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

**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 responsed
            - 80% staff responsed

- 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 discucssion 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 provided an update at 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

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## 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