



December 2023 Board Meeting Minutes

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





Members




Ann Henderson
Paul Regan
Anna Robinson, Leadership Rep., *ex officio*
Monica Brown
Heather Shore
Daniel Church

Guests

Lyssa Cook
Amanda, Dieci School Finance

Agenda

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: Monica
 - b. Second: Dan
 - c. Discussion: Two updates from Paul from Leadership Review and Governance Committees added to the agenda. Heather asked about calendar dates for Board meetings.
 - d. 5 Yes Votes, Motion approved.
4. Approval of November Minutes  Draft Minutes - LJA Board Meeting November 2023
 - a. Motion to approve: Monica
 - b. Second: Heather
 - c. Discussion: No edits made.
 - d. 5 Yes Votes, Motion approved.
5. Financials – Amanda, Robert and Dan  November 2023 Financial Dashboard.pptx.pdf  LJA November 2023 Detailed IS.pdf  LJA November 2023 Financial Packet.pdf
 - a. Approval of November financials

- i. Dan provided the update. Revenue at 39%, expenses at 33%, should get closer together by the end of the year and will catch up to budget. Fund balance slightly up. Cash flow is good. Revenue is based on 115 students.
 - b. Motion to approve: Paul
 - c. Second: Monica
 - d. 5 Yes Votes, Motion approved.
- 6. Review of updated 2023-2024 budget- Amanda, Robert, Dan and Anna
 - LJA FY24 Revised Budget Detail 12.14.23.pdf ■ LJA FY24 Revised Budget 12.14.23.pdf
 - a. Approval of updated 2023-2024 budget
 - i. Anna: added a new staff position for the rest of the year to help Lyssa with administrative tasks. Also able to move some money around since we didn't hire additional staff to work on outreach to the community for recruitment, that work has been done by current staff. Looking to add a full time social worker but have not gotten any applicants.
 - ii. Amanda provided the details on the budget revisions.
 - b. Motion to approve: Monica
 - c. Second: Dan
 - d. 5 Yes Votes, Motion approved
- 7. Leadership Review Committee update
 - a. Paul reported that the Committee had attended a Leadership Team meeting and had presented the Leadership Team with a draft of the Leadership Team Performance Review report. Leadership Team members did not have any concerns with the report.
 - b. The Leadership Team Review Committee will present the report to the Board at the January Board meeting.
- 8. Governance Committee update.
 - a. Paul reported that the Governance Committee is responsible for taking the lead on Board recruitment. Last year, emails were drafted and sent out to LJA families and community members asking for those interested in joining the Board to submit applications. Paul and Heather will work on getting the recruitment process going this year.
- 9. Leadership update – Lyssa
 - a. Nutrition survey review. Two new policies ready for today. Will also need a wellness policy which Lyssa will work with Mr. Bridger on drafting in the next month.
 - b. Fair Hearing policy  Fair Hearing
 - i. Approval of Fair Hearing policy
 - ii. Motion to approve: Paul
 - iii. Second: Heather
 - iv. Discussion: One small edit made.
 - v. 5 Yes Votes, Motion approved.
 - c. LJA School Meal policy  LJA School Meal Policy
 - i. Approval LJA School Meal policy
 - ii. Motion to approve: Paul
 - iii. Second: Monica
 - iv. 5 Yes Votes, Motion approved.
 - d. Request for additional leadership team members
 -  Leadership Team Qualification Rubric (approved 8/20/19)
 - i. Leadership would like to ask for applications to increase the size of the Leadership Team by one. Plan to ask for Board approval at the January or February meeting. No concerns from the Board so this will move forward.
 - e. CEL service agreement - Anna and Ann ■ 2521 LJA_MarketingPR_Jan-June 2024.pdf
 - i. Approval CEL service agreement
 - ii. Motion to approve: Monica

- iii. Second: Heather
 - iv. Discussion: Enrollment. Discussed work in Spark Notes. Discussed the option to have a calendar on the website.
 - v. 5 Yes Votes, Motion approved.
10. Lease renewal update. Still working on discussion with Macalester.

Motion to adjourn: Paul

Second: Monica

Discussion: None

5 Yes Votes, Motion approved. Meeting adjourned at 7:08 p.m.