Laura Jeffrey Academy

Board Meeting Minutes

October 18, 2016

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, Sharon Gifford, Laurie Hamre, Anna Robinson, Danielle Jones-Glaser, Jason Fritts, Devavani Chatterjea, Janet Gracia, Maggie Struck

**Secretary:** Annie Hotop

**Ex officio:** Jennifer Schiller, Executive Director

**Guest:**  Robert Proccacini

**Absent:**

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

1. September Minutes
   1. Laurie motion to approve
      1. Sharon second
         1. September minutes passed unanimously by voice vote
2. Give to the Max Day
   1. November 17
   2. Goal to raise $17k on the 17th
   3. Board gifts needed either tonight or known by Oct 31
      1. Please get your checks in!
   4. Promotion?
      1. Facebook
      2. Parent newsletter
      3. Constant Contact supporters
   5. Last year $5000 with $5000 Board match
3. Grants - Jen
   1. Eide Bailey – rejected
   2. $22,000 currently out, $75,000 already awarded
   3. Going to look at school needs & match to grants
   4. Desire to keep grants continuing
4. Financials
   1. Fund Balance $7146 – yea!
   2. Revenue/Expenses are on target
   3. Based on 130 ADM
   4. Can LJA pay the bills? Yes
   5. LOC has been paid back entirely
   6. Cash positive forecast until June 2017
      1. Jason moved to approve the financials
         1. Sharon second
            1. Financials approved unanimously by voice vote
5. Jen’s Report
   1. Annual Report – Jen wants feedback
      1. Used as reporting, marketing, required by state & authorizer
      2. SpEd numbers are down
         1. It’s what LJA expected, lower than what is desired
      3. Positive feedback from Board
      4. Could provide more examples of positive stories
      5. J-term info may be missing – need to double check
      6. Laurie moves to approve Annual Report
         1. Devavani second
            1. Annual Report unanimously approved by voice vote
      7. Executive Summary is not typical, Jen could add
      8. Gets posted on website & due to the state by Nov 1
   2. World’s Best Workforce report
      1. Similar to Annual Report
6. Development Committee Report
   1. Spring Gala
      1. April 27, May 4 or May 18 potential dates
         1. Date may depend on Macalester for donation of tables/chairs/AV equip/linens
         2. Devavani will check with Mac re graduation
      2. Sharon would welcome new members
      3. Sharon would love more volunteers for gala
         1. Parent involvement?
7. Committee Assignments/Chairs
   1. See attached
   2. Committees could be made up of non-Board members
   3. Facilities Committee to wait until 2017
      1. Mac decision about facility comes Dec 5
      2. Lease is up June 2018
      3. LJA has a realtor who will be helping with this
      4. Board could use someone with facilities experience
8. Replacement for Jill Gaulding
   1. Person asked, said no
   2. Interest for an attorney on the Board, knowledge of charter law
   3. One more potential contact – Maggie will reach out
   4. Janet may have a contact thru Girl Scouts
9. Board Member Recruitment
   1. Real estate, legal, diversity expertise
   2. Devavani has reached out to a diversity training expert
      1. He can’t attend Tuesday meetings
      2. Provided interesting conversation re connection between Board & parents/community
         1. Perhaps we could invite him for a Board training
   3. Janet will reach out to a diversity consultant she knows
   4. Discussion of PEN group to come to Board meetings
   5. Science Museum, U Science Center, adult science/tech groups discussion
   6. Feminist organizations – NOW, Womens’ Foundation
   7. Juxtaposition Arts
   8. Corporations – 3M

1. Meeting Adjournment
   1. Sharon motions to adjourn
      1. Maggie second
         1. Meeting adjourned at 7:30pm