Laura Jeffrey Academy Board Meeting
Tuesday, August 18, 2026
6:15-8:15 pm 1550 Summit Ave, St Paul, MN 55105

Members Present: (Please make any adjustments)
Carlos Alderete, absent
Dorea Ruggles, present
Bob Arens, present
Jill Marchand, present
Amanda Olson, present
Heidi Jarmuz, attending via zoom
Tara Borton, present

Anna Robinson, Ex-Officio, present
Robert Procaccini, Dieci School Finance, present
Birdie Millier, Leadership Team, present

Agenda

1. Welcome, Meeting opened at 6:36pm
    - Roll call recorded above
2. Public Comment
    - None
3. Announcement of resignation of Board President Carlos Alderete
    - Motion to edit the agenda to include resignation of Bob and Carlos, add Administrative Variance and addition of carry over items, Jill, 2nd: Tara
    - Roll call vote, 1 abstention (Bob), otherwise all approved
        i. Resignation of Board Chair, Carlos Andrete
4. Parent to Community transition (resignation/reappointment) of Robert Arens
    - Resignation submitted verbally
    - Motion to appoint Bob Arens as community member for remained of school year, Jill, 2nd: Tara
        i. Roll call vote: Unanimous approval
5. Approval of Agenda
    - Motion to approve the agenda, Bob, 2nd: Jill
        i. Roll call vote: Unanimous approval
6. Approval of June 2026 Minutes
    - Motion to approve the June, 2026 Minutes, Dorea, 2nd: Jill
        i. Roll call vote: 1 abstention (Tara), otherwise unanimous approval
7. Approval of August Board Retreat Minutes
    - Motion to approve August Board Retreat minutes, Jill, 2nd: Bob
        i. Roll call vote: Unanimous approval
8. Review/Approve policies & handbooks/manuals
    - Personnel Manual
        i. Leadership: Family Leave policy language - currently being updated/reviewed to match MN Family Leave policy and subject to revisions
        ii. Board: Willing to approve now with contingency that updates may require additional approval in September

iii. Motion to approve, with updates in FAmily Leave policy and additional approval in September expected, Jill, 2nd: Bob
   1. Roll call vote: Unanimous approval

- Scholar/Family Handbook
  i. Leadership: Updates: new section on school fees, updated section on restorative practices in coordination with new grant work, and some changes to clothing and allergy policies
  ii. Board:
     1. Might be able to use MN Dept of Revenue to recover school fees that go unpaid,
     2. would like to review some sections on code of conduct in the future to update some language,
     3. Motion to approve, Jill, 2nd: Bob
        a. Roll call vote: Unanimous approval
- LJA_Record_Retention_and_Digital_Records_Policy
  i. Leadership: Intention to eliminate paper-based records that are taking up storage space
  ii. Board: What's the retention schedule, and is this for past/present, and have security concerns been addressed?
     1. Leadership: There's an extensive guide for retention practices, past outdated papers only, and yes, we have addressed security practices
  iii. Motion to approve, Bob, 2nd: Jill
     1. Roll call vote: Unanimous approval
- Initial Grade Placement Upon Enrollment Policy
  i. Leadership: This policy is in response to family inquiries, and for initial grade placement for a new scholar
  ii. Board: Does this address advancement or just holding back?
     1. Leadership: Holding back, we already have an advancement policy, this is the compliment
  iii. Motion to approve, Amanda, 2nd: Jill
     1. Roll call vote: 1 abstention (Tara), otherwise unanimous approval
- Enrollment/Lottery Policy updates
  i. Leadership: changes reflect state policy changes
  ii. Motion to approve, Bob, 2nd: Tara
     1. Roll call vote: Unanimous approval
- Pledge of Allegiance Policy
  i. No changes, just an annual approval task
  ii. Motion to approve, Tara, 2nd: Bob
     1. Roll call vote: Unanimous approval
- Administrative variance
  i. Leadership: Request from leadership for the Board to approve a staff member to apply to the Minnesota Board of School Administrators for a variance so that they may be approved as a non-licensed school administrator so that they may serve as LJA's Special Education Coordinator and complete her certification for licensure.
     1. Board: When will they be licensed?
     2. Sometime between now and the end of the year - there are different pathways toward licensure, there were recent changes at the state level that shifted requirements for this role
  ii. Motion to approve with request for regular updates on the process toward licensure, Jill, 2nd Dorea
     1. Roll call vote: 1 abstention (Tara), otherwise unanimous approval
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9. Leadership Update- Anna
    - Enrollment update
        - 5th: 12 (cap at 15)
        - 6th: 23 (cap at 34
        - 7th: 40 (cap at 45
        - 8th: 34 (full)
        - Total: 109 (plus maybe 3) the budget was based on 115
            - More tours, info nights, and advertising push happening/coming/scheduled
            - Board: Question about enrollment
            - Leadership: There's always some fluctuation, but we feel confident
    - Changes & preparations for the new school year
        - Miss Cece teaching ⅚ STEM and LASS
        - ⅚ classroom shifts, and ⅚ LASS library shifts
        - Hired a PT ELD teacher, and SPED position still open
        - ⅞ LASS will be PT for Anna, and operations will fill rest of time
        - 4 social work interns, and a promise fellow for this year
        - Math corps ad out - hoping to fill this position
        - Non Exclusionary Grant in progress, working with a trainer, scheduling workshops and focus groups
        - Mentorship grant in progress, goal to support newer teachers and teacher retention, and training will fulfill cultural competency renewal requirement

10. Review/Approve [Osprey Wilds Contract Amendments]
    - Changes largely reflect State level changes in policy, and annual requirements for notification
    - Motion to approve, Jill, 2nd: Bob
        i. Roll call vote: Unanimous approval

11. Elect 2026-2027 Board Officers
    - President
        i. Nomination of Dorea Ruggles for President, Bob, 2nd: Jill
    - Vice President
        i. Nomination of Jill for VP, Dorea, 2nd, Bob
    - Secretary
        i. Nomination of Amanda Olson for Secretary, Amanda, 2nd: Jill
    - Treasurer
        i. Nomination of Heidi, Dorea, 2nd: Jill
    - Motion to approve above nominations, Tara, 2nd: Bob
        i. Roll call vote: Unanimous approval
        ii. Congratulations everyone!

12. Committees
    - Leadership Team Review
        i. Amanda and Dorea
        ii. Primary task this year: writing last year's review, and outline process for future board members
    - Governance
        i. Tara, Jill and Bob

    - ii. Top priorities: Board onboarding, Board calendar, Draft of the strategic plan, Board self evaluation, Board recruiting
- Fundraising
    - i. Heidi and Bob (with support from Dorea and Jill as needed)
    - ii. Top priority -
- Finance
    - i. Heidi
    - ii. Top priority - continue monitoring financials, and support with fundraising
- Leadership: Review policies for posting updates to committees and leadership roles for open meeting law compliance

13. Financials
    - June-July Financial Dashboard
    - June Financial Packet
    - June Financial Detailed IS
    - July Financial Packet
    - July Financial Detailed IS
    - Board: When does current lease end?
        - i. June 30 next year, Lease aid (MN Statute) provides support for this expense at 90%, based on enrollment
    - Motion to approve, Jill, 2nd: Bob
        - i. Roll call vote: Unanimous approval

14. Board Training of the Month
    - Open Meeting Law
        - i. Link addresses the Minnesota Statutes regarding our requirements, Board members are encouraged to independently review Open Meeting Law
        - ii. Reminder that future agendas should include note that members may attend remotely
            1. Minimum number of in-person attendees to meet compliance = 1 plus ex-officio

15. New Business
    - Filling current vacancy on Board membership
        - i. Board members: consider your personal network, add this to agenda for next week
        - ii. Bob to review policy on may vs. shall language regarding filling vacancies
16. Review Carry-over items
    - Carryover for next agenda: approve the leave section of the employee handbook
17. Motion to adjourn at 8:20pm, Jill, 2nd: Bob
    - Roll call vote: Unanimous approval