



# October 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, October 13, 6:15 – 8:15 PM**

## Members

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

## Guests

Eileen, Leadership Team  
Amanda Dahlke, Dieci School Finance

## Virtual Meeting Details:

Topic: October Board Meeting - LJA  
Time: Oct 13, 2022 06:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83422596213?pwd=TmhTL1ZXMTJYdTcvR2FPa1BsSzRzZz09>

Meeting ID: 834 2259 6213

Passcode: LJARocks!

## **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: Lisa
  - b. Second: Sean

- c. Discussion: Agreed to add two topics: 1) Final Approval of Retention document and 2) Replacement of broken Refrigerator.
      - d. 6 Yes Votes, Motion Approved
  - 4. Approval of September 2022 Meeting Minutes and Approval of September 2022 Special Meeting Minutes
    - a. Motion to approve: Sean
    - b. Second: Lisa
    - c. Discussion: Agreed to remove “draft” language from title of September 2022 Meeting Minutes.
    - d. Yes Votes, Motion Approved
  - 5. Committee Reports
    - a. Development Committee
      - i. New Contract with CEL has been signed.
      - ii. Meetings scheduled with CEL to work on next steps
    - b. Leadership Team Review Committee
      - i. Rubric for 2021-22 Leadership Team Performance Review
        - 1. Paul provided an overview of Rubric. Rubric provides a framework for how the Leadership Team is evaluated. Leadership Team Review Committee made some edits to the rubric in April 2022, but the Board did not review that at the time. Asking the board to review and approve the 2021-22 rubric.
        - 2. The Board reviewed and made several edits to the Rubric.
          - a. Budget development discussion. Sean suggested bringing in a review of where the fund balance is. Previous rubric focused on growth based on financial issues faced by LJA a few years ago. Now that the budget is in much better shape, it makes more sense to evaluate based on the fund balance being in a good place, not the level of growth. Focusing on growth isn’t helpful if the balance is already at a higher percentage of the budget than the goal of 20%.
          - b. Visibility and participation in the Community. Add language to define “community events.”
          - c. Scholar Retention. Added language to clarify that retention is based on carry over from one year to the next.
        - 3. Motion to approve: Lisa
        - 4. Second: Ann
        - 5. 6 Yes Votes, Motion Approved
6. Financials – Amanda and Sean
  - a. Approval of September Financials
    - i. Motion to approve: Julie
    - ii. Second: Ann
    - iii. Discussion:
      - 1. Sean provided an overview. Current enrollment is at 81. Financials are in line with where we should be one month into the school year. Fund balance projected to break even. Cash on hand is in a good place. Close to finishing up bank transfer.
      - 2. Fund Balance. Goal is 20% of the budget. Currently at 41%.
    - iv. 6 Yes Votes, Motion Approved
7. Leadership update – Anna
  - a. Review of annual/WBWF report (approval needed)
    - i. Motion to approve: Sean
    - ii. Second: Julie
    - iii. Discussion:

1. Paul recommended two edits to the report.
  2. Paul and Ann think the report looks great.
  3. Eileen provided more detail on academics. Math and Reading is back up to pre-covid results.
- iv. 6 Yes Votes, Motion Approved
- b. Retention and leadership team stipends proposal (seeking approval for use of fund balance money)
- i. Motion to approve: Julie
  - ii. Second: Ann
  - iii. Discussion:
    1. Requesting \$5,000 Stipend for 13 employees.
    2. Requesting \$10,000 Stipend for 5 Leadership Team members
    3. Would total \$115,000.
    4. Julie supports stipends for the Leadership Team based on the amount of extra work they do.
    5. Ann asked about staff that started this year that would not qualify. Discussion about the potential for additional stipends at the end of the year.
    6. Sean discussed the request from the budget view. If approved, LJA would still have a \$600,000 cash balance at the end of the school year, and the fund balance would remain over the goal of 20% of the budget.
    7. Lisa asked why do stipend instead of raises for staff. Anna stated that we would not be able to maintain raises if enrollment stays flat or decreases.
    8. Lisa also noted the tax implications for having two large paychecks during the year.
    9. Paul supported the proposal, noting all of the additional work taken on by staff and the Leadership Team over the past two years.
    10. Sean also supported the proposal and noted that the increased fund balance in part comes from Covid funding, and that these stipends cover the additional work created by the pandemic.
- iv. 6 Yes Votes, Motion Approved
- c. ELP: brief review of last year's ELP and brief overview of 2022-23 ELP
- i. Eileen provided an overview. Met standard for outcomes 1-5. Will continue to refine for this school year.
- d. Give to the Max Update
- i. Takes place on November 17, 2022.
  - ii. Funds from this year will be used to support J-term term programming.
  - iii. Board members asked to call prior donors by November 11. CEL will work on some language for us to use for calls and provide to us by the end of October. Goal to contact about 10 each.
  - iv. Goal to raise \$10,000.
  - v. Discussion about whether to create a Board match.
  - vi. Give to the Max does take a percentage of donations to cover costs.
  - vii. Will put the fundraising link on the website.
- e. Fridge
- i. Fridge has died, using milk coolers instead.
  - ii. Three bids, from \$2,500 - \$6000 for fridge, delivery, and removal of old fridge. Estimate to repair the old fridge is approximately the same as the cost of a new one.
  - iii. Timeline? Able to get one in quickly.
  - iv. Motion to approve up to \$6000 for fridge costs: Lisa
  - v. Second: Ann
  - vi. 6 Yes Votes, Motion Approved

- f. Record Retention Document Approval
  - i. Motion to approve: Lisa
  - ii. Second: Sean
  - iii. Discussion: Sean updated template document which will be used to determine which documents need to be retained and what can be destroyed. Thank you Sean.
  - iv. 6 Yes Votes, Motion Approved
- 8. Board Professional Development - Role of Board Members
  - a. Review Role overview
    - i. Board Operations Policy (200).
    - ii. Kate provided an overview.

Motion to Adjourn: Sean

Second: Ann

Discussion: No discussion.

6 Yes Votes, Meeting Adjourned at 7:46 pm.

Respectfully Submitted by Paul Regan