



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, February 15, 2022, 6:15 – 8:15 PM

Attendees:

Members

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

Guests

Anna Robinson, Ex Officio, Leadership Team
Terrence Thigpen, Leadership Team
Amanda Dahlke, Dieci School Finance

Agenda

1. Welcome Meeting called to order at 6:17 p.m
2. Public Comment - none
3. Approval of Agenda
 - a. Motion to approve: Amanda
 - b. Seconded: Kate
 - c. Discussion:
 - i. Are we ready to start discussing in person meetings? – Agenda item added
 - d. 8 Yes votes, approved.
4. Approval of January 2022 Meeting Minutes
 - a. Motion to approve: Sean
 - b. Seconded: Sonia
 - c. Discussion: none
 - d. 7 Yes votes, 1 abstention, approved.
5. Financials – Sean and Amanda Dahlke
 - a. Approval of January Financials

- i. Revenue and expenses slightly under YTD target, this is expected
 - ii. Overall still looking good
 - iii. Able to pay the bills
 - iv. There will be some re-coding of detailed line items, Dieci will take care of that
 - v. 14 full or partial applications, mostly 5th & 6th graders, for next year
 - b. Motion to approve: Sonia
 - c. Seconded: Kate
 - d. Discussion: none
 - e. 9 Yes votes, approved.
- 6. Enrollment Update
 - a. Currently at 64, will be at 65 at end of the month
 - i. New students distributed among 5th - 7th grades!
 - b. 14 applications in for next year
 - i. 6 are 5th graders!
 - c. Terrance has been continuing to do tours, accommodating family schedules
 - d. Leadership will be holding off on budget until we have a more accurate idea of 22-23 enrollment
- 7. Committee Reports
 - a. Development Committee
 - i. Committee has onboarded marketing firm.
 - ii. Next meeting is March 7 to review marketing progress and determine next cadence of meetings.
 - iii. Billboards have expired, some have stayed up because they haven't switched it out yet. Hiawatha Billboard was extended as we received a lot of good engagement from Minneapolis families
 - iv. Marketing firm will take over marketing spend
 - v. Survey that went out to parents came from Marketing Firm
 - b. Governance Committee - Board Member Recruitment
 - i. Met to discuss upcoming board elections
 - ii. Updated cover letter and application with new dates
 - iii. Slate of candidates needs to be approved at March meeting
 - iv. Election is in May
 - v. By-law changes also coming to May election:
 - 1. Clarify Treasurer will provide updates at each meeting, rather than just the annual meeting
 - 2. Added language re: Vice-Chair so by-laws will match Policies
 - vi. Because Julie is filling the end of Morgan's term, she will need to apply for a full term
 - vii. Anna will send a notice to staff for open teacher positions
 - viii. Sarah and Sonia's terms are up, Amanda will be resigning at the end of the year
 - ix. Application deadline is March 11 so materials can be prepared ahead of meeting on March 15.
 - x. Leadership will help target potential parent board members from current 5th grade parents
- 8. Leadership Team Update
 - a. 2022-23 Calendar Approval
 - i. 1 extra winter break day for students to allow staff an extra planning day for J-Term
 - ii. Additional digital learning days added to the calendar to give more PD opportunities for staff
 - iii. Motion to approve: Lisa
 - iv. Seconded: Sean
 - v. Discussion:

1. We have a little wiggle room with required instructional hours.
 2. Have an additional 5 e-learning days available for snow days if needed
 3. Students log in and still have advisory, and teachers provide projects for them to complete
- vi. 9 Yes votes, approved.
- b. Marketing update
 - i. Anna and Annie meet weekly with CEL (marketing firm)
 - ii. Robust marketing strategy has been presented
 - iii. Current action includes testing marketing lines with LJA students, parents, staff
 - iv. Next steps include digital marketing and website, SEO, keywords
 - v. They are getting a good feel for the school and very receptive to the feedback they've been getting
9. In person board meetings
 - a. What is the burden to the school if we meet in person?
 - i. Leadership member opens the building
 - ii. Follow covid precautions and visitor policies
 - b. What about testing?
 - c. Would committee meetings also be in person?
 - d. How to accommodate public-aspect of the meeting? Can we require parents to test before coming?
 - e. What is the desire to shift? Can we continue to meet virtually and meet the needs?
 - f. Can we offer hybrid-meeting approach?
 - g. Potential teacher exposure of in-person meetings is a big concern with how small the school is.
 - h. What if someone wants to attend but has a positive covid-test?
 - i. Who defines when the pandemic is "over" for compliance with the statute? CDC, MN Dept of Health?
 - j. Due to our size, how are risk considerations different?
 - k. For now, meeting virtually is best for school and community.
 - i. Sarah will connect with Osprey Wilds to confirm their ongoing perspective on statute
 - ii. Leadership team will determine regulations to follow when meetings do move to in-person
 - iii. Board will continue to refine the process to determine in-person meeting when we feel it is prudent to do so.
10. Board Professional Development - Check in on board annual goals
 - a. Addressing enrollment/marketing
 - b. Supporting the LT's long term (3-5 year) strategic planning
11. Adjournment
 - a. Motion to adjourn: Sean
 - b. Seconded: Sonia
 - c. Discussion: None
 - d. 9 Yes votes, meeting adjourned at 7:52 pm

Respectfully submitted by Amanda Moon