Laura Jeffrey Academy

Board Meeting Minutes

May 15, 2018

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, Anna Robinson, Laurie Hamre, Devavani Chatterjea, Janet Gracia, Anna Veit-Carter, Sharon Gifford, Danielle Jones-Glaser,

**Ex officio:** George Sand

**Secretary:** Annie Hotop

**Guests:** Lizzie Forshee, Lori Lance, Rhianon Sargent

**Absent:**  Jason Fritts

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

1. Approval of April Minutes
	1. Sharon motions to approve
		1. Danielle second
			1. Minutes approved by voice vote
2. Gala Event
	1. This Thursday!
	2. Guest list & auction items coming together
	3. Walk thru today, went well
	4. Board will make follow up thank you phone calls after the event
	5. Volunteers can come any time after 2pm
3. Health Insurance Renewal
	1. 3 plans last year, only 2 plans available this year
		1. Staff/teachers can choose their plan
	2. Plan renews July 1, Lori will come back to speak to staff & advise
	3. Estimates are factored into the budget for next year already
	4. Laurie moves to accept Lori’s recommendation for health insurance
		1. Sharon approves
			1. Motion approved by voice vote
4. Audobon Renewal Process
	1. Charter Schools: greater autonomy in exchange for greater accountability in student achievement
	2. Authorizers use tools to create conditions that improve student outcomes, while protecting student public interests
	3. Next year is the renewal, FY 2019
		1. Ends July 2019
	4. Audobon’s role is:
		1. Shared expectations & accountability
		2. Monitoring & oversight
		3. Performance evaluation
		4. Reauthorization decision
	5. Renewal decision process happening now
	6. Need to think about/report on not only present work, but future plans as well
5. Executive Director’s Report
	1. MCA testing finished
		1. Gap between literacy and math
		2. Scores the same as last year
			1. Large desire to improve math program and testing
	2. Staff candidates
		1. Operations
		2. Math teacher
	3. Bussing – working on planning for next year
	4. Financial update
		1. Budget on track for expenditures & expenses
		2. Deficit of $100,000
		3. Sharon moves to approve financials
			1. Laurie second
				1. Financials approved by voice vote
6. Growth & Performance
	1. Expected students for next year: 105
	2. Grand Old Days & Rondo Days promotions coming up
	3. Promotions in Seward neighborhood
	4. Watched video – amazing!
		1. Discussion of how to push this out
		2. Press release
	5. Girls on the Run – Terrance has joined the board
7. New Member Selection Process
	1. Should we have a nominating committee?
		1. Committee could review applications & put forth candidates who bring strengths
		2. Involve non-board members
8. Procurement
	1. Procedures have been streamlined
	2. Titles will need to be changed in all documents
	3. Needs info on contract renewals
	4. Janet motion to approve the contract process with an addendum for renewing contracts
		1. Sharon second
			1. Procurement policy approved with renewal language to be added
9. Other
	1. Discussion of grievance process, code of conduct, ideas for next school year, what would a process look like?
	2. How to better use consultant
10. Adjournment
	1. Sharon motions to approve
		1. Laurie second
			1. Meeting adjourned 8:40pm