



September 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, September 8, 6:15 – 8:15 PM

Members

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

Guests

Lyssa Cook, Leadership Team
Amanda Dahlke, Dieci School Finance
Sheila Stuhlman, LJA parent

Virtual Meeting Details:

Topic: September Board Meeting - LJA
Time: Sep 8, 2022 06:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87050893579?pwd=NE1oUkg4bEs2YVFCSFg0R1hRZHZ3Zz09>

Meeting ID: 870 5089 3579

Passcode: 603046

Agenda

1. Welcome
 - a. Meeting called to order at 6:18pm
2. Public Comment
3. Approval of Agenda
 - a. Motion to approve: Lisa motioned to approve the agenda.

- b. Second: Sean seconds.
 - c. Discussion: No updates or changes
 - d. 4 Yes Votes, Motion Approved
- 4. Approval of August 2022 Meeting Minutes
 - a. Motion to approve: Sean moves to approve August minutes.
 - b. Second: Julie seconds.
 - c. Discussion: No discussion.
 - d. 3 Yes Votes, 1 abstention. Motion Approved
- 5. Committee Reports
 - a. Development Committee
 - i. PTA Fundraising
 - 1. LJA Parent Association has reached out about fundraising and is interested in helping with this. PTA under the assumption that most of the fundraising has been board led and have questions around what the fundraising goal should be.
 - 2. Review of past board and community raising events: spring gala, Earth Day events, Give to the Max
 - 3. LJA's Family and Community Relations Committee in the past - and hopefully in the future - have worked to table community events. LJA will be tabling the Peanut Butter and Jam event in September. Last year the committee's work focused on marketing.
 - 4. The board would like to hear from the PTA about their ideas and how the board can support them; have them continue to work with LJA for fundraising and potentially attend a board meeting.
 - ii. CEL proposal - \$62,520 plus up to \$1k/month for advertising.
 - 1. Discussion: delaying signing will delay service; last year's contract was successful, committee recommends signing the contract. Need to ensure LJA remains owner of all assets; need to ensure continuing access and editing rights of documents.
 - 2. The proposal is higher than what the board anticipated/pre-approved (\$60k) with additional digital advertising costs.
 - 3. Return on investment should be considered
 - 4. LJA's board to have a special meeting next week when Ann can present a more thorough summary of the CEL proposal.
- 6. Leadership Team Review Committee
 - a. Information from surveys was summarized and shared with Leadership Team. Members of the committee will be observing the September 13 Leadership Team's regular meeting. The committee is in a good position of drafting the review.
- 7. Financials - Amanda and Sean
 - a. Approval of August Financials
 - i. Motion to approve: Julie moves to approve the August financials.
 - ii. Second: Sean seconds.
 - iii. Discussion:
 - 1. Enrollment is down to 79 at this time due to families moving but do have interested families.
 - 2. Audit completed in July; results still pending. No concerns are anticipated; LJA will get the auditor's report by October or November.
 - 3. Fund balance and cash flow are excellent.
 - 4. Process from switching from Sunrise to NE Bank is just about complete; payroll now goes through NE Bank.
 - 5. Budget revisions may occur in October.
 - 6. Employment Retention Credit: paperwork getting completed to go forward with paperwork.

- iv. 4 Yes Votes, Motion Approved
- 8. Leadership update – Anna
 - a. Enrollment update: down to 79; would be great to do an enrollment push at this time as families may be finding out chosen schools aren't a good fit and may be looking for a new school.
 - b. First days of school have happened and things are going well. New staff and students are becoming acclimated and finding their places. LJA is a magical place where students quickly feel welcomed and comfortable.
- 9. Board Retreat Planning
 - a. Reviewed agenda for Saturday's board retreat.
 - i. Committee assignments, board self evaluation, adding strategic planning and discussion re: mission to ensure inclusivity
 - ii. Retreat is Saturday, September 13, from 9am-12pm at Laura Jeffrey Academy. Kate will pick up donuts.
- 10. Board Professional Development Data Practices Regulations
 - a. Data Practices Training Video <https://www.youtube.com/watch?v=GjZISF76VcU>
 - b. Data Practices Training Materials:
<https://mn.gov/admin/data-practices/resources/training-materials/>
 - c. Discussion:
 - i. Records Retention Policy: After board meeting when policy was approved, Policy Committee of the Board looked at the policy to make revisions. Suggestions were made on the document.
 - 1. There were some suggestions on how to make a records retention policy in the document along with exhibits referred to that were not attached.
 - ii. Owner of the document needs to incorporate the changes and present to board for approval.
 - 1. Anna will work on finalizing the policy; will reach out to Sean if needed.

Motion to Adjourn: Lisa motions to adjourn.

Second: Sean seconds.

Discussion: No discussion.

4 Yes Votes, Meeting Adjourned at 7:35pm.

Respectfully Submitted by Anna Robinson