Laura Jeffrey Academy

Board Meeting Minutes

December 18, 2018

Time: 6:15pm – 8:15 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:** Anna Robinson, Devavani Chatterjea, Jason Fritts, Angie Faiks, Bryant Noice, Fahima Aziz, Annie Hotop, Janet Gracia, Gaye Fisher, Anna Veit-Carter

**Ex officio:** George Sand

**Secretary:** Danielle Jones-Glaser

**Guests:** Robert Proccacini, Lizzie Forshee

**Absent:**  Mimi Mohamud

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

1. Public Comment
   1. No one in attendance for public comment. 1 Comment sent via email from a parent
   2. Public comment was from a current parent with concerns on discipline with a combined future bus schedule with SPPS
   3. LJA has already begun the process of discussing discipline on board the bus with SPPS
   4. Staff will reach out to update families with information on how a welcoming environment on board the bus will be maintained
   5. Board will also reach out personally to the parent who sent the comment via email
2. Transportation
   1. Anna R reported that staff seemed receptive to new school year schedule and discussed changes
   2. George updated the board on continuing conversation with SPPS transportation
   3. They confirmed that providing bussing for all LJA students would be easy for them to implement
   4. Maximum time for any students on bus would be 45 minutes.
   5. Video cameras will be on SPPS busses
   6. SPPS will bus students to Ramsey Middle School
   7. Board asks the leadership team to update contracts and draft communication plan to families in order to prepare for these proposed changes in the upcoming school year
3. Approval of November Minutes
   1. Jason motions to approve
      1. Janet seconds
         1. Minutes approved unanimously by voice vote
         2. No members abstained
4. Minute Taking Procedures
   1. Board minutes in the future need to show duration for each agenda item discussion
   2. Number of abstentions and members voting need to be shown in each resolution
   3. Implementation of these changes will begin with January 2019 minutes
   4. New board meeting agenda and minutes template will be drafted to ensure that no important topics are omitted by the co-secretaries
5. Financials
   1. ADM based on 105
      1. Actual ADM 94
   2. Budget is tracking as expected
   3. Can LJA pay the bills?
      1. Yes
      2. LOC $25,000 in use
         1. LOC is paid back Aug/Sept/Oct when hold backs are paid by the state
      3. Discussions were held on how the current financial model could be adjusted to better avoid use of the line of credit in the future. The change in transportation moving into FY20 will significantly impact expenses and improve overall finances.
   4. Audit completed with no problems identified
   5. LJA needs to continue/solidify FY2019 fundraising plan
      1. LJA spoke at 3M event this week and will explore expanding the relationship to include financial support
   6. New check signing authorization forms need to be assigned to approve Cassandra as the check signer
      1. Devavani requests a board vote to approve a motion to appoint Cassandra Quam as signer
      2. Anna Veit-Carter motions
      3. Jason Fritts seconds
      4. All approve the motion unanimously
      5. No board members abstain
      6. Danielle Jones-Glaser signs authorization forms
   7. Bryant motions to approve financials
      1. Fahima second
         1. Financials approved unanimously by voice vote
         2. No objections or abstentions
6. Academic Goals
   1. Jacob recalculated and LJA should be around 100 points through FY2018
   2. A score of 100 may increase possibilities of a 5-year contract
   3. A score between 50 and 100 will lead to a shorter contract
   4. Still need to see January Fastbridge scores to calculate final score
7. Leadership Transition Update
   1. Design team is working on the reporting structure between committees and leadership team
   2. Teachers voted to continue Leadership Team as the ongoing school leadership model
8. January Retreat Agenda
   1. 1/5/2019 from 10 am to 3pm
   2. Review of board policy/responsibility documents
   3. Board committees
   4. Board recruitment
   5. Strategic Planning
   6. Leadership team structure/performance evaluation:
      1. What is an optimal number of staff on the leadership team
      2. Full diagram of leadership team, committees & their responsibilities plus current committee/team staffing levels
      3. How will leadership team report to the board?
      4. Will leadership team be appointed by the board?
      5. What is the optimal term of service for a leadership team member?
9. Board Matrix
   1. George reviews matrix of current areas of expertise needed for the school
   2. Current board members are asked to fill in their name next to their strength area
10. Policy Review
    1. Each board member needs to review sections 300 and 400 for discussion during the Jan retreat
    2. Jacob Bonde and LIzzie Forshee will also be sent the document
11. Meeting adjourned at 8:27 pm
    1. Anna Veit-Carter motions
    2. Jason Fritts seconds