



# October 2023 Board Meeting Minutes

Laura Jeffrey Academy Board Meeting

**Tuesday, October 17, 6:15 – 8:15 PM, 1550 Summit Ave Saint Paul MN 55105**

## Members

Ann Henderson

Paul Regan

Julie Silvers

Anna Robinson, Leadership Rep., *ex officio*

Monica Brown

Heather Shore

## Guests

Lizzie Forshee, Leadership Team

Amanda Dahlke, Dieci School Finance

## **Agenda**

1. Welcome
  - a. Meeting called to order at 6:48 p.m.
2. Public Comment
  - a. None.
3. Approval of Agenda
  - a. Motion to approve: Paul
  - b. Second: Monica
  - c. Discussion: Updated meeting documents to include the September minutes.
  - d. 5 Yes Votes, Motion approved.
4. Approval of September 2023 Meeting Minutes
  - a. Motion to approve: Julie
  - b. Second: Monica
  - c. Discussion: None.
  - d. 5 Yes Votes, Motion approved.
5. Lease negotiations

- a. Anna has connected Ann with Fahima at Macalester who owns the building where LJA is located. Julie agreed to help Ann with negotiations with Macalester to renew the lease.
6. Strategic Plan [W LJA.odt](#)
    - a. No edits from Board Members. Ann will go over the strategic plan with the Leadership Team at a future Leadership Team meeting.
7. Committee Reports
    - a. Leadership Team Review Committee
      - i. Paul provided the Committee update. Paul and Monica attended a Leadership Team meeting last week for observation. Paul provided Monica and Dan with a draft framework for this year's report based on the report from last year. Next steps will be to continue to gather information/data, draft the report, and share the report with the Leadership Team for their feedback. Last step will be to bring the report to the Board.
8. Financials – Amanda or Robert
    - a. Approval of September Financials
      - LJA September 2023 Financial Packet.pdf
      - September 2023 Financial Dashboard.pptx.pdf
      - LJA September 2023 Detailed IS.pdf
    - b. Motion to approve: Monica
    - c. Second: Julie
    - d. Discussion: Amanda gave the update. 25% through the year. Revenue at 20%, Expenditures at 14%. Fund balance still looks good, we can pay our bills. Employee Retention Credit on hold to work on anti-fraud procedures country-wide.
    - e. Amanda will ask Robert about providing Financial Training at our board meeting next month.
    - f. 5 Yes Votes, Motion approved.
9. Leadership update – Anna provided the update.
    - a. Enrollment- At 117 students (15 5th graders, 34 6th graders, 27 7th graders, and 41 8th graders).
    - b. Osprey Wilds site visit/renewal. Very positive feedback. Question from OW about how you keep the school culture from changing as school enrollment increases.
    - c. LJA needs to have a contributions and fundraising policy. Anna will send some examples to Heather and Paul, on the Governance Committee, to draft.
    - d. Updates from the year thus far:
      - i. Had a Chili Cook Off last week. Had a smaller group attend. Some parents were not certain about where the Cook Off was held.
      - ii. Fall Festival next week.
    - e. Review of annual/WBWF report - review and approval
      - [W DRAFT: FY23 LJA Annual Report & WBWF.docx](#)
      - i. Motion to approve: Julie
      - ii. Second: Monica
      - iii. Discussion:
        1. Report looks great.
        2. Members expressed surprise at the increase in boys at LJA. Teachers reported that the increase does not seem to have changed the school culture and that there continues to be girls' focused education.

3. Have a Math Corps volunteer this year to help students with math academics.
      - iv. 5 Yes Votes, Motion approved.
    - f. Revised nepotism policy - review and approval
      - W DRAFT: LJA anti-nepotism policy 2023-24.docx
      - i. Motion to approve: Paul
      - ii. Second: Julie
      - iii. Discussion: No edits from the Board, changes look good.
      - iv. 5 Yes Votes, Motion approved.
    - g. Give to the Max Update
      - i. Happening Nov 16, 2023 . Will be asking for \$12,000 for new technology. Would supply 6 of 9 classrooms with new smartboards.
      - ii. Lizzie will share with the board a communication and script that CEL is working on. Board will be asked to reach out to past donors. Will have a spreadsheet to track who has been contacted.
10. Osprey Wilds board meeting observation feedback
  - LJA\_Board Observation Feedback\_09.19.2023.pdf
  - OW\_Governance Performance Overview\_07.19.2021.pdf
  - a. Board reviewed feedback from OW. Noted that there were some items not discussed during the meeting OW observed, but that some of those items are not on the board agenda every month. OW has confirmed in the past that this is permitted.
  - b. Discussed the need for committees to meet in person to follow open meeting laws.
11. Board Professional Development - MN Data Privacy Act
  - <https://www.youtube.com/watch?v=GjZISF76VcU>
  - Sounding-Board\_Issue-31\_MN-Government-Data-Practices-Act\_10.2023.pdf
  - a. Board reviewed the Osprey Wilds overview of the MGDPA. Discussed items that can be public, including staff and board member emails.
  - b. Have not had any closed board sessions that would be confidential in the last few years. So everything discussed at Board meetings has been public information.

Motion to adjourn: Julie

Second: Monica

Discussion: None

5 Yes Votes, Motion approved. Meeting adjourned at 7:33 p.m.

For non-board members unable to attend the meeting in person

Join Zoom Meeting

<https://us02web.zoom.us/j/86102548260?pwd=M01nSU1OSzY3aU1nMXNDVIM2dXlrQT09>

Meeting ID: 861 0254 8260

Passcode: 847267