

SOCIAL JUSTICE SCHOOL

**Board of Directors Meeting Minutes
Social Justice Public Charter School Inc.
April 20, 2021**

Board Members Present: Pat Brantley (PB), Tiffany Clemmons (TC), Rael Nelson James (RNJ), Derrick Johnson (DJ), Meenakshi Nankani (MN), Jhae Thompson (JT), Eric Goldstein (EG), Lorraine Ramos (LR), Aaron Stallworth (AS), Tammy Tuck (TT), Negest Rucker (NR)

Board Members Absent: Justin Jones (JJ), Maia Shanklin-Roberts (MSR)

Staff Members Present: Myron Long (ML), Executive Director; Reginald Galloway (RG), Director of Operations

Invited Guests: None

**A. Meeting Opening - Board Member
Roll Call; Establishment of Quorum; Call to Order**

The Meeting came to order at 6:20 pm.

The meeting started with a team-building exercise.

B. Receive and Approve Minutes of Previous Board Meeting held on March, 20th, 2020; 9:30 am

The board received and approved Minutes of Previous Board Meeting held on March, 20th, 2020; 9:30 am

Motion: Derrick Johnson
Seconded: Meenakshi Nankani

The March minutes were unanimously approved.

C. Committee Reports

- a. Governance (Lead: Derrick Johnson)

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i. Updates

1. **Board Drive and Webpage:** Mr. Johnson gave the board an update on the board drive. He informed members that they must be logged into their SJS email to access the drive. Ms. Shanklin-Roberts is working on ensuring that the drive is secure.
2. **Executive Director Evaluation and Compensation:** Mr. Johnson indicated that the board will launch the Executive Director's evaluation and compensation process ahead of finalizing the 2021-2022 budget.
3. **2020-2021 Giving Commitment:** Mr. Johnson reminded the board members of their individual giving commitments.
4. **Board Recruitment:** Mr. Johnson asked the board members to begin to submit board member nominations. He shared the bit.ly link.

b. School Performance (Academic) (Myron Long)

i. Updates

1. **Attendance:** The attendance rate for the SY21-22 school year remains consistent at 90%. SJS' Wednesday attendance rate is improving and families who were previously absent are showing improvement.
2. **Discipline: Suspensions and Expulsions:** SJS has not had any suspensions, expulsions, and exclusions.
3. **Enrollment:** SJS matched with 45 new families/students and had 17 families/students that were waitlisted who were offered seats. SJS predicts that 90% of its current families will re-enroll.

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With the combination of returning and newly enrolled students, SJS needs to recruit approximately 12-15 additional students to reach its floor target.

In order to reach its target of 150 families/students, SJS needs to recruit 69 additional families/students

4. Retention: SJS' current retention rate is 90%

ii. Questions and Discussion:

- What are the implications of the 107 vs. 150 student model? What is the internal confidence of the SJS Leadership Team reaching these student recruitment goals (TT)
 - At 107 vs. 120 students, there is a single teacher (FTE) difference (ML).
- Are the current recruitment targets still applicable under the recent increase in the city's per pupil funding (3.5%)?
 - SJS will have the majority of its program supported at the 107 budget (without the increase in funding).
 - The increase in the per pupil funding will increase the LEA's days of cash on hand.
- CARES ACT Funding will be reimbursable from March 2021 to Spring 2024

c. Finance and Facilities Crew Update (Lead: Meena Nankanii, Supported by Myron Long

i. Updates

1. Budget: PCSB has pushed back the budget due date to July 28, 2021 and Mr. Long intends on getting the board to approve during the May 2021 board meeting.

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2. Funding:
 - a. SJS has made it to the 2nd round of the Kellogg grant
 - b. SJS is applying for a Kaplan grant
 - c. Mr. Long obtained the Black Voices Fellowship
 3. Financials
 - a. Summary: SJS continues to meet key metrics
 - b. Days of Cash on Hand: 83% Days
 - c. Gross Margin: 5.6%
 - d. Grants Invoiced: 77%
- ii. **Questions and Discussion:**
1. Why is SJS' Gross Margin decreasing and how will that change (DJ)?
 - a. SJS' Gross Margin will change based on the modification of certain line items in the budget and federal grants being reimbursed in the coming weeks

D. Executive Director Update

A. Updates:

- a. Mission Moments: Mr. Long gave update on student highlights.
- b. Academic: SJS is progressing towards its academic goals.
- c. Culture: SJS is meeting its culture goal.
- d. Enrollment: SJS is approaching its enrollment goal.
- e. Students: SJS is approaching its Student Led Conference Goal.
- f. Board Member Attendance: Year to date is 92%

B. Meeting Adjourned

The Meeting adjourned at 7:19 pm

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May 14, 2021**

Board Members Present: Pat Brantley (PB), Tiffany Clemmons (TC), Derrick Johnson (DJ), Justin Jones (JJ), Meenakshi Nankani (MN), Lorraine Ramos (LR), Maia Shanklin-Roberts (MSR), Tammy Tuck (TT)

Board Members Absent: Eric Goldstein (EG), Rael Nelson James (RNJ), Negest Rucker (NR), Aaron Stallworth (AS), Jhae Thompson (JT)

Staff Members Present: Myron Long (ML), Executive Director

Invited Guests: None

**A. Meeting Opening - Board Member
Roll Call; Establishment of Quorum; Call to Order**

The Meeting came to order at 9:34 am.

The meeting started with a team-building exercise.

B. Receive and Approve Minutes of Previous Board Meeting held on March, 20th, 2020; 9:38 am

The board received and approved Minutes of Previous Board Meeting held on April, 20th, 2020; 6:00 pm

Motion: Tiffany Clemmons
Seconded: Derrick Johnson

The April minutes were unanimously approved.

C. Committee Reports

- a. Governance (Lead: Derrick Johnson)
 - i. Updates

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1. **Executive Director Evaluation:** Mr. Johnson indicated that the board will launch the Executive Director's evaluation and compensation process ahead of finalizing the 2021-2022 budget.
2. **Board Attrition/Leadership:** Mr. Johnson indicated no members have provided notice to not remain trustees for the upcoming school year and that Mr. Long will confirm ahead of the June meeting if any parent members will not have their child return and therefore leave the board.

He also shared that members should inform Mr. Long if they do not plan to keep their board leadership position for the next school year or would like to be considered for a board leadership role.

b. School Performance (Lead: Justin Jones) (Presenter: Myron Long)

i. Updates

1. **Attendance:** At the end of April, SJS experienced an 89% In-Seat Attendance rate for the month. For the year-to-date, SJS has a 90.1% In-Seat Attendance Rate
2. **PCSB:** The DC Charter School Board sent SJS a notice to learn about the school's high truancy rate (above 30%) - this is in part due to SJS' small student population. SJS staff sent PCSB a letter of explanation speaking to the root causes of the truancy (unstable home learning environments, technology, and transportation). SJS is continuing to refine the structure and practices to ensure positive attendance outcomes.
3. **Discipline:** SJS has had no suspensions, expulsions, or exclusions this year.
4. **Enrollment:** SJS has offered seats to 71 students. SJS currently has 52 students enrolled. If all of the students are

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enrolled for the 2021-2022 school year, SJS will have 123 students enrolled in total. With respect to confidence rates (of 65%), could expect 45 new students and 47 returning students - 92 in total. The strategy SJS is considering to raise its numbers is to increase its new student enrollment rate from 65% to 80%.

SJS is partnering with schools that have students from younger grades and continuing to partner with Rocketship PCS.

- 5. Retention:** SJS has a 98% retention rate.
- 6. PCSB Work Sample Audit:** SJS had its first work sample audit this spring. SJS submitted five Math work samples and five ELA work samples. All of the assignments SJS submitted were standards-aligned. Five math assignments received a sufficient rating and five ELA assignments received a sufficient rating.
- 7. New School Accountability Framework:** Mr. Long introduced PCSB's new accountability and explained how it will impact SJS.

ii. **Questions and Discussion:**

1. What does PCSB define as truant (DJ)?
 - a. Truant students have 10 or more unexcused absences (ML).
 - b. Most scholars hit their unexcused absences on Wednesdays (ML)
2. Does SJS have comparative data for other LEAs? Has there been an adjustment due to Covid (MN)?
 - a. PCSB does not have comparative data for other LEAs, but Mr. Long is aware that other LEAs have

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received this same letter. There has not been an official notice due to Covid (ML)

3. Are families able to submit their enrollment after getting matched (DJ)?
 - a. Yes - SJS is collecting families DC Residency Verification forms. This year and last year schools are able to use the OSSE Residency Verification (ML)
 4. What is the rationale that explains the staff's confidence towards reaching 120 student enrollment (MN)?
 - a. SJS has a strong number of leads and many families have submitted either their full or partial paperwork (ML)
 5. Last year SJS had a strong conversion rate and also was able to have families enroll post-lottery and into the summer. SJS should be aware of the Stay-DC program and rental assistance (DJ).
 6. Did TNTP use an analysis tool (TC)?
 - a. Yes.
 7. Ms. Brantley and Johnson spoke about the new accountability framework and how it is important that SJS ensures it is being evaluated in a fair and equitable manner.
- c. Finance and Facilities Crew Update (Lead: Meena Nankanii) (Presenter: Myron Long)
- i. **Updates**
 1. Budget: PCSB has pushed back the budget due date to July. Our goal is to approve the new budget at the June meeting.
 - a. Mr. Long will share two budgets based on enrollment scenarios for the board to approve in June.
 2. Funding:

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- a. \$60K from to support Ella Baker from Mayor's fund
 - b. Additional Cares III funding at about 303K.
Depending on when those dollars can be recognized, it will have an impact on our net income for the 2021-2022 school year of the 2022-2023 school year.
- 3. Financials
 - a. Summary: There are no changes to financials since April meeting. SJS continues to meet key metrics.
 - b. SJS leadership is currently reallocating funds that will result in a stronger cash position/more cash on hand for next school year.
 - c. Days of Cash on Hand: 83 Days
 - d. Gross Margin: 5.8%
 - e. Grants Invoiced: 77%
- 4. Fundraising
 - a. SJS advanced to the second round for the W.K. Kellogg Racial Equity 2030 Grant.
 - b. SJS will meet with J.M. Kaplan Fund next week as part of application process.
 - c. SJS completed the process for the Infosys Foundation USA's Infy Maker Award. Award winners will be announced at their event in June.
- 5. Exploring Transportation
 - a. Summary: SJS in exploring transportation for scholar-activists. Options: (1) Purchase a 15-passenger van. (2) Contract with a company to provide transportation. (3) Work with parents to organize Metro pods. (4) Staff organize Metro pods.
 - b. Mr. Long requested members provide input through June.
- ii. **Questions and Discussion:**
 - 1. What will be the insurance liability and cost to ride the van, upkeep the van, and staff (TC)?
 - 2. Does OSSE require additional background (TC)?

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3. The opportunity to give parents paid opportunities to support the school is exciting and in line with our mission (DJ).
4. Friendship has decided to partner with vendors with the support of staff members who join the route. She will follow up with Myron to provide additional details in their decision (PB).
5. There are major liability risks, though some viable options (LR).
6. Is there an opportunity to partner with other schools in the area to split costs (LR)?

D. Executive Director Update

A. Updates:

- a. Mission Moments: Mr. Long gave updates on student highlights.
- b. Academic: SJS is progressing towards its academic goals.
- c. Culture: SJS is meeting its culture goal.
- d. Enrollment: SJS is approaching its enrollment goal.
- e. Students: SJS is exceeding its Student Led Conference Goal.
- f. Board Member Attendance: Year to date is 91%

B. Requests:

- a. Mr. Long requested recommendations for food trucks for EOY celebration.
- b. Mr. Long reminded members to submit their annual donation before the end of June.

B. Meeting Adjourned

The Meeting adjourned at 10:55 am

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Board Members Present: Tiffany Clemmons (TC), Eric Goldstein (EG), Derrick Johnson (DJ), Justin Jones (JJ), Meenakshi Nankani (MN), Rael Nelson James (RNJ), Lorraine Ramos (LR), Maia Shanklin-Roberts (MSR), Jhae Thompson (JT), Tammy Tuck (TT)

Board Members Absent: Pat Brantley (PB), Negest Rucker (NR), Aaron Stallworth (AS)

Staff Members Present: Myron Long (ML) Executive Director, Reginald Galloway Director of Operations, Dominique Diggs (DD)

Invited Guests: None

A. Meeting Opening - Board Member

Roll Call; Establishment of Quorum; Call to Order

The Meeting came to order at 6:09 pm.

B. Receive and Approve Minutes of Previous Board Meeting held on May, 14th, 2020; 9:30 am

The board received and approved Minutes of Previous Board Meeting held on May, 14th, 2020; 9:30 am

Motion: Derrick Johnson
Seconded: Meena Nankani

The May minutes were unanimously approved.

C. Opening Exercise

Mr. Long led the board through an opening exercise.

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D. Executive Director Report and Annual Report

Mr. Long started his annual report by giving an overview of the school year and how the school year was rooted in love and compassion for families during a global pandemic. Highlights included:

- Securing funding for therapy for students/families
- Providing 1:1 learning technology for all students and Internet connectivity as needed
- Made over 50 home visits for to families' homes
- Coached Principal to increase effectiveness of teaching staff
- Maintained a 91% In-Seat Attendance Rate and 0% Suspension/Expulsion/Exclusion rate
- SJS experienced scholar growth in Math and ELA from winter to spring
 - There was no significant gap between students with disabilities and the general student population
- SJS raised an additional \$300,000 in funding and donations
- SJS continued to share its story in local and national media outlets and formed strong connections with local organizations
- SJS created the Anna Julia Cooper Institute for Social Justice
- 84% of SJS students participated in Student Led Conferences
- 92% of SJS students participated in a Learning Expedition
- SJS has met 100% of its compliance requirements
- SJS has met all key financial performance indicators
 - 90+ days of cash on hand

Questions and Discussion:

- What are your goals to keep this momentum going into next school year (DJ)?
 - Systemize and codified systems and best practices (ML)
- What shifts in the Executive Director role will happen with students coming back into school; what management shifts will occur (MSR)?
 - Mr. Long will continue to manage the managers doing the work on the ground and advocate for SJS (ML)
- What is the status of the new part of the facility?

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- The furniture has been moved to the second part of the building (DD)

E. 2021-2022 Academic Planning

Mr. Long gave an overview of the board's new academic and operational goals for SY21-22.

F. Budget Approval

Ms. Nankani introduced the budget and asked if there were any questions.

Questions and Discussions

What fundraising goals does the Executive Director have to inform a potential move (DJ)?

- Next year SJS will continue to apply for national/local funding sources, tap into more giving campaigns and work with partners to start conversations with banks about renovating potential school sites. Mr. Long will also encourage board members to think more strategically about their giving

We want to make sure that we approach funders about facilities related costs and ask board members to help focus on specific expenses, i.e. share specific goals with board members (DJ).

- Board members could help support the Ella Baker Summer Academy and the Civil Rights trip.

What do next year SPED/IDEA funds look like? What are some potential compliance/legal roadblocks for next year (TC)?

- SJS will probably not see cuts in SPED funding.

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G. Governance

Mr. Johnson introduced a revised board structure which is inclusive of an Executive Committee in which chairs which committee chairs would meet together. Additionally, there has been interest in having a Secretary role introduced onto the board.

The board needs to decide:

1. To keep its current structure or change the structure.
2. If anyone wants to transition into or out of a board leadership role

Questions and Discussions:

- Ms. Shanklin-Roberts recommends that SJS add subcommittees in finance (i.e. real-estate or audit)
- Ms. Nankani recommends that there is a fundraising committee.
- Is there an intention for SJS to hire a fundraising staff member (RNJ)?
 - Yes, within the next two years (ML)
 - SJS might want to think about cultivating the board giving until a fundraising FTE can be hired (RNJ)
 - SJS should bring on a fundraising FTE in advance of when it needs the position (MN)
- Mr. Johnson recommends that SJS creates the structures to have some board members with the responsibilities of addressing fundraising and facilities (probably as ad-hoc committees)
 - Additionally experts could potentially join each subcommittee/committee as observers

SY21-22 Roles:

- Ms. Tuck expressed interest in stepping down as Vice-Chair, continuing in the School Performance Committee, and possibly joining on as Secretary
- Mr. Jones will continue as chair of the school performance committee
- Ms. Nankani will continue as chair of the finance committee

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- Mr. Johnson will continue as chair of the governance committee and will assume the role of vice chair
- Ms. Nelson-James will continue as board chair
- Mr. Goldstein will join as chair of the ad-hoc fundraising committee
- Ms. Shanklin-Roberts will join as the chair of the ad-hoc facilities committee

Ms. Nelson James proposed that the chair of the governance committee serve as the vice chair of the Board of Directors.

Approving SY21-22 Board Chairs and Formation of Subcommittees

The board approved the SY21-22 Board Chair slate and the formation of two subcommittees (fundraising and facilities)

Motion: Derrick Johnson

Seconded: Meena Nankani

The motion was unanimously approved

SY21-22 Board Meeting Schedule

1. Option 1: monthly board meetings and monthly committee meetings
2. Option 2: Bimonthly board meetings and staggered committee meetings
3. Option 3; Bimonthly board meetings and monthly committee meetings

Questions and Discussions:

- Option 2 could give SJS more focused meetings (EG)
- New option: Board meetings are bimonthly, Committee meetings are bimonthly; executive crew meets on off-months
- Would Crew meetings correspond with school activities (i.e. testing)
- Would a December check-in on the meeting dates be worthwhile?

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Option 4: bimonthly board meetings (even months); bimonthly committee meetings (odd meetings); Executive Committee meetings (even months, in advance of the board meeting); Committee meetings can be called as needed.

The board went into Executive Session to discuss the Executive Director's performance

Motion: Approving Executive Director's Salary

The board approved the Executive Director's salary increase.

Motion: Derrick Johnson
Seconded: Eric Goldstein

The motion was unanimously approved

Motion: Approving SY21-22 Budget

The board approved the SY21-22 Budget

Motion: Derrick Johnson
Seconded: Tammy Tuck

The motion was unanimously approved

The meeting was adjourned at 8:14 pm