Laura Jeffrey Academy

Board Meeting Minutes

September 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, Sharon Gifford, Maggie Struck, Laurie Hamre, Anna Robinson

**Secretary:** Annie Hotop

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

**Guest:**  Robert Proccacini

**Absent:**  Devavani Chatterjea, Danielle Jones-Glaser, Jason Fritts,

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

1. August Minutes
	1. Sharon motion to approve
		1. Maggie second
			1. August minutes passed unanimously by voice vote
2. Gender Justice Partnership
	1. Jill Gaulding still looking for board member replacement
		1. Maggie will also pursue this same person
	2. Happy Hour – new Director celebration
		1. Sept 29th – Jen will try to go
3. Board Retreat
	1. Sept 27th 6-8pm, dinner will be served
	2. Teachers & some students will be there
	3. Devavani will send out agenda
		1. Sharon & Jason will present on financials/dev’t
		2. Anna & Maggie will present on literacy
		3. Discussions about recruitment/retention & board engagement
4. Financials
	1. Budget based on 130 students
	2. Can LJA pay the bills? Yes
	3. LOC paid off today
		1. Renewal process is underway
	4. Forecast is cash positive thru April 2017
	5. Hold back money from state is starting to come in
		1. Sharon moves to approve financials
			1. Anna second
				1. Financials approved unanimously by voice vote
5. Executive Director Report
	1. 5K
		1. Cassandra led the organization
			1. Intended to be a fundraiser
				1. $1200 in sponsors
				2. $1500 raised
		2. Free for students, 50 ppts
		3. At Lake Phalen
		4. Good time had by all!
		5. Will look to do it again next year
	2. Enrollment & Budget
		1. 122 students currently
		2. Grants
			1. $60,000 awarded already
				1. $32,000 currently out there waiting

Music, Eide Bailey, Schultze

* + - 1. Please feed the group ideas!
				1. One grant idea by Oct 1
				2. The second by Oct 15
	1. PEN - Parent Engagement Network
		1. One meeting so far, very positive
		2. 3 people volunteered for World’s Best Workforce committee
		3. Will be staff guided, but want parents to “own” components of this group
	2. Annual Renewal of Identified Official with Authority for the External User Access Recertification System
		1. Approved unanimously by voice vote
	3. Upcoming Events:
		1. Chili Cook Off – Nov 11
		2. Social Justice Education Fair – October 21
			1. Jen A will be presenting
			2. Maggie will look into having a booth - good opportunity for recruitment
		3. Social Justice Festival – Nov 15
1. Board Membership
	1. Janet Gracia
		1. Sharon motions to approve Janet for a 3-year term
			1. Annie second
				1. Janet Gracia voted on as new Board member
	2. Do we want a few more people?
		1. Last year we identified skills that we would be interested in having on the Board
		2. Reached out to a few, but currently only one new member (Janet)
			1. Laurie will send the list of skills that we could use
		3. We would like to increase the size of the Board, and have others in the pipeline for later
		4. Term for new people would start the month they come on the Board, lasting for 3 years
	3. Board Interest Form – Revisions
		1. New people need to be knowledgeable on the school’s mission
		2. Add:
			1. “How would LJA benefit from your involvement?”
			2. Add Board expectations
			3. Add checklist of skills
			4. Add statement of financial commitment
2. Policy Approval
	1. Hazing Policy & Harassment and Violence Policy
		1. What MDE recommends
			1. Sharon motions to approve
				1. Maggie second

Both policies approved unanimously by voice vote

* 1. Bullying Policy
		1. Annual requirement to have the entire school community read each year
		2. No action required
1. Committee Structure
	1. Laurie has reviewed committee structure & made recommendations
		1. Old committees:
			1. Finance, Director Review, Board Governance, Executive Committee, Development
		2. New committee ideas:
			1. Exec Comm/Board Governance
				1. Takes on Director review & strategic planning
				2. No set schedule currently
			2. Development
				1. Meets 3rd Tuesday 5pm, before Board meeting
			3. Finance/Audit Committee
				1. Conf call, 2nd Tuesday at 1:30
			4. Growth & Performance (ad hoc)
				1. Focus on recruitment & retention
				2. Learning outcomes & academics, performance goals
				3. No set schedule currently
		3. People positive about these changes
			1. See document end for further info on committee ideas
		4. Laurie is looking for feedback on the proposed committees
	2. Board and committee meetings need to be advertised on the website
		1. Feedback needed by Board Retreat 9/27
	3. Each Board member needs to be active on at least one committee
2. Committee Reports
	1. Development
		1. Give to the Max Day, Nov 17th
		2. Goal: $17,000
			1. Board will match $8500
		3. Think of employer match
		4. Gala and other issues will be discussed at the retreat
3. Adjournment
	1. Sharon moves to adjourn meeting
		1. Maggie second
			1. Meeting adjourned 7:29pm

PROPOSED COMMITTEE STRUCTURE

Executive/Board Governance Committee

Membership – Devavani Chatterjea, Jason Fritts, Laurie Hamre, Annie Hotop, Jennifer Schiller

Responsibilities:

* Ensure recruitment of a diverse pool for Board membership
* Orient new board members and ensure all board members participate in mandatory training
* Serve as advisory to executive director
* Monitor and evaluate executive director performance (on-going as well as end-of- year-evaluation)
* Organize logistics of annual meeting
* Monitor schedule and review of Board operations and ENDS policies
* Integrate new policies with policy governance (charter law and MDE regulation updates)
* Serve as pre-approval screening on issues/policies before full board action
* Maintain productive relationship with authorizer and ensure renewals of agreement
* Oversee Ad Hoc Committees
* Organize successful long-term planning process that includes a review of Long Term ENDS, review
* charter, mission, and educational trends
* Review and revise strategic plan

Development Committee

Membership –

Responsibilities:

* Set LJA Board development goal
* Work with LJA development and marketing coordinator in discovery of and obtaining grants
* Develop (and meet) fundraising goals through friend/fundraising events, corporate and personal donors, and strategic campaigns
* Create and foster strategic community partnerships
* In conjunction with the Growth and Performance Committee, work to build and/or strengthen LJA’s reputation

Finance/Audit Committee

Membership –

Responsibilities:

* Ensure successful yearly audit is completed in conjunction with administration
* Provide monthly financial reports to the board
* Provide financial training for board members (at least one a year)
* Work with financial consultant and executive director in budget development and monitoring

Growth and Performance (Ad Hoc) Committee

Membership –

Responsibilities:

* Be familiar with student performance goals and learning outcomes
* Understand ways the LJA framework creates an environment where students progress academically, socially, and emotionally
* Develop and support an immediate recruitment plan to substantially increase 5th grader enrollment and strengthen yearly 6th - 8th student numbers. Engage LJA staff in plan development.
* Based on motivation for attrition, develop, and support a student retention plan
* In conjunction with the Development Committee, work to build and/or strengthen LJA’s reputation
* With Executive Director, cultivate positive relationships with all stakeholders