



September 2023 Board Meeting Minutes

Laura Jeffrey Academy Board Meeting
Tuesday September 19, 2023
6:15-8:30 pm 1550 Summit Ave, St Paul, MN 55105

Members

Ann Henderson
Paul Regan
Lisa Alter Capell
Anna Robinson, Leadership Rep., *ex officio*
Monica Brown
Heather Shore (as participant via meeting link)
Daniel Church
Saima Prabhu

Guests

Eileen Lindstrom
Robert and Amanda, Dieci School Finance
Addie Washington, Osprey Wilds; Environment Education Evaluator

Agenda

1. Welcome
 - a. Meeting called to order at 6:15 p.m. Introductions given for those in attendance.
2. Public Comment
 - a. None
3. Approval of Agenda
 - a. Motion to approve: Lisa
 - b. Second: Monica
 - c. Discussion: Paul added two items on brief Governance and Leadership Review Committee updates.
 - d. 6 Yes Votes, Motion passed.
4. Approval of August Minutes 📄 Draft Minutes - Board Meeting August 2023
 - a. Motion to approve: Monica
 - b. Second: Lisa
 - c. Discussion: No edits to the August minutes.
 - d. 6 Yes Votes, Motion approved.
5. Financials – Amanda and Dan
 - a. Approval of financials August

- i. Motion to approve: Paul
 - ii. Second: Lisa
 - iii. Discussion: Dan provided an update on revenue and expenses. Fund balance projection for the end of the year has slightly increased. LJA currently has 116 students attending. Cash flow looks good. Still waiting on the employee retention credit.
 - iv. Robert said the audit is almost done, and that it went really well.
 - v. 6 Yes Votes, Motion approved.
6. Governance Committee. Paul provided an update. He updated the appendix to the Board Policies that lists what members are on which Committees. Ann also asked to be added to the building committee.
 - a. Leadership Review: Paul, Dan and Monica
 - b. Governance: Paul and Heather
 - c. Finance: Julie and Dan
 - d. Development: Ann, Lisa, Julie and Saima.
 - e. Building: Julie, Anna and Ann
7. Leadership Committee update. Paul will work on getting a time for this Committee to observe a Leadership Team meeting. Will also provide new Committee members with links to Rubric and last year's report.
8. Leadership update – Anna
 - a. Approval Naloxone Policy [Naloxone Policy \(draft 2023-24\)](#)
 - b. Motion to approve: Lisa
 - c. Second: Saima
 - d. Discussion: Anna provided an update on the new policy. Naloxone is now available over the counter. Will have two doses at the school. Nurse has trained staff in the use of Naloxone.
 - e. 6 Yes Votes, Motion approved.
9. Board Professional Development: Parliamentary Procedure [Sounding Board](#)

Board discussed. No major concerns with not formally calling on Board members since we have a small group and meetings are not contentious. Paul noted the direction to amend the agenda at the beginning of the meeting, instead of just bringing up topics ad hoc as he has done in the past.

Plans for next meeting: Cover data practices, public comment at board meetings, emergency closed meeting procedures. Ann will provide notes from the Board retreat.

Motion to adjourn: Monica

Second: Saima

Discussion: None

6 Yes Votes, Motion approved. Meeting adjourned at 6:42 p.m.