



# Board Meeting Minutes

**Date: 8/17/2021 | Time: 6:15**

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

**Virtual Attendance through Interactive TV:** Sarah Carter, Kate Agnew, Amanda Moon, Sean Quinn, Ann Henderson, Paul Regan, Lisa Alter Capell, Sonia Feder-Lewis

**Ex officio:** Anna Robinson, Leadership Representative

**Secretary:** Amanda Moon

**Guests:** Lizzie Forshee, Leadership Team, Robert Procaccini, Dieci School Finance

**Absent:** none

**Board Practices:** Duty of Care, Duty of Loyalty, Duty of Obedience

## **Agenda**

1. Welcome
  - a. Meeting called to order at 6:17 pm
  - b. Discussion of Roberts Rules of Order - calling the question is only necessary to stop debate, does not need to happen for every item.
2. Public Comment
3. Approval of Agenda
  - a. Anna requests additional item under leadership update
  - b. Sean moves to approve
  - c. Kate seconds
  - d. 8 Yes votes - Approved
4. Approval of June 2021 Meeting Minutes
  - a. Lisa moves to approve
  - b. Kate seconds
  - c. Comments: minor edits
  - d. 4 Yes votes: Amanda, Kate, Sean, Sarah; 4 Abstain: Sonia, Paul, Anne, Lisa - Approved
5. Approval of Special Board Meeting Minutes
  - a. Sonia moves to approve
  - b. Kate seconds
  - c. 7 yes votes, 1 Abstain: Amanda - Approved
6. Financials – Robert and Sean
  - a. Discussion:
    - i. LJA is in a good position financially
    - ii. Fund balance is 34.9%, still waiting on MDE take back.
      1. This is high, but not yet too high, especially based on declining enrollment.

- iii. Special Ed is paid based on estimated enrollment, we were overpaid due to lower actual SP/ED enrollment. Because this is calculated a year behind, the adjustment will likely happen next year but may require repayment.
  - b. Approval of financials June & July
    - i. Sonia moves to approve
    - ii. Kate seconds
    - iii. Discussion of enrollment, sustainability, and line-item details.
    - iv. 8 yes votes - Approved
- 7. Teacher Board Member Appointment
  - a. Morgan has resigned from LJA. We are required to have a Teacher Board member. Leadership team has been asked to recruit a new member. The board can appoint a new member for the remainder of this term, and if they want to remain on the board they will need to run during the spring election.
    - i. Discussion application and appointment process, timeline
    - ii. Tabled for September meeting.
- 8. Leadership update – Anna
  - a. [Safe Return to Learning](#)
    - i. Board approval is not required, but requested by Leadership
      - 1. “Conditional approval based on MDH guidance” - allows quick implementation of new recommendations
    - ii. Discussion on vaccines, testing, temperature checks, quarantine process, online learning options, clarifications on certain sections.
      - 1. We have applied for online learning provisions.
      - 2. If blended learning plan is approved, “strongly recommended” language for quarantine will be removed and be replaced with “required.”
    - iii. Sean moves to for conditional approval based on MDH guidance
    - iv. Lisa seconds
    - v. 8 yes votes - conditional approval based on MDH guidance. Board is open to future review if needed.
  - b. [Student/Family Handbook](#)
    - i. Several general updates have been made
    - ii. Advanced Math policy addition
    - iii. Face coverings added to bus and uniform policies
    - iv. Discussion about Math policy, face coverings, free lunch funding
    - v. Sean moves to approve
    - vi. Lisa seconds
    - vii. Additional discussion to clarify this document may also change during school year based on changes in Covid situation
    - viii. 8 Yes votes - Approved
  - c. [Personnel Manual](#)
    - i. Several general updates
    - ii. Discussion on Appropriate Dress and Covid Vaccine sections
    - iii. Sean moves to approve
    - iv. Kate seconds
    - v. 8 yes votes - approved

- d. IOwA approval: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State access control security standards. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Leadership Team recommends the School Board authorize Lizzie Forshee to act as the Identified Official with Authority for Laura Jeffrey Academy, 4164.
    - i. Amanda moves to approve Lizzie as the IOwA for 2021/22 school year
    - ii. Lisa seconds
    - iii. 8 yes votes - approved
  - e. Board Member Assurances - signatures due Sept. 14
  - f. Request to consider adding an additional person to the Leadership Team to help with workload. Board will approve final candidate.
    - i. Sean moves to approve adding another member
    - ii. Lisa seconds
    - iii. 8 yes votes - approved
9. Board Retreat Planning
10. Board Professional Development Open Meeting Law
11. Adjournment
- a. Sonia Motion to Adjourn
  - b. Kate Seconds
  - c. 8 yes votes - meeting adjourned at 8:10 pm

Respectfully submitted by Amanda Moon