



March 2023 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, March 9, 6:15 – 8:15 PM

Members

Kate Agnew
Sean Quinn
Lisa Alter Capell
Paul Regan
Ann Henderson
Julie Silvers
Anna Robinson, Leadership Rep., *ex officio*

Guests

Lyssa, Leadership Team
Amanda Dahlke, Dieci School Finance

Join Zoom Meeting

<https://us02web.zoom.us/j/87961295807?pwd=Q3lxeDVEOFFER2JTY3F5eHV5UWVGUT09>

Meeting ID: 879 6129 5807

Passcode: 966531

Agenda

1. Welcome
 - a. Meeting called to order at 6:16 p.m.
 - b. Rollcall of members.
2. Public Comment
 - a. None.
3. Approval of Agenda
 - a. Motion to approve: Sean
 - b. Second: Lisa
 - c. Discussion: None
 - d. 6 Yes Votes, Motion approved
4. Approval of February 2023 Meeting Minutes

- a. Motion to approve: Lisa
 - b. Second: Sean
 - c. Discussion: One correction made to an unfinished sentence
 - d. 6 Yes Votes, Motion approved
5. Committee Reports
- a. Governance Committee
 - i. Proposed amendments to the by-laws.
 - 1. Motion to approve: Sean
 - 2. Second: Lisa
 - 3. Discussion:
 - a. Paul provided an overview of proposed amendments to the By-Laws. Last year the Board had previously approved proposed changes to the board officers section of the By-Laws, to reflect that instead of having a Co-Chair we have a Vice Chair, and other specifics of board officer duties. Amendments to By-Laws require a majority of all LJA members. We did not have enough members vote last year to reach this threshold.
 - b. The proposed amendments:
 - i. Add clarifying language that annual meetings are for all members.
 - ii. Add citation to Minnesota Statutes that require that charter school Board members not be related.
 - iii. Add language to permit the Board to extend a Board member's term by one year and add a six-year term limit.
 - iv. Remove language that Board members may receive compensation.
 - v. Update Board Officer descriptions to reflect current practices, including having a Vice-Chair
 - c. Ann brought up that removing the ability to provide Board members with compensation may create equity issues since Board membership would be limited to those who didn't need compensation. Members discussed that the By-Laws would still provide the ability to cover Board members out-of-pocket expenses (child care, transportation, technology needs).
 - 4. 6 Yes Votes, Motion approved
 - ii. Approve the slate of Board candidates
 - 1. Motion to approve: Paul
 - 2. Second: Ann
 - 3. Discussion:
 - a. Paul provided an overview of the four Board applicants. Two applicants applied for parent positions and two applicants applied for community member positions.
 - b. Board members agreed that all four applications looked like good prospective board members, and also agreed to add all four applicants to the slate for election. Given that if all four applicants

were elected, there would be a total of eight board members next year, LJA membership would be able to elect up to all four applicants.

- c. Paul will reach out to the four applicants (and cc Kate) and let them know they have been approved for the slate for board elections.
- d. Members discussed the timing of the annual meeting and voting logistics. Plan to hold the annual meeting just before the May Board meeting on May 11. Also plan to permit LJA members to vote on By-Laws amendments and Board elections by email in advance of the annual meeting.

4. 6 Yes Votes, Motion approved

6. Financials – Amanda and Sean

- a. Approval of February Financials
- b. Fund balance going down but still in good shape, still in excess of 20%. Enrollment next year will be way up
- c. Cash flow is good, currently at \$554K.
- d. Application for Employee Retention Credit is pending. Estimated at \$217K if granted (minus 5% fee to pay the company that submitted the application).
 - i. Motion to approve: Lisa
 - ii. Second: Julie
 - iii. Discussion: See above.
 - iv. 6 Yes Votes, Motion approved

7. LJA Site Visit Feedback discussion

- a. Glowing feedback from Osprey Wilds visit to LJA.
- b. Julie noted that SPED students get lots of 1 on 1 attention, and are integrated with the full student body.
- c. Both parents and students gave very positive feedback.

8. Leadership update – Anna

- a. 2023-24 Enrollment Updates
 - i. Lots of interest and applications. How high are we able to go? Using a waitlist.
 - ii. Enrollment forms are coming in.
 - iii. Added two new students for the current school year this week.
 - iv. Terrance moved from group info sessions to using more tours for individual families and that's helped with enrollment.
 - v. As is, at the start of next year we would have 67 current students and 64 new students.
- b. Strategic Planning (update w/ Kate)
 - i. Working on a grant to aid with strategic planning. Have been focused on getting on steady ground, now can work on bigger picture options (e.g. expanding into other grades). Updating Mission and Vision to fit where the school is. Working on the diversity of school and board.
 - ii. Work with a facilitator on strategic planning. Talk to other schools that have done this previously.
 - iii. When would we start? Depends in part on when grant funding comes in. During the current school year with current Board members, and then transitioning to new Board members next school year?
 - iv. Work now on scheduling additional time to work on this next year. Make sure to include time for stakeholder feedback.
- c. Review/approval of updated [Special Education Restrictive Procedures Policy](#)
 - i. Motion to approve: Lisa
 - ii. Second: Sean

- iii. Discussion: Prior policy was outdated. Worked on updating to reflect current practices.
 - iv. 6 Yes Votes, Motion approved
- 9. Board Professional Development
 - a. Personnel Files - *The Sounding Board* Issue 27

Motion to Adjourn: Sean

Second: Julie

Discussion: No discussion.

5 Yes Votes, Meeting Adjourned at 7:47 p.m.

Respectfully Submitted by Paul Regan