



# 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  
**Tuesday, January 18, 6:15 – 8:15 PM**

## Members

Sarah Carter  
Sonia Feder-Lewis  
Kate Agnew  
Sean Quinn  
Ann Henderson  
Paul Regan  
Lisa Alter Capell  
Anna Robinson, Leadership Rep., *ex officio*

## Guests

Annie Lien, Leadership Team  
Robert Procaccini, Dieci School Finance  
Amanda Dahlke, Dieci School Finance

## Absent:

Amanda Moon  
Julie Stewart

## **Agenda**

1. Welcome - Meeting called to order at: 6:15 p.m.
2. Public Comment - None
3. Approval of Agenda
  - a. Motion to approve: Sean
  - b. Second: Lisa
  - c. 7 Yes Votes - Approved
4. Approval of December 2021 Meeting Minutes
  - a. Motion to approve: Sonia
  - b. Second: Paul
  - c. Discussion: Two updates to the minutes. Will be added by Paul.

- d. 7 Yes Votes - Approved
- 5. Financials – Robert and Sean
  - a. Summary of December Financials: Percentages on revenue and expenses in line with expectations. Based on 60 students. Fund balance is excellent. Fund balance will likely decrease at the end of the year, but still well in excess of \$400,000. Cash flow is still good. Process to switch banks is moving along, we will have accounts with two banks for a while while transitioning from one to the other. Goal to have a fund balance of over 20% and we are over 25%. Will be at 60 students as of Jan 19, 2022
  - b. Motion to approve December Financials: Kate
  - c. Second: Sonia
  - d. 7 Yes Votes - Approved
- 6. Enrollment Update
  - a. Two new 5th graders starting tomorrow. Will be at 60 students. Getting interest from other potential students for this school year.
  - b. Applications coming in for next school year at a steady stream (9 so far).
- 7. Committee Reports
  - a. Leadership Team Review Committee -
    - i. Did not meet to review the Improvement Plan, will discuss the Plan later in the meeting.
    - ii. Would recommend starting this process earlier in the calendar next year, with both this and other board tasks.
  - b. Development Committee -
    - i. Continuing to work on enrollment and have some new recommendations.
    - ii. Recommending marketing firm to use.
      - 1. Started with RFP that was sent to 11 firms that looked to be a good fit. Extended RFP deadline to confirm everyone had a chance to review. Three proposals received. One ruled out quickly.
      - 2. Metric Marketing & CLPR were the remaining two proposals. Met with each and evaluated both. Both were excellent, data driven, experienced in digital marketing.
      - 3. Think CLPR is a better fit. Female led, local, ready to start immediately and front-load. Committee liked how the group talked about setting the teachers up for ongoing success once they hand this work off to LJA.
      - 4. Two groups had similar costs (within \$10k). Initially, CLPR proposal was for 12 months. Shortened to 9 months, at \$65,304.
      - 5. Would recommend a regular budget item for ongoing recruitment.
    - iii. What about summer months, would we still be doing this work then? Still some work that can be done over the summer if staff can answer questions in advance.
    - iv. How many applications come in over the summer? A few, but many come in March, and then then more later in the spring.
    - v. May be able to do some front-end loading on this year's fiscal year budget, with the rest being paid in next year's budget. Will look into how to structure so that more is paid in this year. Could also spend more if going longer than nine months.
    - vi. Adding 10 students would break even in the costs in one year, with more potential when you take into account our high level of retention.
    - vii. Options to extend the contract? How will we judge the success of this work?
    - viii. CLPR provided examples of other campaigns they did, and what they were able to do with enrollment.
    - ix. Committee will go to CLPR to work out details as discussed.
      - 1. Motion to approve hiring of firm and give the committee and leadership team discretion to move forward: Sean

2. Second: Kate
3. 7 Yes Votes - Approved

c. Governance Committee - Board Member Recruitment

- i. Need to have elections during the school year at our May meeting. Need to approve the slate in March. Sarah, Sonia, and Amanda will be done at the end of the school year.
- ii. Only one teacher member currently.
- iii. Looking for experience in teaching and marketing.
- iv. Board Leadership positions for next year will also be coming up.

8. Leadership Team Update

a. Improvement Plan (two prongs)

i. Math Proficiency

1. Only half of students took MCA last year due to COVID restrictions.
2. Now have full-time math interventionist
3. More math time than we had with remote learning.
4. ST Math application work by students
5. Fastbridge testing three times a year.
6. Not able to have a Math Corps volunteer this year.
7. Will add midday interventions next year.

ii. Enrollment

1. Goal to begin next school year with 75 students.
2. List of ongoing and completed tasks.
3. Look into talking to other charter schools about how they work on enrollment.
4. Will continue working on having the school population match the St. Paul community.

iii. Will review quarterly by the Leadership Review Committee.

iv. Motion to accept improvement plan: Sonia

1. Second: Lisa
2. 7 Yes Votes - Approved

b. Revised 2021-22 Budget

i. Changes

1. Reduced student and special education numbers.
2. Increased federal funding (one year only).
3. Increase in expenses due to additional marketing costs.

ii. Motion to accept amended budget: Sean

1. Second: Kate
2. 7 Yes Votes - Approved

c. Proposed policy update

- i. Allows for more incremental sick days (from full or half, to now include quarter days).
- ii. Motion to approve policy amendment for remainder of school year: Lisa
  1. Second: Kate
  2. 7 Yes Votes - Approved

d. Enrollment & recruitment update, COVID update

- i. At 60 students as of tomorrow, three more potentially coming in. Terrence, Annie, and Lyssa are doing lots of work on this.
- ii. Doing well on COVID. Currently no community spread at LJA. Student covid tests have been negative the last two weeks. Staff are doing a great job of providing coverage, but it is overwhelming right now. Will work on getting more K95 masks.
- iii. Options for parent volunteers (in-school, drivers)?

9. Board Professional Development

- a. Girl-focused, STEM-focused - Annie Lien provided presentation.

10. Adjourn

- a. Motion to approve: Sean
- b. Second: Kate
- c. 7 Yes votes - Approved.

Respectfully submitted by Paul Regan.