

APPROVED

# Legacy Schools Board of Directors

## Minutes

### Legacy Prep Board of Directors Meeting

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#### **Date and Time**

Tuesday February 8, 2022 at 4:30 PM

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#### **Directors Present**

Darlene Wilson (remote), Earlisha Williams (remote), Orazio Mancarella (remote), Ruqayyah Abdullah (remote)

#### **Directors Absent**

*None*

#### **Directors who left before the meeting adjourned**

Darlene Wilson

#### **Guests Present**

Carol Hollis (remote), Christy Harris (remote), Willie Davis (remote)

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Orazio Mancarella called a meeting of the board of directors of Legacy Schools Board of Directors to order on Tuesday Feb 8, 2022 at 4:30 PM.

#### **C. Approve the Agenda**

Darlene Wilson made a motion to approve the agenda.

Ruqayyah Abdullah seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Approval of Minutes**

Darlene Wilson made a motion to approve the minutes from Board of Directors Meeting on 01-11-22.

Ruqayyah Abdullah seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. School Update

### A. Operations

Dr. Tucker reported to the Board on School Updates. She said that the Average Daily Attendance for scholars was 89% for the month of January. Staff attrition remains at 21%. We have retained 79% of our staff. Student retention is 97%. Present enrollment is 351.

Dr. Tucker reported that scholar recruitment has begun for the 2022-2023 school year. 2 family interest meetings were held in the month of January and were very successful. 2 additional meetings are scheduled for February 22 and February 24. We have 58 families that have applied, 32 - Kindergarten, 3 - Grade 1, 7 - Grade 2, 7 - Grade 3, 4 - Grade 4, and 5 - Grade 5. Dr. Tucker spoke with Birmingham Now regarding a Legacy Prep marketing campaign. She said they would feature LP Social Worker/LP parent, Mrs. Joi Gresham and her family.

Dr. Tucker will meet with Trend Media to discuss our marketing strategy. Mr. Campos will take over marketing at that point. She said they also plan to partner with PreSchool Partners, local preschools and church schools to share Legacy Prep recruitment information.

Letters of intent to return will be sent out to current scholars in March.

Ms. Abdullah said our enrollment goals for K is 125, Grade 1 - 125, Grade 2 - 100, Grade 3 - 100, Grade 4 - 50, and Grade 5 - 50.

Dr. Tucker mentioned other incentives, such as raffles and give aways for Village families that refer families to Legacy Prep.

Ms. Abdullah said that recruitment is one of our top priorities right now. She also would like to have a comparison of last year's recruitment numbers to see how we compare with this year. The Board recommended that Intent to Return be sent out earlier to current scholars, at least by the first week of March.

## III. Finance Updates

### A. December Financials

Darlene Wilson made a motion to approve the financial statements based on bank reconciliations for the month ending December 31, 2022.

Ruqayyah Abdullah seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **IV. Board Working Session**

##### **A. Timeline for Head of School Search**

Mrs. Williams shared a template for the job description for the new head of schools position. Guest, Ms. Christy Harris, provided insight and general recommendations. Topics of discussion included general job duties, experience, education, contract amount, and job title. Board members recommended edits and additions. Mrs. Williams will present an updated version at the next board meeting.  
Darlene Wilson left at 6:17 AM.

#### **V. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:18 PM.

Respectfully Submitted,  
Carol Hollis

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#### **Documents used during the meeting**

*None*