



December 2022 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
Thursday, December 8, 6:15 – 8:15 PM

Members

Kate Agnew
Sean Quinn
Ann Henderson
Paul Regan
Anna Robinson, Leadership Rep., *ex officio*

Guests

Terrence Thigpen, Leadership Team
Amanda Dahlke, Dieci School Finance

Join Zoom Meeting

<https://us02web.zoom.us/j/83994930720?pwd=WDNQK29tWWo3cUtiK0xIMGZQemVXUT09>

Meeting ID: 839 9493 0720

Passcode: 611564

Agenda

1. Welcome
 - a. Meeting called to order at 6:18 p.m.
2. Public Comment
 - a. None
3. Approval of Agenda
 - a. Motion to approve: Sean
 - b. Second: Ann
 - c. Discussion: Kate stated that she would like to remove the Audit Review topic since we had not heard back from the auditor. Ann does not have an update from the Development Committee. Both topics were removed from the agenda.
 - d. 4 Yes Votes, Motion approved
4. Approval of November 2022 Meeting Minutes

- a. Motion to approve: Sean
 - b. Second: Ann
 - c. Discussion: No updates.
 - d. 4 Yes Votes, Motion approved
5. Committee Reports
- a. Leadership Team Review Committee
 - i. Approval of Review
 - 1. Paul provided an overview of the Leadership Team Performance Evaluation review, the sources of information for the review, and the conversation with the Leadership Team about the review. Board members noted that the Leadership Team was meeting goals and was making good progress on enrollment and academics.
 - 2. One source of information for the review are surveys sent out to the community and staff. Surveys for the review were sent out in June 2022. The Leadership Team Review Committee will plan on sending those surveys out in May for the next review, to increase the number of responses and to not coincide with the last few days of the school year.
 - 3. The Leadership Team Review Committee will also review the surveys and the rubric for and needed updates.
 - 4. Motion to accept Review Report: Ann
 - 5. Second: Sean
 - 6. Discussion: No additional comments.
 - 7. 4 Yes Votes, Motion approved
 - b. Governance Committee
 - i. Board recruitment: kick off
 - 1. Sean noted that the current application provides a list of skills that the LJA Board would like Community Board members to bring to the table.
 - 2. Kate provided that there is a communication that was used last year for Board recruitment. Paul will modify that communication to send out to parents to recruit Parent members.
 - 3. Paul and Sean will meet to plan and discuss next steps.
6. Financials – Amanda and Sean
- a. Approval of November Financials
 - i. Motion to approve: Ann
 - ii. Second: Paul
 - iii. Discussion: Financials are steady. Revenue and expenses as targeted in the budget. 80 students are currently enrolled, and the budget is based on 80 students. Not seeing any issues with the audit, and expect it to be released any day now. Fund balance is on target for a break even year. Switch to Northeast Bank has been completed. Revised budget done in January or February will include staff retention stipend.
 - iv. 4 Yes Votes, Motion approved
7. Leadership update – Anna
- a. Hazing Policy
 - i. Outdated, had Executive Director language and old Board members listed. Requesting updates to policy
 - ii. Motion to approve: Sean
 - iii. Second: Ann
 - iv. 4 votes yes, motion approved.
 - b. Wrapping up 2nd quarter, getting ready for J-Term. Went to the Science Museum this week. Music concert next week.
 - c. Met with CEL today, they are doing some targeted advertising for the school.
 - d. Retention bonuses

- e. Give to the Max; raised \$5,500 for J-Term
- 8. Board observation feedback
 - a. Discussed feedback from Osprey Wilds, especially areas that require Board review four times a year.
 - b. Also need to confirm the meeting minutes are posted on the LJA website. Ok for minutes to come down after a year..
- 9. Board Professional Development
 - a. Osprey Contract including PIP

Motion to Adjourn: Sean

Second: Paul

Discussion: No discussion.

Yes Votes, Meeting Adjourned at 7:22 p.m.

Respectfully Submitted by Paul Regan