



February 2023 Board Meeting Minutes

Meeting being held virtually due to health pandemic in accordance with MN §13D.021, subd. 1 per declaration by Board Chair

Laura Jeffrey Academy Board Meeting
Thursday, February 9, 6:15 – 8:15 PM

Members

Kate Agnew
Sean Quinn
Lisa Alter Capell
Paul Regan
Ann Henderson
Julie Silvers
Anna Robinson, Leadership Rep., *ex officio*

Guests

Eileen L., Leadership Team
Lyssa C., Leadership Team
Amanda Dahlke, Dieci School Finance
Jim Eichten, MMKR Certified Public Accountants
Jennie T., LJA Parent
Shari N., LJA Parent
Heather S., LJA Parent

Join Zoom Meeting:

<https://us02web.zoom.us/j/88520455526?pwd=VWpNNUE4QVFXNEhZYlFzWIRHN0pjQT09>

Meeting ID: 885 2045 5526

Passcode: 960941

Agenda

1. Welcome
 - a. Meeting called to order at 6:17 p.m.
2. Public Comment
 - a. Introduction of members and guests.
3. Approval of Agenda
 - a. Motion to approve: Ann

- b. Second: Sean
 - c. Discussion: None
 - d. 5 Yes Votes, Motion approved
- 4. Approval of December 2022 Meeting Minutes
 - a. Motion to approve: Sean
 - b. Second: Julie
 - c. Discussion:
 - d. 5 Yes Votes, Motion approved
- 5. Committee Reports
 - a. Governance Committee
 - i. Board recruitment update
 - 1. Paul provided an update on steps taken on board recruitment. Lyssa has been posting the board recruitment blurb in the LJA newsletter for the past few weeks. Lyssa also sent out an email to parents of 5th and 6th graders to let them know about the board application process. Lyssa and other LJA staff provided Paul with a list of about 12 parents that might be interested in joining the board, and Paul reached out to that group with separate emails. One parent has applied for the board, and three others expressed an interest in joining.
 - 2. Sean noted that a parent member that still has years left on their term when their scholar graduates from LJA could remain on the board as a community member.
 - 3. Kate noted that she had just received a second board application for a community member position.
- 6. Financials – Amanda and Sean
 - a. Approval of December and January Financials
 - i. Motion to approve: Lisa
 - ii. Second: Paul
 - iii. Discussion: Bank transfer has been completed. First half of the teacher stipend has been paid. Applying for employee retention credit, using a company that will take 5% of any funds received.
 - iv. 6 Yes Votes, Motion approved
 - b. Accept Audit
 - i. Jim is here to go over the Audit. State requirement that we get an annual financial statement prepared.
 - ii. Management Report - Summary of Audit results
 - 1. Basic financial statements.
 - 2. Internal controls over financial reporting
 - 3. Used Government Auditing Standards. No findings.
 - 4. One finding with respect to compliance with MN laws and regulations. Collateral coverage needed in excess of FDIC protections (\$250K per account). Had more than \$250k in prior bank account for a short period of time. This issue has been resolved. Jim noted that the most important action to take when a finding is made is taking corrective action, which has been done here.
 - 5. Jim gave an explanation of several aspects of the report which had positive financial and audit results.
 - iii. Motion to accept: Lisa
 - iv. Second: Ann
 - v. 6 Yes Votes, Audit accepted
 - c. Approve revised budget
 - i. Motion to approve: Julie
 - ii. Second: Sean

- iii. Discussion: Increases in expenditures that have been discussed at prior board meetings: 1) for the marketing budget, 2) retention and leadership stipends, and 3) a new refrigerator.
 - iv. 6 Yes Votes, Motion approved
 - d. 2023-2024 Treasurer
 - i. Sean's three year term is up at the end of the school year. So we need a new Treasurer for next year. Let Sean know if you're interested in becoming the Treasurer and he can provide a short tutorial.
- 7. Leadership update – Anna
 - a. Started enrollment process. Current numbers for applicants and returning scholars for next school year: 8 applicants for 5th grade, 12 returning scholars and 27 applicants for 6th Grade, 18 returning scholars and 7 applicants for 7th Grade, 35 returning scholars and 7 new applicants for 8th Grade. Total 114 students. Terrance, Lyssa and others have done a lot of work on this. Board members were very happy and complimentary to hear this update.
 - b. Meet with CEL weekly on marketing. Helping with enrollment. Focused on increasing 5th grade enrollment. Will be asking for members and parents to do some outreach. Looking at renewing community partnerships and starting new ones. Looking at how we become self-sustaining without needing CEL for marketing and outreach in the future.
 - c. LJA had a visit from Osprey Wilds. Will be getting feedback from the visit.
 - d. Review (and approval) of 2023-24 school calendars
 - i. Motion to approve: Sean
 - ii. Second: Ann
 - iii. Discussion: Digital learning days have been positive for students, teachers and staff. Will continue having one digital learning day per month next year.
 - iv. 6 Yes Votes, Motion approved
 - e. IoWA approval
 - i. Motion to approve: Lisa
 - ii. Second: Julie
 - iii. Discussion: None
 - iv. 6 Yes Votes, Motion approved
- 8. Review yearly board goals
 - a. Mission/vision review
 - i. Looking at minutes from our retreat. Goal setting: look at mission/vision for LJA. Kate and Ann will review.
- 9. Board Professional Development
 - a. Review EE Goals Progress
 - i. Cleaning storm drains
 - ii. 7/8 grader political party work
 - iii. Music: Coal mining and Appalachian songs.

Motion to Adjourn: Ann

Second: Lisa

Discussion: No discussion.

6 Yes Votes, Meeting Adjourned at 7:40 p.m.

Respectfully Submitted by Paul Regan