



# 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, April 19, 2022, 6:15 – 8:15 PM**

## Members

Sarah Carter  
Kate Agnew  
Sean Quinn  
Amanda Moon  
Ann Henderson  
Paul Regan  
Lisa Alter Capell  
Anna Robinson, Leadership Rep., *ex officio*

## Guests

Lyssa Cook, Leadership Team  
Pam Schieffer, LJA Teacher  
Amanda Dahlke, Dieci School Finance  
Robert Procaccini, Dieci School Finance

Absent: Julie Silvers, Sonia Feder-Lewis

## Agenda

1. Welcome meeting called to order at: 6:20 pm
2. Public Comment: None
3. Approval of Agenda
  - a. Motion to approve: Sean
  - b. Second: Amanda M.
  - c. Discussion:
    - i. Updated version Enrollment Projections provided by Lyssa this afternoon
    - ii. SPED presentation at end of meeting will be provided for later reference
  - d. 5 Yes Votes, 0 No Votes, approved
4. Approval of March 2022 Meeting Minutes
  - a. Motion to approve: Ann
  - b. Second: Paul
  - c. Discussion: None
  - d. 5 Yes Votes, 0 No Votes, approved
5. Approval of April Special Meeting Minutes

- a. Motion to approve: Paul
  - b. Second: Sean
  - c. Discussion: None
  - d. 4 Yes Votes, 1 Abstention (Ann), 0 No Votes, approved
6. Financials – Amanda and Sean
- i. Currently on track for an increase in fund balance, although budget is for \$60,000 decrease
  - ii. Enrollment will be discussed later in agenda
  - iii. Preliminary conversations for 2022-23 Budget have begun
  - iv. Lyssa and Terrance met with Northeast Bank today
    - 1. Leaders of account will be Lyssa, Terrance, Amanda, and Robert
    - 2. Changing from \$500 limit debit card to \$1000 limit credit card
      - a. Better for security
    - 3. ACH options
    - 4. Better visibility online than we had with Sunrise
    - 5. Will have two accounts open for a while during transition, goal is to have it complete by June 30 (end of fiscal year)
    - 6. Discussed increasing the credit card limit to \$10,000 to streamline process
      - a. Robert and Amanda will work with Lyssa on making sure credit card policy is up to date; set up autopay
    - 7. Will earn interest on new account
- b. Motion to approval March Financials: Paul
  - c. Second: Ann
  - d. Discussion: none
  - e. 5 Yes Votes, 0 No Votes, approved
7. Committee Reports
- a. Development Committee
    - i. Ann provided update about work with CEL
      - 1. Annie might come to May board meeting to provide direct update to board
      - 2. Website work including:
        - a. Fillable forms
        - b. Landing pages
        - c. Backend data work including analytics
          - i. Significant traffic increase in February in March
      - 3. Social Media
        - a. Template creation
        - b. Training Family and Community Relations committee
        - c. Looking at geo-targeting ads around events
        - d. Encourage community to interact as much as possible with social media posts as that increases reach
      - 4. Ambassador Packets for families
      - 5. Branding work
      - 6. Overall positive sentiment
      - 7. Slightly behind projected timelines
      - 8. Goal is to enroll 90 students in 22-23 school year
      - 9. Professional printing of flyers for staff and families to share
      - 10. Banners/signs design
      - 11. Request for \$2000 for printing and other marketing materials through the end of this fiscal year.
        - a. We have enough money in the budget to authorize more
        - b. This will be a line item in next year's budget

- c. There is money left over from what was authorized for billboards at November 2021 meeting
    - 12. Sean moves to approve up to \$5000 additional, as well as balance from billboards, for marketing materials through the end of this fiscal year.
    - 13. Ann Seconded
    - 14. Discussion: Kate and Lisa joined during discussion and will be included in vote
    - 15. 7 Yes votes, 0 no votes, approved
  - b. Leadership Team Review Committee
    - i. Leadership team review materials are being revised
    - ii. Looking for time in May to meeting with leadership team for review follow-up
8. Leadership Team Update
  - a. Current enrollment numbers and 2022-23 Enrollment Update ([slideshow](#))
    - i. Some of the 22-23 potential students have decided to join this year
    - ii. Request to have the information in a spreadsheet for trend tracking year over year
    - iii. Add percentage or total potential to returning students slide
      - 1. All except 3 students are returning next year!
        - a. 1 Moving, 2 looking for specific programing
  - b. Records Retention Policy - needs approval
    - 1. Policy is state-template
      - a. From January 2000, may need to be updated
        - i. Department of Education is called Department of Learning in this document
    - 2. Need for SPED Audit
    - 3. Suggestion to reach out to other schools or Osprey for more current template
    - 4. MN Historical Society is pointing to this as the *updated* policy from a 1985 policy
    - 5. [MN Dept of Ed](#) recommends using this as a model policy but to update specifically for each district record type, and to check for compliance with state and federal statutes
    - 6. Because this is required for SPED audit,
  - ii. Motion to approve Records Retention Policy and Schedule provided that no deletion of files is acted upon until Policy Committee has the opportunity to review it or in the next 90 days. Kate
  - iii. Second: Lisa
  - iv. Discussion: SPED requirement is 3 years
  - v. 7 Yes Votes, 0 No Votes, approved; Sarah and Sean will reach out to Lizzie to review
- c. Building Company needs
  - i. Current board members are Sean and Anna
  - ii. Need a treasurer because Morgan left
  - iii. Building Company is not used right now, but is in place in case we ever need it because it's easier to keep it open than it is to start a new one
  - iv. Nominations will be taken during the May meeting along with all other board positions
9. Board Professional Development - Special Education and Equity
10. Meeting Adjournment:
  - a. Motion: Kate
  - b. Second: Amanda
  - c. Discussion: none
  - d. 7 Yes Votes, 0 No votes, meeting adjourned at 8:29 pm

Respectfully submitted by Amanda Moon