



January 2024

Board Meeting Minutes

LJA Board Agenda January 2024

Tuesday, January 16 6:15 – 8:15 PM, 1550 Summit Ave Saint Paul MN 55105

Members

Ann Henderson

Paul Regan

Lizzie Forshee for Anna Robinson, Leadership Rep., *ex officio*

Monica Brown

Heather Shore




Daniel Church

Guests

Terrance Thigpen, Leadership Representative

Amanda Dahlke, Dieci School Finance

Jim Eichten, CPA, MMKR

1. Welcome
 - a. Meeting called to order at 6:15 p.m.
2. Public Comment
 - a. None.
3. Approval of Agenda
 - a. Motion to approve: Heather
 - b. Second: Monica
 - c. Discussion: None
 - d. 5 Yes Votes, Motion approved.
4. Approval of December 2023 Minutes  Draft Minutes - LJA 2023.12 Board Meeting
 - a. Motion to approve: Heather
 - b. Second: Monica
 - c. Discussion:None
 - d. 5 Yes Votes, Motion approved.
5. Audit Review and Acceptance- Jim Eichten & Amanda Dahlke
 -  2023.4164.07.LauraJeffrey.Mgt.Ltr.District.pdf
 -  Copy of 2023.4164.07.LauraJeffrey.FinStm.District.pdf
 - a. Jim is our auditor and gave an overview of the audit.
 - b. LJA is required to review the annual financial statement which follows governmental accounting standards. Auditor issues a management report and provides a shorter overview.

- c. Audit starts in June and is completed by November.
 - d. No change in scope to the audit this year.
 - e. Four opinions issued, with no findings:
 - i. Clean opinion on the financial.
 - ii. Financial controls - no material weaknesses.
 - iii. No instances of noncompliance of government auditing standards.
 - iv. No findings related to Minnesota laws and regulations.
 - f. Follow-up on last year's audit report. Collateral issue has been cured. No issues with longer term IT contracts.
 - g. Financial Trends of LJA
 - i. Student numbers tracking up.
 - ii. General fund. Decline from 2022 to 2023. Fund balance as a percentage of expenditure is at 18.9%.
 - h. Budget vs. actual spending is very close which is positive.
 - i. Have a positive food fund balance which is a good place to be.
 - j. Motion to accept: Monica
 - k. Second: Dan
 - l. 5 Yes Votes, Audit accepted.
6. December Financials Review and Approval- Dan & Amanda
- December 2023 Financial Dashboard.pptx.pdf
 - LJA December 2023 Detailed IS.pdf
 - a. Dan provided the financial overview. Revenue and expenses are still both behind YTD target as typically occurs. Expenses are a little bit behind revenues. Revenue based on 115 students, enrollment is at 119 students currently.
 - b. Fund balance and cash flow is still in good shape.
 - c. Motion to approve: Monica
 - d. Second: Heather
 - e. Discussion: None.
 - f. 5 Yes Votes, Motion approved.
7. Committee Reports
- a. Leadership Team Review Committee- Paul, Dan & Monica
 - Draft - Leadership Team Performance Review 2022-2023.docx
 - Draft - Leadership Team Performance Evaluation Rubric 2024
 - i. Motion to approve: Monica
 - ii. Second: Heather
 - iii. Discussion: Paul provided an overview of the report. Board members had discussion about whether to make amendments to the Performance Rubric, but decided to keep it as is.
 - iv. 5 Yes Votes, Motion approved.
 - b. Governance; Board Recruitment- Paul & Heather
 - Blurb for LJA Newsletter
 - Board Application Cover Letter
 - Communication to LJA Parents
 - Board Member Application
 - i. Paul has updated Board recruitment and application materials. Will work with Lyssa on asking for applicants via Spark Notes. Paul will also work with Lyssa to send a specific email to parents/guardians of 5th and 6th graders.
8. Leadership Update- Lizzie and Terrance
- a. JTerm, Open Enrollment, 2024-25 bussing
 - i. J-Term going great. Four field trips: Junior med school group is going to UMN Medical school; Ice Fishing with Wilderness Inquiry; Buck Hill; and the Children's Book group is going to Merriam Libraries. All students doing financial literacy, which has been focusing on credit cards.
 - ii. Open enrollment has started. 7 applications have come in so far. 9 kids are coming tomorrow to bring a friend to school.

- iii. Bussing. St. Paul public schools is offering to provide bussing to Leap, then we would have an LJA shuttle take students to-from Leap (1.7 miles away). Still in discussions about other options and reviewing on potential for getting a shuttle in place for one year.
 - b. School uniforms - What information would the board need to consider getting rid of the school uniform? Discussion on what the Board will need to review.
 - c. Lease update. Had a good meeting with Macalester Still waiting to hear back on getting things finalized.
 - d. Osprey Wilds renewal evaluation
 - i. Electronic Funds Transfer Policy - Amanda will work with Robert.
 - ii. Leadership Team Qualification Rubric - Review to confirm it matches with statute. Paul will assist with the review.
 - iii. ABC Building Company. Not able to have board members.
 - e. Three staff are interested in joining the Leadership Team. Some board members will meet with applicants and make a recommendation. Ann, Heather, Dan and Monica volunteered to meet the applicants.
- 9. Environmental Learning
- 10. Strategic Plan Progress Update [w LJA.odt](#)
 - a. Reviewed the average salaries for teachers at charter schools in Minnesota. LJA seems to fall about the midpoint of salaries for charter school teachers.
 - b. Spoke about intangible benefits of working at LJA and working on retention.

Motion to adjourn: Monica

Second: Heather

Discussion: None

5 Yes Votes, Motion approved. Meeting adjourned at 8:12 p.m.