



# 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, March 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

Eileen Lindstrom, Leadership Team  
Amanda Dahlke, Dieci School Finance  
Emily Edstrom Moore, Osprey Wilds

**Agenda**

1. Welcome - Meeting called to order at 6:21 pm
2. Public Comment - none
3. Approval of Agenda
  - a. Motion to approve: Kate
  - b. Second: Sean
  - c. Discussion: none
  - d. 9 Yes votes, approved.
4. Approval of February 2022 Meeting Minutes
  - a. Motion to approve: Julie
  - b. Second: Sonia
  - c. Discussion: minor revisions
  - d. 9 Yes votes, approved
5. Financials – Robert and Amanda
  - a. Approval of February Financials
    - i. Revenue and expenses still behind budget but on par with each other

- ii. Fund balance excellent
  - iii. Enrollment improving
  - iv. Detailed coding changes on-going
  - v. Cash flow is good
  - vi. 22-23 Budget on track for delivery by 6/30/22
  - vii. Motion to approve: Lisa
  - viii. Second: Kate
  - ix. Discussion: none
  - x. 9 Yes votes, approved
6. Enrollment Update
- a. Current at 64 students
  - b. 17 new student applications for 22-23
    - i. Majority are 5th & 6th grade, some 7th
  - c. 2 additional potential students this school year
  - d. Working with CEL on streamlining online enrollment processes
  - e. Continued open house participation
  - f. Majority of families have responded to intent to return, all except one are positive
  - g. New student referrals are coming from all over, word-of-mouth is most prominent
    - i. 2 from billboards!
7. Approval of slate for board elections
- a. Timeline:
    - i. Notification of election & meeting notifications sent on/around April 15.
    - ii. Voting will open on/around May 3.
    - iii. Voting will close on/around May 16.
    - iv. Annual meeting will begin at 5:45 on May 17, followed by the board meeting.
  - b. Board members
    - i. 1 current application (Julie), 3 members leaving (Sarah, Sonia, Amanda)
    - ii. Would leave board with only 6 members next year
    - iii. Minimum board size is 5, maximum is 11
    - iv. Discussion of leaving application open to hopefully get more applicants.
      - 1. Ask for each board member to try to speak to at least one more person
      - 2. Focus on members with backgrounds in education, marketing, finance, HR
    - v. Community board members can come from anywhere within the metro
      - 1. Must be willing to attend in-person meetings
    - vi. Motion to table approval of slate until special meeting to be held prior to April 15.
    - vii. Second: Kate
    - viii. Discussion: none
    - ix. 9 yes votes, approved. Special meeting will be scheduled and communicated to the community as soon as possible.
  - c. By-law changes - Article V
    - i. Need updated to include the Vice Chair position that was added in the last year
    - ii. Clarification on Treasurer role
    - iii. Will be tabled for vote at special meeting
8. Committee Reports
- a. Development Committee
    - i. Met on March 7th
    - ii. Billboard still up (for free) at Randolph & Snelling
    - iii. CEL Updates from Leadership
      - 1. Analytics has been added to website
      - 2. Facebook design work
      - 3. Will be collecting feedback from parents
    - iv. Leadership (Anna & Annie) meet with CEL weekly

1. Suggestions for website
  2. Application materials
  3. Aligning design across socials
  4. Social media calendar/strategy
  - v. Parent/community participation may be dropping off, less to do now that the agency is in place
  - b. Leadership Team Review Committee
    - i. Will be meeting on March 16, 2022 to discuss:
      1. Timeline and process for evaluation
      2. Questionnaires for families, staff, and leadership self-assessment
    - ii. Surveys will be discussed at April board meeting and sent out in May
    - iii. Need more committee members with Sarah and Sonia leaving.
      1. Paul volunteered to join committee
9. Leadership Team Update
- a. IOwA approval - Lizzie Forshee is the designated IOwA
    - i. Motion to approve: Amanda Moon
    - ii. Second: Lisa
    - iii. Discussion: none
    - iv. 9 Yes votes, approved.
  - b. COVID-19 protocol changes
    - i. No changes to masking requirements
      1. Masks are working
      2. Community cases will fluctuate
      3. One positive case can have large consequences because of school size
      4. Responsibility to larger community (families of students and staff)
    - ii. Allow students to interact outside of grade-level cohorts in person (previously all interactions only online)
    - iii. Outdoor mask breaks during recess
      1. Social distancing will need to be maintained
      2. Will be presented to scholars during advisory, sent to parents in weekly email
      3. Subject to change based on case numbers, compliance
    - iv. Further discussion:
      1. Shadows for next year may be restarting
      2. May have in-person informational meetings for prospective students
  - c. Updates & happenings:
    - i. Changing banks - working through paperwork
    - ii. Charter contract renewal - 2 year extension
    - iii. Donation of 70 chromebooks!
  - d. Overall morale is good, struggling on days without enough subs. Tired, but leaning on each other. Send treats during testing in April! Opportunity for board to support upcoming community-building event for staff.
10. In person board meetings discussion
- a. Osprey Wild confirmed "emergency" declaration is based on local (school-level) decision. We will continue to wait for Leadership guidance. When the time comes, all Covid protocols in place at that time will need to be followed by everyone who attends meetings including masking, testing, and contact tracing.
11. Board Professional Development - Educational Testing
12. Adjournment
- a. Motion to adjourn: Sean
  - b. Second: Kate

- c. Discussion: none
- d. 9 yes votes, meeting adjourned at 7:49 pm

Respectfully submitted by Amanda Moon