



Jefferson RISE

Minutes

December 2021 Jefferson RISE Board Meeting

Date and Time

Wednesday December 15, 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

Emily Hartnett, George Jackson, Ianisha Chairs, Mona Chawla, Rona Harris, Shekeitra Matthews, Shuna Hughson, Tanya Lewis

Directors Absent

Emad Jabbar

Guests Present

Chris Daniels (remote), Lindsey Cross

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 Dec 15, 2021 at 5:40 PM.

C. Approve November Meeting Minutes

Shuna Hughson made a motion to approve the minutes from November 2021 Jefferson RISE Board Meeting on 11-17-21.

George Jackson seconded the motion.

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

II. Executive Team Report

A. Executive Team Report

Chris shares Executive Team Report.

- School Update
 - December 2021: Winter Break- 2 weeks, School dances, Report Card Conferences, Teacher observation;
 - January 2022: LEAP testing
- Chief Strategy Officer Update
 - Board, finance/facilities, HR, and Strategy

III. School Performance

A. School Performance Committee Report

There are no updates.

IV. Development

A. Development Committee Report

There are no updates.

V. Finance

A. Finance Committee Report

Emily shares audit results. There were no issues found.

B. Vote to Approve Proposed HR and Financial Policies

Emily Hartnett made a motion to Approve proposed HR and Financial Policies.

Shekeitra Matthews seconded the motion.

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

C. Vote to Approve Proposed Cash Management and Investment Policy

Shuna Hughson made a motion to Approve Proposed Cash Management and Investment Policy.

Mona Chawla seconded the motion.

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

VI. Bond Issue & Facility Purchase

A. Vote to Approve RFP for Bond Underwriter

George Jackson made a motion to Approve RFP for Bond Underwriter.

Emily Hartnett seconded the motion.

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

VII. Governance

A. Governance Committee Report

There are no updates.

B. Vote to Approve Trent Mackey, Chief of Staff, to assume all approval, signing, decision making, and routine activities under one of the following circumstances: (1) Approval request sent to Head of School and Chief of Staff via email with no response for 2 business days, or (2) Head of School authorizes approval and requests in writing that Chief of Staff sign on HOS behalf, or (3) In extreme circumstance (ex: immediate termination of employee required), after unsuccessful attempt to get ahold of HOS (phone/text), the Board Chair can provide written approval for the COS to act as HOS

Mona Chawla made a motion to Approve Trent Mackey, Chief of Staff, to assume all approval, signing, decision making, and routine activities under one of the following circumstances: • Approval request sent to Head of School and Chief of Staff via email with no response for 2 business days, or • Head of School authorizes approval and requests in writing that Chief of Staff sign on HOS behalf, or • In extreme circumstance (ex: immediate termination of employee required), after unsuccessful attempt to get ahold of HOS (phone/text), the Board Chair can provide written approval for the COS to act as HOS.

Shekeitra Matthews seconded the motion.

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

C. Final Board Member Agreements Document

Chris advises members will be asked to sign documents for 2022. It will be sent electronically.

D. Board Member Contributions

Tanya encourages board to contribution to school.

VIII. Board Retreat Continued

A. Strategic Planning Process Overview

Chris explains the strategic planning process. The process includes defining the vision, goals, milestones, tactics or strategies, and operational plan. Chris provides a timeline of activities and outputs from January 2022 until June 2022 to beo ready for the 2022-2023 School Year.

IX. Closing Items

A. Upcoming Board Meetings

B. Determine Winter/Spring Committee Meeting Schedules

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:11 PM.

Respectfully Submitted,

Tanya Lewis

Shuna Hughson made a motion to Adjourn.

Emily Hartnett seconded the motion.

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