Laura Jeffrey Academy

Board Meeting Minutes

July 25, 2017

Time: 6:15pm

**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:** Annie Hotop, Danielle Jones-Glaser, Anna Robinson, Sharon Gifford, Laurie Hamre, Jason Fritts, Devavani Chatterjea, Janet Gracia, Jen Schiller

**Secretary:** Annie Hotop

**Guests:** Lizzie Forshee

**Absent:**  Maggie Struck, Anna Veit-Carter

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

1. Approval of June Minutes
   1. Jason moves to approve
   2. Sharon second
      1. Minutes approved unanimously by voice vote
2. Audobon Academic Evaluation
   1. Have we missed targets in the past?
      1. Yes, although LJA is doing better than other schools in the area
   2. Goals are set together with Audubon, Alison works on this
      1. Percent growth from previous year
   3. We are compared to similar schools in St. Paul
   4. Goals were set for 2014-19
      1. School leaders come together to work on meeting goals
   5. Students at LJA from 5th – 8th show greater growth than those who come later to school
   6. The data used for this report comes from MDE reports. Report is used internally.
   7. Reducing achievement gap goal – what was the process for this goal development?
      1. Jen was not involved in developing these goals, but given diversity at the school this is part of the school’s mission
      2. Alison would have the answer if it was developed more by school or Audubon
         1. She will report back on the answer
   8. Are there goals that are set across the board, statewide?
      1. Perhaps, board would like clarification
   9. Some hurdles in achieving goals are: new staff, professional dev’t
   10. No ELL students in LJA history
3. Director’s Report
   1. Staffing
      1. SpEd teacher hired, experience in mental health case work, will co-teach
      2. Social worker hired, part time, will supervise interns
      3. SpEd Coord, in process of hiring, part time
      4. More interviews for Cultural Liaison and Behavior positions
      5. SpEd Director hired, independent contractor, has worked with LJA in the past
      6. Need to hire Wellness Teacher
      7. Interviewing for LASS co-teaching position
      8. EA’s – 3 coming back, need to hire one more
         1. Projected 15 SpEd students for next year
   2. Enrollment
      1. 105-112 projected students
      2. 4-5 people talking with Dawn, pre-enrollment
      3. August there is always a boost in interest
   3. Last Day of School
      1. Assembly for tapping circles with students and staff.
      2. Protest had been the day before the last day of school
      3. All-school staff circles, questions asked & staff identified as racist
      4. Negative posters were put up around school by staff member
      5. Families were present throughout
      6. Staff circle the next day left staff feeling things were not resolved. Need for more follow up work.
4. Financials
   1. End of budget year
   2. $20,917 in fund balance
   3. 117 ADM at MDE
   4. No use of LOC
   5. Robert unclear how the year is looking today
      1. Staffing
      2. Bussing contract much higher than what was originally budgeted
         1. Cannot bus through SPPS this year
         2. If we want to do this next year, decision is made in January
            1. Will be paired with other school, likely Crossroads
      3. This year will be challenging for the budget
      4. Likely will need to dip into fund balance
   6. $1200 each month for building company is new charge
   7. Sharon moves to approve financials
      1. Danielle second
         1. Financials approved by voice vote
5. Interim Director Search Update
   1. Transition Committee has reviewed 10 applications
   2. 3 interviews upcoming
   3. Looking for someone with principal experience
   4. Position open until filled, applications reviewed as they come in
6. Phyllis Braxton – consultant, education, diversity expert
   1. Group decision to extend length of meeting to work through this discussion
   2. Pursuing Intercultural Needs and Knowledge – consulting business
   3. Review for Phyllis of recent events at the school
   4. Community building of utmost importance
   5. Assembly on last day of school
      1. Who has this conversation with staff organizers?
         1. Jen & Phyllis will meet
         2. Phyllis willing to help facilitate
         3. Response for beginning of school year needs to be: “we have a plan”
      2. Talk to staff about intent and impact.
         1. People need to be assured there is a designated forum to work through what happened
   6. ACTION: Meeting with assembly leaders (Phyllis, Jen, Devavani, & 3 staff involved with assembly)
   7. ACTION: Staff forum for processing
   8. ACTION: Phyllis will help with how to orient the new staff
   9. ACTION: Set time in school schedule for this work
      1. Professional dev’t time, plus other time
   10. ACTION: Phyllis recommends assembly-organizers talk with students about impact
       1. Phyllis will be supervisor & take responsibility of growth plans, etc
       2. New interim will take over growth plans and supervising once hired
   11. ACTION: August 14 open house, need to discuss culture, invite parents to focus groups
   12. ACTION: Phyllis & Jen will develop language for staff, and outline dates for staff discussion during training weeks
   13. ACTION: Phyllis will review interview questions & teacher job descriptions (currently posted) & cultural liaison descriptions
   14. ACTION: Staff assessments- Intercultural Conflict Styles Assessment & IDI Assessment
7. Meeting adjourned 9:35pm