Laura Jeffrey Academy

Board Meeting Minutes

June 20, 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, Devavani Chatterjea, Danielle Jones-Glaser, Jason Fritts, Cindy Reuther, Sharon Gifford, Maggie Struck, Laurie Hamre, Anna Robinson

**Secretary:** Annie Hotop

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

**Guest:**  Robert Proccacini, Jo Park

**Absent:**  Beth Murphy

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

* Fist-to-five decision making process:

1. Temperature

2. Majority vote or Research

1. Mission Moments – positive stories from the school
   1. Jo told a story about development & planning re interventions to use with kids prior to Special Education.
   2. Cindy went to several senior graduations, now kids going on to college after starting at LJA, teachers at LJA filled with passion and drive.
   3. Jo talked about alums coming back to visit this time of year.
   4. Devavani's daughter talks about LJA with other adults in her life.
2. Approval of May minutes
   1. Annie motions to approve
   2. Sharon second
      1. May minutes approved unanimously by voice vote
3. Expulsion Hearing Policy (Closed)
   1. If students have 2 physical fights during school year, it is brought to Board for possibility of expulsion
      1. SpEd may be an exception, if fight is a manifestation of disability
4. Process for Selecting New Board Members
   1. Draft of process for new board members
      1. New members will generally join in June, but others may come on mid-year (would fulfill full 3-year term)
      2. Devavani will look back thru old minutes for documentation of previous documents:
         1. Skills & needs
         2. How big to we want the Board?
         3. Devavani will send an e-mail outlining Board needs/skills so that members can go out and find new members.
            1. To do before August meeting.
            2. Jill is finding her replacement

Board would be interested in an HR focused attorney. Devavani will reach out to Jill.

1. Board Policy for Depository Designation - NEW POLICY
   1. Tells us where LJA is depositing funds & reasons behind it.
   2. Required to approve annually at Board meeting.
      1. Sharon motions to approve
      2. Jason second
         1. Passed by voice vote
2. Board Meeting Schedule for Next Year
   1. Second Monday of the month at 6:15pm.
   2. Doodle poll will be sent for August retreat.
      1. Agenda for retreat will be sent via e-mail.
3. Financials
   1. Expenses
      1. 90% thru budgeted expenses
      2. 80% revenues (due to lower ADM & hold back from state)
      3. Current school year ADM's will be updated in August
         1. Upcoming school year ADM 130 will be updated in July
         2. State hold back is paid end of August, Sept & Oct
   2. Can LJA pay the bills - yes!
   3. LOC $105,000 by June 30.
      1. LOC is renewed in October.
   4. Sharon moves to approve financials
      1. Devavani second
         1. Financials approved by voice vote & show of hands.
4. 2017 Draft Budget
   1. Need 130 students for this budget to work out
   2. Result is balanced ($45 in the black)
      1. Fund Balance 8.8%
      2. ADSIS down $105,000 & SpEd lower
      3. Changes for free & reduced lunch, $13,000 lost in food service
      4. Revenue is $100,000 less (ADSIS dependent)
      5. Slight salary increase
      6. Gen Ed decreased
      7. Supplies increased
      8. Equipment cut
      9. Intersession should break even
   3. Marketing budget is $3000-$5000
      1. Discussion of billboard, internet targeted ads, Rank Crankers to work on website & ranking online, Facebook ads
      2. Annie can look into radio ads
   4. Sharon motions to approve
      1. Jason second
         1. 2017 draft budget approved by voice vote
5. Payroll Shift
   1. July 2 - paychecks go out, but teachers don't work
      1. First half of July is paid for no work completed
         1. For 2016-2017 school year: 25 pay periods (technically first pay check will be July 15)
   2. 2017-2018 school year: 1st paycheck, will be July 31 with 24 pay periods
6. Gala Report
   1. Huge success!
   2. $29,000 gross revenue, $28,000 net profit
   3. Great energy & emotion
   4. $4500 sponsorships, $7400 silent auction
   5. Many in-kind donations, low expenses less than $1200
7. Celebratory Cake for Cindy
8. Meeting Adjourned 7:55pm