



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, June 21, 2022, 6:15 – 8:15 PM

Members

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

Guests

Eileen Lindstrom, Leadership Team
Amanda Dahlke, Dieci School Finance

Agenda

1. Welcome
 - a. Meeting called to order at 6:16
2. Public Comment
 - a. None
3. Approval of Agenda
 - a. Motion to approve: Sean
 - b. Second: Kate
 - c. Discussion: None
 - d. 8 Yes Votes, Motion Approved
4. Approval of May 2022 Meeting Minutes
 - a. Motion to approve: Kate
 - b. Second: Sonia
 - c. Discussion: None
 - d. 7 Yes Votes, 1 Abstention - Amanda Motion Approved
5. Approval of May 2022 Special Meeting Minutes
 - a. Motion to approve: Kate
 - b. Second: Julie
 - c. Discussion:

- i. Wording changes to clarify that no teachers were laid off, but there were positions that weren't renewed and those teachers have already found positions at other schools.
 - ii. Clarify EA vs. TA
 - d. 6 Yes Votes, Abstention - Amanda, Sonia Motion Motion Approved
6. Financials
 - a. Approval of May Financials
 - 1. Revenue still outpacing expenses
 - 2. Audit is scheduled for end of July.
 - 3. Overall finances still look good, even with marketing spend.
 - 4. Bank switch is close to complete.
 - ii. Motion to approve: Sonia
 - iii. Second:Amanda
 - iv. Discussion:
 - 1. Sonia- In a good position to spend money on marketing next year. It's making a difference.
 - v. 8 Yes Votes, Motion Approved
 - b. EFT Policy Review
 - 1. Only change from previous years is to list all bank accounts
 - 2. ICS sweep account is a collateral/savings account, Northeast does not require the extra account
 - ii. Motion to approve: Kate
 - iii. Second: Sonia
 - iv. Discussion: None
 - v. 8 Yes Votes, Motion Approved
7. Committee Reports
 - a. None
8. Board Meeting Schedule
 - i. Current schedule is 3rd Tuesday at 6:15
 - ii. Designated based on Board Policy and can be changed by vote
 - iii. Kate may be unable to attend on Tuesdays next year
 - iv. Discussion of possible days of week and pros/cons of moving to second week vs. third week
 - b. Motion to update Board Policy Document to change meeting nights to Second Thursday of Month: Kate
 - c. Second: Sonia
 - d. Discussion:
 - i. Meetings will be at the same time
 - e. 8 Yes Votes, Motion Approved
 - i. Website needs to be updated
9. Board Officer Elections
 - a. Chair
 - i. Motion to nominate Kate: Sean
 - ii. Second: Julie
 - iii. Discussion:
 - 1. Kate is excited to do it, and has been working with Sarah this year.
 - iv. 8 Yes Votes, Motion Approved, Kate is Chair for 2022-23 school year
 - b. Vice Chair
 - i. Motion to nominate Ann: Kate
 - ii. Second: Julie
 - iii. Discussion:
 - 1. Ann accepts nomination

- 2. Sonia: Incredibly impressed with work Ann has done with Marketing Committee, will be awesome Vice Chair
 - iv. 8 Yes Votes, Motion Approved, Ann is Vice Chair for 2022-23 school year
 - c. Secretary
 - i. Motion to nominate Paul: Paul
 - ii. Second: Kate
 - iii. Discussion: Paul has been filling in when Amanda couldn't be here, knows the job and is good at it!
 - iv. 8 Yes Votes, Motion Approved, Paul is Secretary for 2022-23 school year
 - d. Treasurer
 - i. Motion to nominate Sean: Sean
 - ii. Second: Kate
 - iii. Discussion: Sean does a great job! It will be his last year on the board so we will need to have someone on the committee being trained to potentially take over for 2023-24 year.
 - iv. 8 Yes Votes, Motion Approved, Sean is treasurer for 2022-23 school year
- 10. Osprey Wilds Contract Extension
 - i. Updates:
 - 1. Academic goals - Exhibit G
 - a. Reviewed at May board meeting
 - 2. Charter Closure - Exhibit M
 - 3. Ongoing Evaluation Criteria - Exhibit P
 - ii. Any questions/issues from leadership?
 - 1. No, Eileen worked really closely with them.
 - iii. Anything Board should be paying special attention to with regard to the changes?
 - 1. No. Changes made were to replace goals that were defunct and to focus more on MCA growth rather than proficiency.
 - iv. After approved, all board members need to docusign the Board Member Assurances
 - 1. Will request links be resent for those that have expired
 - b. Motion to approve contract extension: Sean
 - c. Second: Julie
 - d. Discussion: Leadership team documents need to be updated to reflect new academic goals.
 - e. 8 Yes Votes, Motion Approved
- 11. Leadership Team Update
 - a. [Credit Card Policy approval](#)
 - 1. Has been approved by the finance committee
 - 2. Updated language to make it clear policy is for willful misuse of credit card
 - ii. Motion to approve credit card policy: Kate
 - iii. Second: Sonia
 - iv. Discussion: Updated typo and dates
 - v. 8 Yes Votes, Motion Approved
 - b. Enrollment update
 - i. Total is 75 enrolled for next year, 3 more on deck
 - ii. Terrance will do individual tours
 - iii. Advertising will change for August to focus on tours rather than info sessions
 - iv. Budget is based on 80, we're in great shape
 - c. Review [QComp](#) (Eileen)
- 12. Board Professional Development - Environmental Education Goals

- a. Discussion of goals, how board can engage with the goals, and how we can bring more attention to the environmental focus of the school and how it relates to a STEM education, particularly in marketing materials and with prospective families
- b. LJA Board Documents > Osprey Wild Documents is file path for more details on this and for general Osprey Wild contract info

13. Farewell to outgoing board members: Sarah, Sonia, and Amanda

Motion to Adjourn: Sonia

Second: Amanda

Discussion: No meeting in July, August meeting will be on the 11th.

8 Yes Votes, Meeting Adjourned at 7:43 pm

Respectfully Submitted by Amanda Moon