



August 2022 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, August 11, 6:15 – 8:15 PM

Members

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

Guests

Terrance Thigpen, Leadership Team
Lyssa Cook, Leadership Team
Amanda Dahlke, Dieci School Finance

Virtual Meeting Details:

Topic: LJA August 2022 Board Meeting
Time: Aug 11, 2022 06:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86027742092?pwd=aUZobDMrWjZTY252SHFUU21jUm5pZz09>

Meeting ID: 860 2774 2092

Passcode: 565697

Agenda

1. Welcome
 - a. Meeting called to order at 6:17 p.m.
2. Public Comment
 - a. None.
3. Approval of Agenda
 - a. Motion to approve: Ann
 - b. Second: Julie

- c. Discussion: Add board roles discussion to retreat agenda.
 - d. 5 Yes Votes, Motion Approved
- 4. Approval of June 2022 Meeting Minutes
 - a. Motion to approve: Sean
 - b. Second: Ann
 - c. Discussion: None.
 - d. 5 Yes Votes, Motion Approved
- 5. Financials – Amanda and Sean
 - a. Approval of financials June and July
 - i. Motion to approve: Ann
 - ii. Second: Julie
 - iii. June Financials Discussion: Ended school year with a \$675,000 fund balance, an increase over the year. Had lower expenses than budgeted and additional revenues. Average 60.51 students over the year, and LJA was paid by the state at 60 students. Cash flow: a little over \$400,000. Continuing with bank transfer.
 - iv. July Financials Discussion: Fund balance slightly higher in July compared to June. Revenue for this school year is currently based on 80 students. Currently have 86 students enrolled for the coming school year, with 10 applications pending. Audit went well, no concerns brought up. Full audit results in October or November. Things are going very well financially overall.
 - v. Do we have a Fund Balance goal? Already above the 20-25% percentage of budget recommended by Osprey Wilds.
 - vi. Leadership will be having conversations about budget revision. Look at increasing teacher pay and the number of teachers.
 - vii. Review details of financial documents at Finance Committee, keep high level for full board meetings unless questions come up.
 - viii. 5 Yes Votes, Motion Approved
 - b. ERC (Employee Retention Credit)
 - i. Plan to apply for this to see if it can cover some past costs. Perhaps as much as \$120,000.
 - ii. Similar to PPP loan, but not able to cover costs previously reimbursed by PPP.
- 6. Committee Reports
 - a. Development Committee
 - i. Ann - Met to go over how things went over the summer. Work continues with marketing. Leadership team continues to be happy with the work being done by CEL, who we contracted with last school year. Expertise in digital advertising has been huge, Ann would recommend continuing working with CEL on that.
 - ii. Current students just helped with a community event for potential students.
 - iii. Website has been improved greatly, but still some clean-up left to do.
 - iv. Ann is recommending on behalf of the Development Committee that we continue working with the marketing contractor CEL.
 - v. Marketing contractor has a list of potential next steps.
 - vi. Discussion of whether to spend more on marketing this school year. Noted how much was spent last year, and that \$60,000 was not all spent by the end of last school year.
 - vii. How much of an increase in students could the school take? Still have a goal of 120, but may need to increase staffing to meet that. Would we have a cap this year? Will need to cap based on current staffing. More discussion on this during the Leadership update.
 - viii. Motion to approve spending up to \$60,000 with CEL this year.
 - 1. Motion to approve: Sean
 - 2. Second: Julie

3. Discussion: Want to have the goal of making this more sustainable in the future, having staff available to do this work, perhaps even adding that as a staff responsibility by mid-year.
 4. 5 Yes Votes, Motion Approved
 - b. Leadership Team Review Committee
 - i. Overview by Paul. Will be reviewing surveys from families, staff and leadership team. Plan on observing the leadership team in September.
7. Leadership update – Anna
 - a. Enrollment update
 - i. At 86. 14 - 5th grade, 23 - 6th grade, 34 - 7th grade, 15 - 8th grade. May need to cap 7th and 8th grade soon. Thank you to Terrance and Lyssa for all of their efforts on enrollment. Big turn-around from last year at this time.
 - b. [Safe Return to Learning](#)
 - i. For board review
 1. Some updates to match CDC guidance and St. Paul Schools mask policy. Will not be doing testing at school twice a week anymore, but tests are available at school if needed. Will come back if CDC makes other changes.
 - c. [2022-23 Scholar & Family Handbook](#)
 - i. Approval needed. Anna provided overview of changes
 - ii. Motion to approve: Ann
 - iii. Second: Sean
 - iv. 5 Yes Votes, Motion Approved
 - d. [2022-23 Personnel Manual](#)
 - i. Approval needed. Anna provided overview of changes
 - ii. Motion to approve: Paul
 - iii. Second: Sean
 - iv. 5 Yes Votes, Motion Approved
 - e. [Social Media Policy](#)
 - i. Approval needed. Anna provided overview of minor edits
 - ii. Motion to approve: Paul
 - iii. Second: Sean
 - iv. 5 Yes Votes, Motion Approved
8. Site Visit Feedback
 - a. Three page letter from Osprey Wilds. Very positive feedback. Letter mentioned reviewing our mission to make sure it still fits.
9. School Mission - topic for Retreat
10. Board Retreat Planning
 - a. Discussion of Mission
 - b. Board Roles
 - c. Board member recruitment.
 - d. Will send out a survey to schedule a date. Looking at a morning weekend in September
11. Board Professional Development Open Meeting Law.
 - a. Discussion on our practice that members of the community have the ability to attend board meetings.

Motion to Adjourn: Sean

Second: Ann

Discussion: None

5 Yes Votes, Meeting Adjourned at 7:43 pm

Respectfully Submitted by Paul Regan