



November 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, November 10, 6:15 – 8:15 PM

Members

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

Guests

Ashley Estis, Osprey Wilds
Erin Anderson, Osprey Wilds
Lizzie Forshee, Leadership Team
Robert Procaccini, Dieci School Finance
Amanda Dahlke, Dieci School Finance

Join Zoom Meeting

<https://us02web.zoom.us/j/89975567602?pwd=NjBJeDJuNElxaajFKay9kWFdpM2gxdz09>

Meeting ID: 899 7556 7602

Passcode: 152669

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: Julie
 - c. Discussion: None
 - d. 5 Yes Votes, Motion approved

4. Approval of October 2022 Meeting Minutes
 - a. Motion to approve: Sean
 - b. Second: Paul
 - c. Discussion: None
 - d. 5 Yes Votes, Motion approved
5. Ashley introduced herself. She is observing the board meeting for Osprey Wilds. Other board members and guests introduced themselves.
6. Board Professional Development - Annual Financial Training
 - a. Robert Procaccini provided finance training to Board Members and covered the following topics:
 - i. UFARS coding
 - ii. Modified Accrual Accounting
 - iii. Revenue Sources (State, Federal, Food Service, Local)
 - iv. Appropriate use of public funds
7. Committee Reports
 - a. Development Committee
 - i. Give to the Max is November 17. Board members have been provided with an email/phone script and have signed up to make calls and emails to alert community members of how Give to the Max funds will be used.
 - ii. Review of how things are going with CEL, our marketing vendor. Things continue to go well. CEL is spending more time looking at data to figure out where our new enrollment is coming from. One CEL employee left, so LJA has started working with a new employee. Looking at some other areas to highlight with marketing. Julie has suggested a focus on special education learning that occurs at LJA.
 - iii. Bring a friend to School Day is coming soon. Eight potential new scholars coming to shadow current students.
 - b. Leadership Team Review Committee
 - i. Paul and Kate are finishing up the Leadership Team Performance Evaluation. When complete, the Committee will meet with the Leadership Team to go over the document. Will report back to the Board at the December meeting.
8. Financials – Amanda and Sean
 - a. Approval of October Financials
 - b. Motion to approve: Julie
 - c. Second: Ann
 - d. Discussion: Financial meetings have continued to go smoothly. Things are in a good place for LJA financially. Revenues and expenses are close to where they have been budgeted. Revenue is \$20,000 over expenses. Enrollment is at 81 students. Fund balance is good. Bank transfer continues, just a few more steps to complete, should be done in December. Employee Retention Credit is still being worked on.
 - e. 5 Yes Votes, motion approved.
9. Leadership update – Anna
 - a. Enrollment at 81.
 - b. Election update. LASS is doing several things related to learning about the elections that took place earlier this week. 5th and 6th interviewed voters. 7th and 8th researching political parties. Scholars did a lot of research and critical thinking related how they would have voted, whether the voting age should be lowered, and what issues are most important when deciding who to vote for.

Motion to Adjourn: Ann

Second: Sean

Discussion: No discussion.

5 Yes Votes, Meeting Adjourned at 7:11 p.m.

Respectfully Submitted by Paul Regan