



**Legacy of Dr. Josie R. Johnson Montessori**  
**Board of Directors Meeting Minutes**  
**Tuesday, June 15, 2021, 6pm - 8pm**

**Board meeting will be conducted via Zoom - an in person meeting is not practical due to the pandemic**

**Meeting Link:**

<https://us02web.zoom.us/j/8406589106?pwd=YzFLYk55cStLTGxWUGI3WS9qMXJtZz09>

**Password:** JJ

**Meeting Date:** 06/15/2021

**Start time:** 6:05pm

**Adjourned:** 9:00pm

**Location:** Zoom Conference Call

**Submitted by:** Emerald Woodberry

**Board Members Present:** Emerald Woodberry, Edwinna Johnson , Jackie Williams, Julie Flexhaug, Lindsey Berwald, Emily Leutgeb, Crown Shepherd, Lara Begman

**Board Members NOT Present:** N/A

**Staff Members Present:** Ms. Williams, Tonicia Adbur Salaam, Jamal Abdur Salaam

**Guests Present:** Shawna Maryanovich, Erin Anderson, Bibi Wald, Dawn Jenkins, MM

**Meeting called to order at 6:05p with a motion by Lindsey (seconded by Edwinna). Motion passes unanimously.**

**1. Open - read 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.

**2. Review Board Meeting Rules of Conduct**

**3. Calls for conflict of interest**

**4. Consent Approval**

- 5/18/2021 Standard Board Meeting Minutes
- 5/26/2021 Special Board Meeting Minutes
- 6/10/2021 & 6/14/2021 Board Operations Committee Meeting Minutes

**Motion:** Motion to approve the minutes for 5/18, 5/26, 6/10, & 6/14 (moved by Edwinna, seconded by Lara)

**Discussion:** N/A

**Action: Motion passes unanimously**

**5. Lotas Legal PLLC Letter Response to JJ Legacy Board**

- Discuss and align on request for confidential mediation between board & school leaders
  - Example motion language: *I move that we accept the request for confidential mediation between board & school leadership*
  - Topic tabled for later discussion until after we review financial statements, budget and grievance management committee proposal
  - Grievance Management Committee to continue discussions and own action plan and proposal back to the board
- Discuss and align on mediation facilitator
  - NueVest rate = \$300/hour, estimated scope of 16 hours. Owner stated they are neutral and cannot provide legal advice
  - **Action:** Grievance committee (once approved) to conduct a search for a viable mediation facilitator, including re-engaging with Dr. Tolefree, and understand financial implications to our budget
  - Topic tabled for later discussion until after we review financial statements, budget and grievance management committee proposal
  - Grievance Management Committee to continue discussions and own action plan and proposal back to the board
  - Example motion language: *I move that we hire NueVest as the confidential mediation facilitator*

**6. Finance**

- Review & Approve May Financial Statements
- Questions from the board to clarify COVID funding and how it can be distributed for different expenses, most recent ADM 95
- Revised budget includes YTD legal fees incurred
- Question on staffing - 100% of staff submitted intent to return, Ms. T will be doing intent to hire on 6/18 and 6/30
- Question on student intent to return - majority responded they are planning to return, 2 families moving out of state
- Summer program enrollment close to 60 children, likely to have a waiting list

**Motion: Motion to approve the May financial statements (moved by Lara)**

**Discussion: N/A**

**Action: Motion passes unanimously**

**Motion: Motion to approve the revised budget (Lindsey, Edwinna)**

**Discussion: N/A**

**Action: Motion passes unanimously**

- 2021-2022 Budget - call special meeting before end of June to review and approve before June 30th to remain compliant
  - Budget will be complete and shared with the board by EOD 6/24, board to reconvene at Special Meeting on 6/28 @ 6:30pm via Zoom
  - Open invitation to join Ms. T and Dawn at their standing finance meeting during the day on Monday 6/28

**7. Board Governance**

- Acknowledge and accept resignation of Sherri Green

- Example motion language - *I move that we accept the resignation of Sherri Green, submitted 5/18/2021. Already completed last month, no need for additional discussion*
- Osprey Wilds Observations
- Review and Approve Board Rotation Schedule

**Motion: Motion to implement new rotation schedule (Lindsey, Edwinna)**  
**Discussion: Emerald will update group three (Emily & Lara) to place them in the 2020/2021 column**  
**Action: Motion passes unanimously**

- Board Operations Committee Proposal
  - Questions around how board members will be assigned to committees - it will be based on their skill set and interests

**Motion to adopt the JJ Legacy Committee Procedure & the JJ Legacy Officer Procedure (Jackie, Lara)**  
**Discussion: N/A**  
**Action: Motion passes unanimously**

**Motion to appoint Edwinna Johnson JJ Legacy Vice President, Emily Leutgeb as JJ Legacy Treasurer, and Lara Bergman as JJ Legacy Secretary, with Emerald Woodberry maintaining transitioning responsibilities. (Jackie, Julie)**  
**Discussion: N/A**  
**Action: Motion passes unanimously**

**Motion to approve the charter and establish the Finance Committee & the Executive Committee (Jackie, Crown)**  
**Discussion: N/A**  
**Action: Motion passes unanimously**

- Establish one Ad-Hoc Committee
  - Discussion around committee membership, workload concern, and potential lack of context/preparedness for new board members on this topic
  - Ms. T is comfortable with Ms. Jackie and Ms. T's legal representation having a one-on-one conversation

**Motion: Motion to approve the charter and establish the Grievance Management Committee (Jackie, Emily)**  
**Discussion: N/A**  
**Action: Motion passes unanimously**

**Motion: Motion to approve the (Jackie, Julie) the JJ Legacy Board Member Agreement, as well as the JJ Legacy Board Member Code of Conduct**  
**Discussion: N/A**  
**Action: Motion passes unanimously**

**Motion: Direct signature demonstrating full commitment to the Board Member Agreement and Code of Conduct compliance by each board member (Emily, Jackie)**

**Discussion: N/A**  
**Action: motion passes unanimously**

**Motion:** Motion to approve the Board Development Plan and the Board Competency Development Framework (Jackie, Julie)

**Discussion: N/A**  
**Action: Motion passes unanimously**

- June - Aug Meeting Cadence

Motion: Board meetings continue on the 3rd tuesday of every month for the next year (moved by Jackie, seconded Lindsey)

Discussion: N/A  
Action: Motion passes unanimously

- June 28, 2021 @ 6:30pm Special Meeting to review & approve 2021-2022 financial budget
- July 20, 2021 6pm - 8pm
- August 17, 2021 6pm - 8pm
- Ongoing Board Member training Osprey Wilds will be conducting training Aug 3 (New School Board Member training, free), August 18 keynote session, August 19 breakout session

#### 8. School Leader Topics - by request

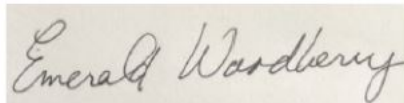
- Ms. T shared update on graduation ceremonies
- Launching 30 days of marketing for school, Facebook page has been recreated
- Summer school program theme - "My Choice of Weapons to Heal My Community" with heavy focus on literacy and enrichment. Quilting, swimming, gardening, arts, music, and physical movement will all be included throughout the summer
- Other schools and districts are modeling their systems after the social and emotional learning/support happening at JJ Legacy!
- Continue to adhere to COVID processes
- Invite for board members to come to the school
- Map testing complete - 92% of students completed (vs. 86% last round)

#### 9. Adjourn

**Motion:** Motion to adjourn (Jackie, Edwinna)

**Discussion: N/A**  
**Action: Motion passes unanimously`**

Submitted by:



Emerald Woodberry

Date Approved: 7/20/2021