + Board discusses approval of Lizzie Forshee as LJA's IOwA (Identified Official with Authority) for communications with MDE. One person needs to be identified by the school to authorize and approve others for access to LJA data from MDE.
     + Morgan motions to approve Lizzie's appointment as IOwA
       - Fahima seconds
       - All 10 board members vote to approve
       - No objections
       - LIzzie Forshee is approved as LJA's representative for MDE Communications
  4. Q-Comp annual report
     + Board reviews Q Comp report on teacher development and advancement
     + Teacher evaluation cannot include student evaluations this year due to Covid-19 and new MDE guidelines
     + Several areas of evaluation were limited this year due to Covid-19 and unexpected distance learning requirement
     + Fahima motions to approve the final report and its findings
       - Mimi seconds
       - All 10 board members vote to approve
       - No objections
       - The Q Comp Report for FY2020 is approved.

1. **Environmental Goals update**

Conversation duration: 7:22-7:37 pm

* Board discusses end of year survey results on how LJA is meeting ACNW goals to increase students' environmental awareness
* Concern is expressed that the survey does not reveal all that LJA does in environmental issues
* Many students entering LJA already are showing high levels of environmental awareness so in those cases growth targets requested by ACNW are unattainable
* The goals will be rewritten for next year in August to better address these concerns

1. **Board Meeting Evaluation Review and Discussion**

Conversation duration: 7:37-7:53 pm

* + Sarah highlights several items from the ACNW observation form
  + Academic performance conversations need to be had by the board at least four times per year
  + Regular 4x/year board training needs to be conducted as well
  + Progress has been made towards the performance improvement plan
  + Improvements were also noted in board meeting planning, board self evaluation and progress towards both performance and strategic plans
  + Board would also like to better understand and discuss how both board meetings and the school experience are different during the social distancing phase that we are in

1. **Board Officer Elections - Secretary**

Conversation duration: 7:53-8:05 pm

* + Danielle and Mimi review responsibilities of the Secretary
  + Discussion on officer structure, meeting recording techniques and whether two board members could share the position to avoid limiting participation in board meeting discussion by the party actively taking notes
  + Fahima and Angi both express an interest in sharing the Secretary position
  + Mimi motions to approve Fahima and Angi being co-secretaries
    - Sonia seconds
    - 9 board members vote to approve
    - Amanda abstains (absent)
    - Fahima and Angi are approved as co-secretaries beginning with the FY2021 school year

1. **Thanks To Cassandra, Jason, and Danielle + Adjournment**

Conversation duration: 8:05-8:09 pm

* + Angi motions to adjourn
    - Morgan seconds
    - Jason objects to adjourning his last meeting as a LJA board member
    - Amanda abstain (absent)
    - 8 board members vote to approve
  + Anna Robinson reminds all to return forms that need immediate board signatures and thanks departing members of the board and Leadership Team.
  + Meeting is adjourned at 8:09 pm