Laura Jeffrey Academy

Board Meeting Minutes

August 15, 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, Anna Veit-Carter,

**Ex officio:** Lizzie Forshee, George Sand

**Secretary:** Annie Hotop

**Guests:** Robert Proccacini, Lakisha Witter, Wendy Slattengrade, Amy Schmitt

**Absent:**

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

1. Approval of July Minutes
	1. Annie will add Jen Schiller to list of attendees
	2. Laurie moves to approve
	3. Sharon second
		1. Minutes approved by voice vote
2. Intro of George Sand, Interim Director
	1. Years of experience in charter school success
	2. Has served in interim positions in the past
	3. Founded a charter school himself
3. Paraprofessional Handbook
	1. Lakisha Witter – Coordinator, 15 hrs/week
	2. Working on Paraprofessional Handbook currently
		1. EA’s requested better guidance and expectations for work
		2. Performance evaluation alignment with MDE
	3. Working in SpEd arena
		1. Goals:
			1. Looking to build department structure & systems
			2. Supporting staff
			3. Evaluation system for staff & teachers
			4. Systematizing IEPs
	4. Has met with teachers & paras already
	5. Priority is to evaluate performance
	6. Who will paras report to?
		1. George Sand
	7. MDE will perform site visit this school year
	8. Handbook EDITS: “District” will be replaced by “District (LJA)” & EAs will report to Director
	9. PARs not necessary as federal funds are not being used
	10. Tuesdays will be training days for EAs by both Lakisha and Tami
	11. Jacob will be working on goal-setting with staff & teachers
	12. Evals & assessments will go into handbook
	13. Sharon motions to approve handbook, with edits
		1. Jason second
			1. Handbook approved by voice vote
4. Transitions Committee (& beyond)
	1. Phyllis Braxton – consultant, inter-cultural competence expert
		1. Community strength & community building work
		2. Has begun work with staff
		3. Parent meeting Wednesday (8/16) to address leadership changes & answer questions
		4. Staff, board, families, scholars all will work with Phyllis to navigate the transition
	2. Back to School Night was last night
		1. Great energy at the event
		2. Parents looking forward to upcoming conversations, wanting the best for the new school year
		3. Wanting the school to move forward positively
		4. Hoping positive activities/events will continue
	3. Terrance – Cultural Liaison
		1. George hoping to work together with him to leverage parent engagement
5. Financials
	1. BIG thank you to Robert for all his hard work!
	2. Budget will be updated for Sept meeting
	3. LJA can pay the bills
	4. Changes & additional expenses since last meeting
	5. Alison’s salary now going towards Lizzie, Anna & Jacob
		1. Jason & Robert will work out the specific details
	6. Bussing – additional costs
	7. Manny will cover breakfast shift – additional cost
	8. Classroom supply budget communicated to teachers as $200
		1. Art & PE = $500
		2. ADSIS would purchase curriculum
			1. Lizzie & Sharon working together on $$ or in-kind donations for classrooms
	9. Budgeted for 120 students
		1. Approved budget was for 100 students
		2. Currently 105 students
6. Executive Director Report – Lizzie & George
	1. Staff are energized
		1. Staff Areas of Focus:
			1. Professional development
			2. LJA Principles
			3. Curriculum & instruction
			4. Phyllis & culture
	2. Para plan
		1. Lakisha working on this
		2. Hearing from EAs about ideas and needs
		3. Setting expectations
	3. Family connections
		1. Discussion transitions & welcome
		2. Clearing up communications with families
			1. Case Managers will handle communications
		3. Examples being worked through with staff
	4. Bridging George into the LJA system
	5. Community partnerships
		1. Ex. Debate, 40 kids, how can we maintain this program?
		2. Who can we partner with?
	6. Lizzie working with Jason & Robert re financials
	7. Teacher Leader Team
		1. Working with others in the school to divide tasks based on strengths & interests
		2. Stipend included
		3. Teachers feel engaged & included
	8. Working with George as to what Exec Director should be doing
		1. Priorities for Exec Director:
			1. Operations & systems
			2. Staff roles
			3. Communication
			4. Fulfilling LJA principles
			5. Increasing parent involvement
	9. Offer made to PE teacher today
	10. Bussing – now working with different busing company
	11. Transition discussion
		1. Document developed for staff so messaging is consistent
			1. Will be done in PCNs
		2. Reasons for staff dismissal cannot be discussed
		3. A variety of emotions is good & encouraged
		4. Guiding questions will be used with students to discuss emotions
		5. Discussion with students about what it means to be an LJA scholar
		6. Reassurance that staff are here to make school a positive experience
		7. Scholars were heard regarding their concerns, changes were made
		8. Message to parents, how will this be different than message to students?
			1. Discussion of leadership, enrollment, 10-year flux/strategic objectives/mission, re-focus, address gaps, community building
7. Teacher Leadership Team
	1. Lizzie, Anna, Jacob, Arden & Gaye
		1. Will work on teacher training & development
		2. Anna: curriculum organization & standardization, coordinating practicum students, special events, ADSIS grant behavioral interventions
		3. Jacob: assessment (NWEA & MEA) & meeting needs of students, coaching coordinator, EA assistance & support
		4. Lizzie: oversight of intersessions & field trips, tours, coordination with Audobon authorizer
		5. Stipends to teacher leaders
			1. Laurie moves to approve stipends for 2017-2018
				1. Anna VC second

Stipends approved by voice vote

1. Annual Renewal for Identified Official with Authority (IOwA)
	1. Laurie moves that the board approve Lizzie Forsheee for the role of IOwA for the External Access Recertification System, retroactively effective from August 4-13, and George Sand be primary with Lizzie Forshee also from August 14 – June 30, 2018.
		1. Jason second
			1. Motion approved by voice vote
2. Growth & Performance Committee
	1. 105 students expected tomorrow
		1. 16 – 5th grade
		2. 24 – 6th grade
		3. 31 - 7th grade
		4. 34 - 8th grade
	2. Maggie Struck has resigned from the board
	3. Committee should communicate with George
	4. Next meeting Sept 6th 6:30pm
		1. Marketing
		2. Goal setting
		3. Monthly metrics
		4. Inventory of materials/brochures
		5. Dawn could help, invite her to Sept meeting
	5. How could the 10 year anniv work into this?
		1. Sharon knows people who were involved with founding of school
3. Adjournment
	1. Sharon motions to adjourn
		1. Meeting adjourned at 8:30pm