Laura Jeffrey Academy

Board Meeting Minutes

September 19, 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, Laurie Hamre, Jason Fritts, Devavani Chatterjea, Janet Gracia, Anna Veit-Carter,

**Ex officio:** George Sand

**Secretary:** Annie Hotop

**Guests:** Robert Proccacini

**Absent:**  Sharon Gifford

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

1. Approval of August Minutes
   1. Anna moves to approve
   2. Jason second
      1. Minutes approved by voice vote
2. Financials & Budget
   1. 120 ADM
   2. Revenue & expenses in line with expected
   3. Fund Balance $61,600
   4. 2% below expected revenue, 6% less expected expenses
   5. Actual ADM is 100
      1. Budget will be re-worked to 110
   6. Can LJA pay the bills?
      1. Yes
   7. Revisit line of credit application
      1. Do we need it?
   8. Bus contract
      1. 2 companies
      2. Monies are below what is budgeted so far
   9. Jason moves to approve financials
      1. Janet second
         1. Financials approved by voice vote
   10. Budget
       1. Budget re- written as 105 ADM
       2. Had been approved at 100 ADM
          1. -$122,000 with budget left as is
          2. Written in the budget is also $70k for grants & $30k for gala
       3. Staffing/school structure/strategy discussion
          1. How do we invest in the future?
          2. LJA is 1:8, most other schools are 1:16, student to staff ratio
3. Partnership with St. Kate’s Marketing
   1. Marketing class project with “real clients”
      1. Research questions for families
      2. Hoping to reach Somali/East African community in particular
      3. George will work with the team of students
   2. Enrollment 99, 16 SpEd
   3. Dropped 7, added 11 since beginning of school year
   4. Neighborhood festivals where LJA tabled for recruitment
      1. Jazz
      2. MacGrove
      3. PB&J

e. LJA scholars and parents will bag groceries at Cub

f. Discussion of better table location at Grand Old Days

1. Growth & Performance
   1. Committee met 2 weeks ago
   2. Discussion focused on short term, then long term goals
   3. Tabling events, used current marketing materials
      1. Do a science experiment at the table
      2. Historical women in STEM flyers
         1. Short term goal #1 accomplished
      3. 3 events accumulated 3 names
         1. Could we train staff more effectively to interact with public?
      4. Dawn signs us up for events
      5. Need to be strategic as to who works the tables, who does the follow up
   4. New marketing materials & logo needed
      1. Goal: Complete by January
   5. George will ask Terrence to help with recruitment.
   6. Janet attended parent meeting last week
      1. Gave update & asked for feedback as to where they learned about the school, how could you help with marketing, etc
   7. Event at Science Museum – we would like to table
   8. Can we get parents to help with tabling events?
      1. We need a culture shift with this, teachers & staff reaching out to parents.
2. Strategic Actions
   1. Vision not clear
   2. Not serving some communities
   3. How can programming serve students better?
      1. Looking to the future
      2. How do we teach?
   4. Board needs to set strategic actions
   5. Students, families & staff took survey re strategy
      1. What emerged
         1. Identity & mission lacking
         2. Lack of STEM “stuff” – labs, tech, etc
         3. Organizational “muddiness”
   6. Are we supporting all students in the best way?
   7. STEM expertise was absent when school was founded
      1. How does this play into today’s school?
   8. Anna advocated for wonderful transformations, despite testing scores
   9. MCA results discussion
      1. Better than St. Paul public schools
   10. How do we measure success?
       1. Alumnae is one way
   11. Are we a STEM school?
       1. This is not how people or students see us
   12. Danielle moves to push forward with the STEM mission
       1. Jason second
          1. Motion passes by voice vote
3. Executive Director Report
   1. Bussing in the works, changing routes, timely
   2. Teacher received a death threat
      1. Authorities have been notified
      2. Student has been suspended
      3. Currently working with the family
   3. Looking for a full time math teacher
4. Development
   1. No report
5. Adjournment
   1. Meeting adjourned at 8:26pm