



Laura Jeffrey Academy Board Meeting
Tuesday August 19, 2025
6:15-8:15 pm 1550 Summit Ave, St Paul, MN 55105

Members

Julie Silvers
Beth Sheetz
Dorea Ruggles
Venise Adjibodou
Bob Arens
Carlos Alderete
Jill Marchand
Amanda Olson
Heidi Jarmuz

Anna Robinson, Ex-Officio

Guests

Lizzie Forshee, Leadership Team Member
Amanda Dahlke, Dieci School Finance

Agenda

1. Welcome - Introductions
2. Public Comment - None
3. Approval of Agenda
 - Motion to approve - Carlos
 - Second - Bob
 - Approved - Unanimous
4. [Approval of June 2025 Minutes](#)
 - Motion to approve - Carlos
 - Second - Bob
 - Approved - Unanimous
5. Financials – Amanda D
 - [June 2025 Dashboard](#)
 - i. End of year spending was 102% of budgeted, the difference comes from bussing expenses
 - ii. Balances remain strong
 - [June 2025 Financial Packet](#)
 - i. Explanation of specific line items exceeding 100% of budgeted
 1. Art (Give to the Max allocation)
 2. Food Service (Required spend down mandated by MDE)
 - [June 2025 Detailed IS Financials](#)
 - [July 2025 Dashboard](#)
 - [July 2025 Financial Packet](#)
 - [July 2025 Detailed IS Financials](#)

- i. Fund balance is around 20%, as required by OW
 - ii. Fund balance has been steady since transitioning to educator-led model
 - iii. Budget revision expected in late fall, given MDE payback and actual enrollment
- Approval of June 2025 Financials
 - i. Motion to approve - Carlos
 - ii. Second - Bob
 - iii. Approved - Unanimous
- Approval of July 2025 Financials
 - i. Motion to approve - Carlos
 - ii. Second - Bob
 - iii. Approved - Unanimous
- 6. Leadership Update- Anna
 - Enrollment Update
 - i. 130 total / 5th = 12/25, 6th = 37/50, 7th = 38/42, 8th = 44/42
 - ii. Likely to have some adjustment in September/October
 - iii. Marketing resources may be requested to support ad buys in September/October
 - iv. Re: Strategic Plan year 3, this year will be a data collection year to inform the next round of strategic goals
 - v. Venise & Bob - high interest in data and opportunity analysis
 - 1. Added academic ages?
 - 2. Added bussing (ie Minneapolis)?
 - 3. Move to table this discussion - Bob / Second - Carlos / Unanimous approval
 - [2025-26 Scholar & Family Handbook](#) (changes highlighted in yellow)
 - i. Question of intent around when/where to apply LJA principles - move bold text around when/where expectations to be more prominent
 - ii. May need a broader conversations around updating for current social/political context
 - 1. Motion to approve - Carlos
 - 2. Second - Heidi
 - 3. Approved - Unanimous
 - [2025-26 Personnel Manual](#) (changes highlighted in yellow)
 - i. Clarifications on where to go for smoking breaks
 - ii. Replace individual names with job title/role
 - 1. Motion to approve - Carlos
 - 2. Second - Venise
 - 3. Approved - Unanimous
 - [2025-26 Paraprofessional Handbook](#) (changes highlighted in yellow)
 - i. Motion to approve - Carlos
 - ii. Second - Venise
 - iii. Approved - Unanimous
 - [2025-26 School Calendar](#) (Families) (small time change in school day to accommodate extended lunch breaks as required by statute)

- [2025-26 School Calendar](#) (Staff) (small time change in school day to accommodate extended lunch breaks as required by statute)
 - i. Motion to approve both family and staff calendars - Heidi
 - ii. Second - Jill
 - iii. Approved - Unanimous
- [Pledge of Allegiance Policy \(2025-26\)](#) (annual approval needed)
 - i. Motion to approve - Amanda
 - ii. Second - Venise
 - iii. Approved - Unanimous
- 7. Affiliated Building Company Board Member Addition: Birdie Miller
 - Building company is required to facilitate building renovations
 - Maintain minimum number of members
 - i. Motion to approve - Carlos
 - ii. Second - Venise
 - iii. Approved - Unanimous
- 8. Committee Selections & Board Officers
 - Board officer roles to fill: Chair, Co-chair, Secretary, Treasurer (service on finance committee)
 - Secretary nomination: Amanda Olson
 - i. Motion to vote: Venise
 - ii. Second: Carlos
 - iii. Unanimously elected
 - Board chair nomination: Carlos Alderete
 - i. Motion to vote: Venise
 - ii. Second: Amanda
 - iii. Unanimously elected
 - Treasurer nomination: Heidi Jarmuz
 - i. Motion to vote: Venise
 - ii. Second: Amanda
 - iii. Unanimously elected
 - Board co-chair nomination: Dorea Ruggles
 - i. Motion to vote: Jill
 - ii. Second: Venise
 - iii. Unanimously elected
 - Governance committee: Jill Marchand (chair) Bob Arens
 - Table additional committee memberships
 - i. Motion: Venise
 - ii. Second: Heidi
 - iii. Unanimous approval
- 9. Development and Marketing Osprey Updates & Board Training & Education
 - [Open Meeting Law Update](#)
 - i. [Sounding Board- Open Meeting Law](#)
 - ii. [LJA Copy Virtual Meeting Attendance Checklist](#)
 - [25-26 Charter School Support. Development.](#)
 - [Parliamentary Procedures & Robert's Rules of Law](#)
 -
 - Reviewed and discussed
- 10. September Retreat
 - Orientation Follow-Up
 - Continue discussion of the 3 Year Strategic Plan
- 11. Give To The Max
 - Thursday, November 20; as a board we need to call past donors and network support

12. Motion to close meeting
 - i. Motion: Venise
 - ii. Second: Carlos
 - iii. Unanimous approval