



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, October 19, 6:15 – 8:15 PM

Attendees:

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

Guests

Jen Ryg, Leadership Team Member
Robert Procaccini, Dieci School Finance
Amanda Dahlke, Dieci School Finance
Jim Eichten, Malloy, Montague, Karnowski, Radosevich & Co., P.A.
Linda Alter, Parent

Agenda

1. Welcome
 - a. Meeting called to order at 6:17pm
2. Public Comment
 - a. None
3. Approval of Agenda
 - a. Motion to approve: Sean
 - b. Second: Sonia
 - c. Discussion:
 - i. Moved audit review to second agenda item
 - d. 8 Yes votes, approved

4. Audit Review
 - a. Annual financial statement is required by state law
 - b. Will be submitted to Office of State Auditor and Dept of Education
 - c. Management Report Presented: No findings, clean audit
 - d. Financial Position: Fund balance at 34%, minimum standard is 20%
 - e. Enrollment decline is shared across many charter schools but is a future financial risk
 - f. Question about federal grants
 - g. Motion to accept 2020/21 School Year Audit: Sean
 - h. Second: Kate
 - i. Discussion: None
 - j. 9 Yes votes, audit results accepted

5. Approval of September 2021 Meeting Minutes
 - a. Motion to approve: Kate
 - b. Second: Lisa
 - c. Discussion: none
 - d. 9 Yes votes, approved

6. Approval of October Emergency Meeting Minutes
 - a. Motion to approve: Sean
 - b. Second: Kate
 - c. Discussion: none
 - d. 8 Yes votes, Sonia abstains, approved

7. Financials – Robert and Sean
 - a. Approval of September Financials
 - i. Good financial position
 - ii. Budget based on 74 students, current enrollment 58, will need a revised budget
 - iii. Recommendation to Leadership team to move fund balance to interest-bearing account; Robert and Amanda can assist with recommendations
 - iv. Recommendation to designate Laura Jeffrey as Amazon Smile recipient
 - v. Motion to approve: Amanda
 - vi. Second: Julie
 - vii. Discussion:
 1. LJA Merch revenue is higher than budgeted
 2. Leadership team will begin working on checking account change, Lyssa will lead the process. Lisa available to help if needed.
 - viii. 9 Yes votes, approved

8. Committee Reports
 - a. Clarifications re: open meeting law:
 - i. All committee meetings require an agenda and minutes. Once approved, minutes will be provided to Lyssa to post publicly.
 - ii. Osprey Wilds confirmed we are still allowed to meet virtually
 - b. Development Committee
 - i. Two meetings
 - ii. Parents are available to help with social media marketing
 - iii. Discussion of hiring a marketing firm, concerns with ability/capacity to follow through on any recommendations that would be made
 - iv. Short vs. long term goals
 - v. Opportunities in both St. Paul and Minneapolis as schools are closed
 - vi. How to move forward:

1. There are several different groups having this conversation, need to consolidate and make a clear plan with vision and goals
 2. Leadership team has been and will continue meeting with George
 3. Family listening sessions are scheduled for both current students and alumni
 4. Other discussions include family-hosted info sessions, community-based info sessions near closing schools both for exposure and to obtain information to use for future marketing
 5. Continuing to encourage word of mouth and social media sharing
 6. Development Committee and Leadership Team will continue to work closely together. Development Committee will create suggested plan for Leadership, Leadership will create final plan and present to board.
 - a. Any expenditures that require budget changes will require Board approval
 7. Parents/teachers can drop into committee meetings as available, no need to “join” committee to attend.
9. Leadership update – Anna
- a. Give to the Max - Nov 18
 - i. Promote social-emotional learning through art and music programs
 - ii. A list of donors will be provided for board members to make calls
 - iii. Donations can be scheduled in advance
 - b. Harassment and Violence Policy
 - i. Updated language & people
 - ii. Aligned with MDE
 1. Motion to approve: Sean
 2. Second: Sonia
 3. Discussion: none
 4. 9 Yes votes, approved
10. Environmental Literacy Plan
- a. Required by Osprey Wild, recently approved
 - b. Achievement of plan is reported in the annual report
 - c. Crosses all content areas
 - d. Discussion of rubrics, goals, measures, recent successes
11. Board Professional Development Role of Board Members
12. Adjournment
- a. Motion to adjourn: Sean
 - b. Second: Lisa
 - c. Discussion: None
 - d. 9 Yes votes, meeting adjourned at 8:11 pm

Respectfully submitted by Amanda Moon