



**Legacy of Dr. Josie R. Johnson Montessori
Board of Directors Meeting Minutes
Tuesday, Feb 16, 2021, 6pm - 8pm**

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

<https://zoom.us/j/99677145478?pwd=eEYvd3hrTGpnZVpMT1JSbnV5UFdTUT09>

Meeting ID: 996 7714 5478

Passcode: BW

Meeting Date: 02/16/2021

Start time: 6:05pm

Adjourned: 8:04pm

Location: Zoom Conference Call

Submitted by: Emerald Woodberry

Board Members Present: Emerald Woodberry, Kenna Cottman, Kheph Rakhu, Sherri Green, Renae Dressel, Lindsey Berwald, Julie Flexhaug, Edwinna Johnson

Board Members NOT Present: Jackie Williams

Staff Members Present: Lorine Williams

Guests Present: Dawn Jenkins, Shana Marionovich, Bree Johnson

Meeting is called to order at 6:05pm with a motion by Kenna. Motion passes unanimously by roll call.

- 1. Open - read mission & vision (5mins)**
- 2. Review Board Meeting Rules of Conduct (5mins)**
 - In keeping with Open Meeting Law, Board Members must have cameras on
 - Pursuant to the Minnesota Open Meeting Law, attendees may only observe the meeting but do not have a legal right to speak or participate during the meeting regarding matters being discussed and acted upon by the Board
 - All attendees must mute microphones
 - Chat function will be disabled. If the chat function is not or cannot be disabled, Board members must not participate in or respond to Zoom chat
 - Board chair will recognize Board members before speaking
 - If anyone attending becomes disruptive, they will be muted and their cameras turned off or will be removed from the meeting
- 3. Brief summary of 1/28/21 Closed Board Meeting** [Reviewed why the meeting was closed and the outcome of the closed meeting, both of which can be found in the Jan Public Special Board Meeting Minutes.](#)
- 4. Consent Approval (5mins)**
 - [Jan Board Meeting Minutes](#)

- [Jan Public Special Board Meeting Minutes](#)
- [Jan Finance Committee Meeting Minutes](#)

Motion: motion to approve all three minutes (moved by Renae, seconded by Sherri)

Discussion: Kenna asked Emerald to repeat what specifically needs to be added to the website

ACTION: Motion passes unanimously by roll call.

5. Finance

- Financial Statement Approval ([Jan Financial Statement](#), [Jan Detailed Income Statement](#))
 - Kheph provides an overview of financial position as of 1/31/2021. Need to continue to focus on cash flow. \$135K in COVID relief funds are still pending.
 - Dawn shares that our line of credit was reduced from \$200K to \$150K
 - Discussion around ADM and need to get Marss reporting accurate.
 - Missing support - Kheph to address in working session to provide status updates
 - What is our contractual agreement with Cyber Life? Kheph to dig deeper. How are we staying on policy and how is it impacting our children given the amount of money that we are spending?
 - What is the process today for us to approve expenses?
 - Finance committee is reviewing budget and hoping to have something for the board to approve in our March board meeting

Motion: approve Jan financial statement and detailed income statement (moved by Kheph, seconded by Sherri)

Discussion: N/A

ACTION: Motion passes by roll call (1 NAY, 7 YAY, 0 Abstain)

- [Marss Reporting](#) (as of 1/7/2021) We are requesting a Marss 15 report monthly, Laura needs to be trained on how to access and run the report (WIP w/Dawn's office), Kheph to follow-up with Laura to ensure she has adequate support

Current Edit Record and Error Summary completed on Jan 7 2021 3:17PM				
Description	Number of Records	Number of Warnings	Number of Errors	Error Percent
School	8	7	0	0.0
Student	103	3	0	0.0
Unduplicated Students	103	--	0	0.0

- Approve Finance Committee Charter (**to be shared as soon as complete**)

Motion: to have the finance committee charter approved (Kheph, Lindsey)

Discussion: N/A

Action: Motion passes unanimously by roll call
- Review Financial Audit (['19-'20 Financial Audit](#), ['19-'20 Financial Statements](#))

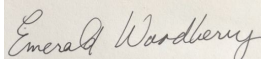
Motion: Motion to have the current audit approved as reviewed (moved by Kheph, seconded by Sherri)

Discussion: N/A

ACTION: Motion passes unanimously
- Committee Update [Standing weekly meetings](#) that all are welcome to attend (Monday @11am)

6. Performance Review Process Discussion

- Proposal of discussion with school leaders to ask what they believe to be the most important pieces of their job, types of feedback they are looking for, and how they want to receive it. Then put together a plan to gather that information.
 - Edwinna and Julie to work with school leaders to start to unpack the “how” and “what” of the review process, and brainstorm ideas of how we proceed
 - Kenna & Renae to pull job descriptions and examples of old evaluations that are on file to share out
 - Proposal to integrate evaluation based on core values and mission of JJ Legacy, flexibility, compassion, resiliency, etc. in light of the current state
 - Who will oversee the implementation of the action items as a result of the performance reviews
 - Board evaluation - continued conversations on how to be a high functioning board, and how we get feedback on our performance to improve
- 7. Board Professional Development** Share-out of recent learnings
- 8. School Board Governance (30mins)**
- Training Reminder - Everyone needs to take the MACs finance training [options in Feb & March, please sign up to attend one \(\\$24\)](#)
 - Training Reminder - Building Your School Budget - A Board Perspective (2/17 5:30-7:00PM) [Register Online.](#)
 - Board Member succession planning
 - School board election timing (Spring vs. Fall) [Prefer Spring, concerned about community engagement given virtual environment](#)
 - Review & Discuss proposed [General Complaint Policy](#) [Not voting, has to be on agenda for two board meetings, want school leadership weigh in on the policy](#)
- 9. Review action steps (5mins)**
- [Will need to call a special meeting to address the findings of the investigation, Emerald to coordinate time that works for the total board + school leaders](#)
- 10. Adjourn**
- Motion:** Motion to adjourn (moved by Kheph, seconded by Renae)
- Discussion:** N/A
- ACTION:** Motion passes unanimously by roll call

Submitted by: 

Emerald Woodberry (secretary)

Date Approved & Submitted: 3/16/2021