

APPROVED



Jefferson RISE

Minutes

September 2021 Jefferson RISE Board Meeting

Date and Time

Wednesday September 22, 2021 at 5:30 PM

Location

Jefferson RISE Charter School

3645 Lapalco Blvd.

Harvey, LA 70058, USA

In full compliance with Open Meeting Law, Jefferson RISE posts all agendas at least 24-hours prior to the meeting at the Jefferson RISE Office and online at www.jeffersonrise.org. Minutes are available online after they have been approved at the following meeting.

Directors Present

Emad Jabbar, Emily Hartnett, George Jackson, Ianisha Chairs, John Hummel, Shekeitra Matthews (remote), Tanya Lewis

Directors Absent

Mona Chawla, Rona Harris, Shuna Hughson

Ex Officio Members Present

Kathleen Sullivan

Non Voting Members Present

Kathleen Sullivan

Guests Present

Chris Daniels (remote), Trent Mackey

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Tanya Lewis called a meeting of the board of directors of Jefferson RISE to order on Wednesday Sep 22, 2021 at 5:38 PM.

C. Approve August Meeting Minutes

George Jackson made a motion to approve the minutes from August 2021 Jefferson RISE Board Meeting on 08-13-21.

Emily Hartnett seconded the motion.

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

II. Executive Team Report

A. Executive Team Report

Kathleen details head of School Report:

CELEBRATIONS:

- Staff back on campus today

CAO HIRED:

- Lindsey Cross

HURRICANE IDA UPDATES:

- Hurricane Damage
 - No Significant Damage
 - Applied and approved for FEMA
 - Mold, Light bulbs, refrigerators, water
- Communication
 - Staff (90% no/minor; 10% moderate/ major)
 - Students (surveyed today/tomorrow) with phone calls
- Reopening Timeline
 - Thursday 9/16 - Admin start (virtual)
 - Tuesday 9/21 Management start (in person)

- 9/22 All Staff start (in person)
- Tuesday 9/28 Students start (in person)
 - Requiring negative test to start
 - 9/24 COVID testing on site.

GENERAL UPDATES:

- Academics
 - Diagnostic and interim testing will be rescheduled based on the updated calendar
 - Focus on accelerated learning (not remediation)
- Human Resources
 - Hired 12 people a week before the hurricane
 - Over course of hurricane, 5 resignations
 - 4 - Deeply personal reasons
 - Vacancies:
 - Coordinator, Science
 - Teacher, Physical Education
 - Guidance Counselor (offer pending)
 - CIS Counselor
 - Contract service will hire.
- Enrollment
 - Budget 740
 - Originally enrolled = > 740
 - Enrolled Pre hurricane with no show drops (8/27) 723
 - Continue to enroll next week prior to October 1
 - Significant waitlists in 8th and 9th grade
- Fundraising
 - Hurricane Ida Staff Go Fund Me
- Facilities
 - Focus on the gym for Spring 2022
- Graduation Class of 2022 (seniors)
 - Transcript review
 - Senior events

COVID UPDATES:

- Required test to return
 - staff
 - Students
- New federal requirements
 - More than 100 employees (currently at 92)
 - Vaccination or weekly test on-site
- RISE requirements and incentive plan
 - Staff

- vaccination or weekly on-site
- incentive plan
- Students
 - Testing on-site

Chris detailed Chief Strategy Officer Report

COMMITTEES:

- Committee meetings starting meetings again post-hurricane
- Board retreat scheduling: Saturday in late Oct/Nov, survey coming out

- School Performance
 - Ianisha
 - Shekeitra
- Fundraising
 - Emad
- Finance
 - Emily, Chair
- Governance
 - Tanya, Chair
 - George
- To be determined
 - Mona
 - Rona

BOARD RETREAT:

- Survey for dates coming soon
- The objectives scheduled to be reviewed are:
 1. People need to get to know each other personally & their specialties
 2. Clarify board member commitments (time, donation, committees, etc.)
 3. Jefferson Rise Board 101
 4. Develop scope & sequence for committees and board for next 12 months
 5. Visionary brainstorm on longer-term strategic planning

FINANCE:

- Developing revised set of Fiscal Policies and Procedures
- Deep in middle of annual audit process; delayed with hurricane but still on track
- Fiscal year closed with Finance Committee
- More information at next meeting on FY22 budget and staffing, actual expenses, etc. - will know October 1 count and full beginning of year expenses

HR:

- Moving day-to-day HR to new Dir of HR, managed by Sullivan/Mackey
- New Chief Academic Officer started early September
- Building out year-long scope and sequence of learning for managers on the team

STRATEGY

- Mostly on hold as school year gets started, hurricane, etc.
- Beginning to work on longer-term strategic plan in October/November

COACHING & SUPERVISION:

- working with key employees on special projects throughout fall

B. Approve revised 2021-22 academic calendar effective 9/28/2021 with executive team discretion to revert to original calendar if instructional minutes waiver is granted

John Hummel made a motion to Approve revised 2021-22 academic calendar effective 9/28/2021 with the executive team discretion to revert to the original calendar if instructional minutes waiver is granted.

Emad Jabbar seconded the motion.

- Waiver status
- Need to make up at least 6,000 instructional minutes
 - Proposal
 - Cancel Fall Break = 1,140
 - Add 30 Mins/Day = 4,170
 - Reduce AM HR by 10 mins
 - Extend end of day by 20 mins
 - Students dismissal at 3:10-3:20 pm; staff dismissal at 3:30 pm
 - Change 4 Exam Days (12 pm) to Reg Days (3 pm) = 720
 - Total = 6,030
- Considerations
 - Quarters and semesters
 - The semester will move into January; Awaiting district decision on state-mandated testing for high school
 - State testing
 - PD days and conferences
- Academic Calendar Adjustments
 - [JPS Updated Calendar](#)
 - We fall into Tier 2 and Tier 3 School of returning to school
 - [Calendar Proposals and Calculator](#)
 - Staff and Family provided input
 - 10% of families responded

- 80% staff responded
- Priorities
 - Meet instructional minute requirements
 - Minimize negative impact on instruction, students, staff
- Timeline
 - Tuesday, Wednesday - input
 - Wednesday - Board approves updated calendar

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

III. Academic Achievement

A. Academic Achievement Committee Report

Kathleen discusses the trends of state testing data.

IV. Development

A. Development Committee Report

Committee scheduled to meet soon.

V. Facility

A. Facility Task Force Report

Chris provides an update. The executive team will discuss the gym options and provide update to team.

VI. Finance

A. Finance Committee Report

Emily provided an update. See documents attached to agenda.

B. Audit Update

Tanya will provide an update at a later date.

VII. Other Business

A. Executive Session

START: 6:54pm

END- 7:13pm

B. Vote to Approve SY21-22 Head of School Salary

George Jackson made a motion to for Kathleen Sullivan, H o S, the board approves a 3.5% salary increase retroactive to 7/1/2021. The board also approves reimbursement of Kathleen Sullivan, Head of School, or direct pay on her behalf up to \$7k for continuing education, subject to the documentation of these expenses by Kathleen and approval by the school.

John Hummel seconded the motion.

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

C. Vote to Approve SY21-22 Chief Strategy Officer Salary

Emad Jabbar made a motion to For Chris Daniels, the board approves a 3.3% salary increase retroactive to 7/1/2021.

George Jackson seconded the motion.

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

VIII. Closing Items

A. Upcoming Board Meetings

Chris advised the next scheduled board is 10/27/21.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:20 PM.

Respectfully Submitted,
Tanya Lewis

Documents used during the meeting

- RISE Statement of Financial Position EOY FY21.pdf
- RISE Statement of Activity FY21 Monthly Complete.pdf
- Board_Finance_Report_2020-2021_6.30.21.xlsx