

Legacy of Dr. Josie R. Johnson Montessori

Board of Directors Meeting Minutes

Tuesday, September 21, 2021, 6pm

Meeting Date: 9/24/2021 **Meeting Link:** <https://zoom.us/j/7678905240>

21
JG

Start Time: 6:03 pm

Adjourned: 7:20 pm

Location: Zoom Conference Call

Submitted by: Edwinna Johnson, Vice Chair

Board Members Present: Jackie Williams, Emily Leutgeb, Crown Shepherd, Lindsey Berwald, Julie Flexhaug, Edwinna Johnson

Board members not present: None

Staff Members Present: Tonicia Abdur Salaam, Fay Hopkins, Shaqual Fields, Belen Cornejo, Ms. Bradley, Ms. Chanel and Ms. Claire

Guests Present: Erin Anderson, Shawna Mayanovich, Bree Johnson, Dawn Jenkins

Meeting called to order at 6:03 pm with a motion by Emily (seconded by Lindsey). Motion passes unanimously by roll call.

1. **Open - Mission & Vision**

Mission: JJ Legacy School provides an excellent and equitable Montessori education in North Minneapolis to an intentionally diverse community of students

Vision: Our students will develop the character strengths, social and emotional skills, creativity, passion for learning and college-preparatory academic capabilities that will enable them to lead lives of joy and purpose. read by Emily Leutgeb

2. **Calls for conflict of interest**

3. **Consent Approval**

- a) 8/10 & 8/24 Grievance Management Committee Meeting Minutes
- b) 7/14, 8/12, 8/30, & 9/9 Board Operations Committee
- c) 8/8 Board Executive Committee Meeting Minutes
- d) 8/17 Standard Board Meeting Minutes

Motion: Approve Grievance Management, Board Operations, Board Executive and Standard Board meeting minutes (moved by Jackie seconded by Emily)

Discussion: N/A

Action: Motion passes unanimously by roll call

3. Consent Approval

- 8/10 & 8/24 Grievance Management Committee Meeting Minutes
- 7/14, 8/12, 8/30, & 9/9 Board Operations Committee
- 8/8 Board Executive Committee Meeting Minutes
- 8/17 Standard Board Meeting Minutes

4. Acknowledge and accept resignation of Emerald Woodberry- serving the board for 3+ years Emerald Woodbury resignation

Motion: Acknowledge and accept resignation of Emerald Woodbury. (moved by Julie seconded by Lindsey)

Discussion: N/A

Action: Motion passes unanimously by roll call

5. Finance

- Committee Update
- Review & Approve August Financial Statement & Detailed Income Statement
Emily defer to Tonica and Dawn. As of August 31, not a lot action 120 ADM.
Discussed line of credit. Made payment to Alliana credit. Will pay it off by next month to bring it down. Line of credit 56 thousand. Made payment to Alliana Credit. Will pay it off by next month to bring it down. 17% of budget. 14% is high for August because of summer program. 56,781.00 on program will be reimbursed.
Enrollment is 107 as per Ms. T. Ms. T. will provide an updated budget around October or November.
Motion: Motion for approving finance/budget made by Emily to approve finance state and detailed income statement. Motion 2nd by Jackie.
Voting by roll call: Vote passes unanimously by Emily, Lindsay, Jackie, Crown, Julie and Edwinna

6. School Leader Report

COVID-19 Update:

- COVID-19 continuing to use the protocol. Everyone is required to wear mask weather they are vaccine or not. Bi-weekly testing for staff. Staff need to confirm that they follow through with the test. They do not need to show proof. Mask, social distancing etc. No intent at this point to shut things down. No current out breaks of COVID-19.

Safety:

- Channel 5 interview with Ms. T. Channel 5 will possibly come back.
- Last couple of weeks difficult. Students are taking the death of another young student hard. Violence is overwhelming. The staff are holding space for the children and the families. Practicing lock down drill this week with students. Will host a coffee hour on wed. 12-1 p.m. and 6-7.

Updates/Community Connections:

- Press conference with senator Tina Smith. Making community connects for the school.
- MN association of Charter school. Ms. T is being highlighted. Will be the first person for 2022 school year.

Location:

- Exploring if we will stay at the church or move on. We have been having problems with the school. Wrote a letter to the Archdiocese. Someone came in to check on the league. Will keep the Exec. Committee update. Lindsay: how long is the lease? Ms. T., year to year. Will let them (the school landlord) know by Jan.
- Need a playground for the students.
- Ms. T is looking a real estate.

Returning and new staff:

- This year is starting off well. The staff has a passion for teaching our students and are invested in the mission/vision of the school. Teachers Professional Learning Communities (PLC) will participate in professional development. Partnering and making connections in the community Urban Ventures (Urban Ventures giving us food). Food was given and available to all families.
- Will have a mobile lab for the students. Starting before and after school program: physical fitness, nutrition, art and chess club etc.

Additional updates:

- Awarded Arkia Angels grant we were award. Free school pictures for students. Free pictures are also open for families to take pictures with students.

Media day in oct. 1st, 2021: Connor is updating our website and social media accounts. To help us build our presents within the community. Would like to do something with the board...pictures or comments.

7. Board Governance

- Training Share-Out (members share key learnings from recent trainings)
Jackie rescheduled her board governance 100 and 300 training. Jackie will attend in October. Will attend in October. Edwinna and Emily will attend the training in Oct. Julie will reach out to Ms. Jackie for receiving the link for the training. Lindsay and Crown resigned up for the October training.
- Secretary duty transfer
Edwinna will cover Oct.
Julie will cover Nov.
Crown will cover Jan. 18th
- Dec. can we move the meeting the second week of Dec? Executive Committee will meet to discuss rescheduling the December board meeting due to the holiday. If the board meeting is schedule earlies then Lindsay is open to facilitating it.
- Additional comments by Authorizes:
Erin November 17th training for Financial Audit. August and February is the new board members training for free.

8. Committee Updates

- **Executive Committee**
Sign & Return Board Member Agreement to jacqueline@jjlegacy.com
Still have outstanding board agreement as per Ms. Jackie. Ms. Jackie can send it again.
Ms. T contract was approved by the Executive Committee
- **Invitation to New Board Members** (compiling list of possibilities)
Julie or anyone please direct them to the website on how to become a board member. Received from someone regarding the conflict of interest. Have not heard back. Would like to move forward as per Jackie.
Annual meeting announcement have been put on the website. Ms. T. will double check.
- **Board Operations Committee**
Annual meeting announcement have been put on the website. Ms. T. will double check. Has been completed as per Ms. T. Lindsay can we get an email blast. Shawna suggested going to the website to pull the announcement from website. Thanks Shawna. Second link for introduction to candidates. The announcement has links.
Are there questions on recruiting? Shawna.

i. **Committee Update** o **Grievance Management Committee**

Met many times. New board members reviewed all information. After the review it was decided that no fault was found. Resolution letter was created. Emily: tried to really keep thorough documentation of resolution and deliberation. We want to safe guard the confidentiality.

- **Committee Update**
- **Review and Approve Resolution Letter**

Motion: Jackie move to vote. Julie second the motion.

Voting by roll call: Vote passes unanimously by Emily, Lindsay, Jackie, Crown, Julie and Edwinna Motion to adjourn meeting.

Motion: Jackie motion to adjourn. Julie second it.

Vote passes unanimously by Emily, Lindsay, Jackie, Crown, Julie and Edwinna Motion to adjourn meeting.

Submitted by:



Jacqueline Williams

Date Approved: October 19, 2021