



# August 2023

# Board Meeting Minutes

Laura Jeffrey Academy Board Meeting  
**Tuesday August 15, 2023**  
**6:15-8:30 pm 1550 Summit Ave, St Paul, MN 55105**

## Members

Ann Henderson  
Paul Regan  
Julie Silvers  
Lisa Alter Capell  
Anna Robinson, Leadership Rep., *ex officio*  
Monica Brown  
Heather Shore  
Daniel Church  
Saima Prabhu

## Guests

Eileen Lindstrom  
Amanda and Robert, Dieci School Finance

## **Agenda**

1. Welcome
  - a. Meeting called to order at 6:17 p.m.
2. Public Comment
  - a. None.
3. Approval of Agenda
  - a. Motion to approve: Paul
  - b. Second: Monica
  - c. Discussion: None
  - d. 5 Yes Votes, Motion approved.
4. Approval of June 2023 Meeting Minutes
  - a. Motion to approve: Julie
  - b. Second: Dan
  - c. Discussion: None
  - d. 5 Yes Votes, Motion approved.
5. Approval of July 2023 Special Meeting [Meeting Minutes - LJA Board Meeting July 2023 Emergency](#)
  - a. Motion to approve: Monica

- b. Second: Ann
  - c. Discussion: None
  - d. 5 Yes Votes, Motion approved.
6. Financials – Robert and Dan
- a. Approval of financials June
    - i. Motion to approve: Paul
    - ii. Second: Ann
    - iii. Discussion: Dan provided an overview of June Financials. Very close to budget targets. Expenses a bit under budget Fund balance decreased over the course of the year as expected. Amanda let everyone know that the audit is going well. Does not look like MDE will be asking for the \$36K overpay back from the 21-22 school year. Find balance at 21%.
    - iv. 5 Yes Votes, Motion approved.
  - b. Approval of financial July
    - i. Motion to approve: Paul
    - ii. Second: Ann
    - iii. Discussion: Dan provided an overview of July Financials. No real expense yet before the start of the school year. Expecting to see a small decrease in the fund balance over the year. Funding is based on 110 students. Current enrollment is at 112 students for this school year. Cash flow is still in good shape. Employee retention credit still pending. May hear more later this fall.
    - iv. 5 Yes Votes, Motion approved.
7. Committee Reports
- a. Development Committee
    - i. Ann provided an update. Ann, Anna and Julie met with CEL to talk about the new marketing proposal. LJA still needs CEL's marketing expertise in some areas, but we want to transition to in-house work in other areas.
    - ii. Plan to move forward with paying CEL \$24,810 this year 2023. Work with a new staff member, Katie, to transition to in-house work on some marketing. CEL would provide expertise on digital aspects of marketing and project management. Had budgeted \$20,000 for a part-time employee, but won't need to use that since will already have Katie doing the work. May use that money for future marketing work. May also have other staff take on other marketing roles (e.g. blogging).
    - iii. Motion to approve leadership signing a contract with CEI as discussed.
      - 1. Motion to approve: Monica
      - 2. Second: Dan
      - 3. 5 Yes Votes, Motion approved
8. Leadership update – Anna
- a. 112 students enrolled, waitlist for 7th grade. (Enrollment breakdown: 5th grade, 12 students; 6th grade, 36 students; 7th grade, 26 students; 8th grade, 38 students.)
  - b. Lease with Macalester ends at the end of the school year. Will reach out to Fatima, former LJA Board member, about contacting Macalester about negotiating a new lease.
  - c. Fully staffed for classroom teachers. Looking at hiring one more special ed staff.
  - d. Approval [DRAFT: LJA Personnel Manual 2023-24](#)
    - i. Motion to approve: Julie
    - ii. Second: Monica
    - iii. Discussion: Anna provided an overview. Made an amendment to cover not being under the influence of marijuana. While marijuana is now legal, it is now treated similarly to alcohol in the personnel manual.
    - iv. 5 Yes Votes, Motion approved.
  - e. Approval [DRAFT: Scholar and Family Handbook 2023-24](#)
    - i. Motion to approve: Julie
    - ii. Second: Monica

- iii. Discussion: Anna provided an overview. No additional amendments proposed.
    - iv. 5 Yes Votes, Motion approved.
  - f. Approval of charter renewal application
    - i. Motion to approve: Monica
    - ii. Second: Julie
    - iii. Discussion: Discussed goals, made a few amendments and financial {MORE here}
    - iv. 5 Yes Votes, Motion approved.
- 9. Strategic Planning
  - a. Planned for September 9 and October 7, from 12 - 4 p.m.
  - b. Location, look somewhere near LJA.
  - c. Ann and Leadership will put together an agenda.
  - d. Facilitator. No grant funding available. Anyone who could volunteer? Asked OW if they have any suggestions and they gave some names.
  - e. Items to discuss
    - i. Girl focused mission language and marketing
    - ii. School size, expand to other grades.
    - iii. Staff compensation improvements. Staff here teach and do additional work on running school.
  - f.
- 10. Board Professional Development: Open Meeting Law  
<https://www.revisor.mn.gov/statutes/cite/13D/full#stat.13D.02>
  - a. Discussed options for the public being able to appear remotely and for members to appear remotely on a one time basis.

Motion to adjourn: Paul

Second: Julie

Discussion: None

5 Yes Votes, Motion approved. Meeting adjourned at 8:00 p.m.