SOJOURNER TRUTH ACADEMY
Respect Compassion Diligence Responsibility Integrity Perseverance
3820 Emerson Avenue North Minneapolis, MN 55412 Ph 612-588-3599 Fx 612-588-0217

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Vision*: Sojourner Truth Academy (STA) is passionate about helping children achieve academic and social success in a community of high expectations where each child is valued.*

Mission*: The mission of the school is to prepare children for the future by building confidence and a strong sense of self-worth through small classrooms and an open, safe, family-like environment. STA supports families by embracing change when necessary for the good of the children and serving as a bridge to the community. Staff at STA is dedicated to and held accountable for providing a learning experience that is culturally relevant, challenging and fun.*

Board Governance Committee
Members: Julie Guy, Robbi Holdrieth, Keilly Olsen, Marcel Urman, Jasymn Green, Michael Williams

Meeting Dates *(include bookmarks)*

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
7-10-24	8-28-24	9-12-24	10-23-24	11-11-24	12-9-24	1-13-25 1-27-25	2-10-25	~~3-3-25~~ 3-24-25	4-21-25	5-5-25	6-24-25

Quick Links	23-24 Governance Committee Meeting Notes

Date:	8-19-24
Agenda Item:	• Members ○ Thank you Keilly! ○ Adding Michael? ○ Meeting dates and times? • Succession Planning ○ School Leader Succession Policy .docx ○ School Leader Succession Plan.docx ○ 6-1-24 Revision STA Executive Director

<table>
<tr><td></td><td>
Executive Director Evaluation 24-25
Executive Director Evaluation (1).docx
Board elections
Board Election Procedures 1-24-23.docx
Nomination process - how do people nominate themselves or other?
Eligibility/Requirements
Create a form for nominations
Future work - board onboarding process
Basics about STA
Basics of Board service
Charter School training
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<tr><td>Notes:</td><td></td></tr>
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<table>
<tr><td>Date:</td><td>8-28-24</td></tr>
<tr><td>Agenda Item:</td><td>
Nomination and Election Process
STA Board Nominations and Elections Process.docx
Sojourner Truth Academy Bylaws - Revised (1).docx
Succession Planning
6-1-24 Revision STA Executive Director
School Leader Succession Policy .docx
School Leader Succession Plan.docx
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<tr><td>Notes:</td><td>
Bylaws will be presented to the Board for approval at the September meeting.
Nomination and Election Process will be presented to the Board at the October meeting.
bring Paula into the conversation about the ballot and adding it to the website
Succession Planning
- add Board Chair Succession Policy and Plan
- add E.D. Performance Review

Creation of a Dashboard
Creation of a Board Handbook
Reach out to Jazmine about joining the Governance Committee
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<table>
<tr><td>Date:</td><td>10-23-24</td></tr>
<tr><td>Agenda Item:</td><td>
• Board Succession Plan - start creation
• Nomination and Election Process - Presented at board meeting 10-28-24
  ○ STA Board Nominations and Elections Process.docx
  ○ Board Roster
• School Leader Succession Planning - Presented at board meeting 10-28-24
  ○ 6-1-24 Revision STA Executive Director
  ○ School Leader Succession Policy .docx
  ○ School Leader Succession Plan.docx
• Executive Director Evaluation Rubric
• Board meeting report
• Below are the proposed meeting dates for the rest of the year:
  ○ 11/13, 12/11, 1/22, 2/19, 3/26, 4/23, 5/7, & 6/11
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<table>
<tr><td>Date:</td><td>11-11-24</td><td></td></tr>
<tr><td>Attendees</td><td colspan="2">
<table>
<tr><th>Present</th><th>Name</th><th>Present</th><th>Name</th></tr>
<tr><td>x</td><td>Robbi</td><td>x</td><td>Jasmyn</td></tr>
<tr><td>x</td><td>Michael</td><td>x</td><td>Julie</td></tr>
<tr><td></td><td>Marcel</td><td></td><td></td></tr>
<tr><td>x</td><td>Keilly</td><td></td><td></td></tr>
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<tr><td>Agenda Item:</td><td>
• Roles and Responsibilities
  ○ Board Governance Committee Charter
  ○ Assign Roles
    ■ Chair - Robbi will remain
    ■ Secretary - Keilly
• Out of School Time Enrichment Activities Approval Process.docx
• STA Board Nominations and Elections Process.docx
  ○ STA Sample Nomination Communications.docx
  ○ STA Board Member Nomination Form.docx
  ○ STA Board Skills Assessment
  ○ Community Board Member Packet.docx
• Set Meetings for the rest of year - 12/9, 1/13, 2/10, 3/24, 4/21 ,5/5

Action Items for next meeting -

• Board Succession Plan
  ○ STA Board Chair Job Description
  ○ STA Board Chair Transition Activites
  ○ STA's Key Attributes and Qualities of Board Chair Role
  ○ STA's Sample Community/Stakeholder Board Chair Transition Letter
• ED Evaluation
  ○ Job Description 6-1-24 Revision STA Executive Director
  ○ Existing Executive Director Evaluation (1).docx
  ○ Template Executive Director Evaluation 24-25
</td><td></td></tr>
<tr><td>Notes:</td><td>
• Roles
  ○ Chair-Robbi
  ○ Secretary- Keilly
• Out of School Time Enrichment Activities process
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	◦ Julie will check with other schools to see what they spend and what programs are offered ▪ Others are open to check with other school contacts as well ◦ Will be brought to board at the next meeting and then be presented to staff after that meeting. ▪ This will be adding 20k to the budget for this and a deadline in December for staff to apply • Board Nominations and Election Process ◦ Skills assessment seems to be of a benefit to see possible gaps of skills so we can continue to build a strong board ◦ Possibly bring the skills assessment to the board and have them fill out the assessment there to see possible gaps currently within the Board • Action Items for next Meeting 12/9 ◦ Members please review Board Succession documents ◦ Keilly will continue work on ED Evaluation ▪ Robbi and Michael willing to assist with this as well.	

Date:	12-9-24
Attendees	see table below

Present	Name	Present	Name
x	Robbi	x	Jasmyn
x	Michael	x	Julie
	Marcel		
	Keilly		

Agenda Item:	Action Items for next meeting - • Board Succession Plan ◦ STA Board Chair Job Description ◦ STA Board Chair Transition Activites ◦ STA's Key Attributes and Qualities of Board Chair Role ◦ STA's Sample Community/Stakeholder Board Chair Transition Letter • ED Evaluation ◦ Job Description 6-1-24 Revision STA Executive Director ◦ Existing Executive Director Evaluation (1).docx ◦ Template Executive Director Evaluation 24-25 •
Notes:	• Each Review Board Succession Plan documents with the intention of bringing it to the board on January 27th.- notes by January 13th to prepare to discus at the governance meeting. • Michael will reach out to Keilly to find out where she is at with the ED evaluation. Next meeting we will work on this together.

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1-13-25

<table>
<tr><td rowspan="5">Attendees</td><td>Present</td><td>Name</td><td>Present</td><td>Name</td></tr>
<tr><td>X</td><td>Robbi</td><td>X</td><td>Jasmyn</td></tr>
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<tr><td>X</td><td>Keilly</td><td></td><td></td></tr>
<tr><td>Agenda Item:</td><td colspan="4">

Board Succession Plan

STA Board Chair Job Description
STA Board Chair Transition Activites
STA's Key Attributes and Qualities of Board Chair Role
STA's Sample Community/Stakeholder Board Chair Transition Letter

ED Evaluation

Job Description 6-1-24 Revision STA Executive Director
Existing Executive Director Evaluation (1).docx
Template Executive Director Evaluation 24-25

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Keilly and Michael will meet to edit one part of the ED job description and evaluation.
Jasmyn and Robbi will edit the other part.
In person meeting of all 4 will take place at 3pm on Monday January 27.
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1-27-25

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ED Evaluation and Job Description

Action Steps - review at next board meeting - 2-10-25

Visionary and inspirational Leadership
Board, Authorizer, Community and Other Stakeholder Relationships

Board Succession Plan
Get ED things completed and then move on to this.
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<tr><td>Notes:</td><td colspan="4"></td></tr>
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2-10-25

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Attendees	

Present	Name	Present	Name
	Robbi		Jasymn
x	Michael	x	Julie
	Marcel		
x	Keilly		

Agenda Item:

- ED Evaluation and Job Description
  - Action Steps - review at next board meeting - 2-10-25
  - 6-1-24 Revision STA Executive Director
    - Visionary and inspirational Leadership
    - Board, Authorizer, Community and Other Stakeholder Relationships
    -
- Board Succession Plan
  - Get ED things completed and then move on to this.
- Future - Board Orientation
  - Welcome to the STA Board
  - Board Orientation Checklist

Notes:

ED Evaluation and Job Description

- ED Job Descriiption is complete
- The next step is the evaluation created
- Olsen will work on ED evaluation based on the new job description

Next meeting

- Added March 3rd meeting to review ED Evaluation
- Regular Governance Meeting March 24th
- Full board meeting on March 31st

3-3-25

Attendees	

Present	Name	Present	Name
	Robbi		Jasymn
	Michael		Julie
	Marcel		
	Keilly		

Agenda Item:

- ED Evaluation Review

Notes:

-

3-24-25

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Attendees

Present	Name	Present	Name
	Robbi		Jasymn
	Michael		Julie
	Marcel		
	Keilly		

Agenda Item:

- ED Job Description and Evaluation
  - 6-1-24 Revision STA Executive Director
  - Executive Director Evaluation 24-25

Future Work

- Leave Share Policy Revision
  - Revised 4002_leave sharing_v02_finance_stapolicies_20070800.DOC.docx
  - 4002_leave sharing_v02_finance_stapolicies_20070800.DOC
- Future - Board Orientation
  - Welcome to the STA Board
  - Board Orientation Checklist
- Future - Board Succession Plan

Notes:

ACTION: Review and Edit ED Evaluation document. (Meet with Sub com. Before 21st of April. Draft to present to board the following week) .

Michael, Marcel and Keilly:

- Visionary and Inspirational leadership
- Academic Leadership, Accountability and Outcomes
- Fiscal Leadership, Finance, Accountability and Outcomes
- Facilities and Operations

Jasmyn and Robbi:

- School Culture and Core values
- Talent recruitment, Assessments, and leadership
- HR
- Board Authorizer

4-21-25

Attendees

Present	Name	Present	Name
x	Robbi	x	Jasymn
x	Michael	x	Julie
x	Marcel		
x	Keilly		

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ED Job Description and Evaluation

6-1-24 Revision STA Executive Director
4-21-25 Revision STA Executive Director (1).docx
Executive Director Evaluation 24-25

Write up process (see Tool, Revise) TBD

Executive Director Annual Evaluation Process.docx

Ask board members for input on the process

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5-5-25

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Board Orientation

Welcome to the STA Board
Board Orientation Checklist

Create a handbook based on orientation
Efolder

Future - Board Succession Plan

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6-24-25

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Future - Board Orientation

Welcome to the STA Board
Board Orientation Checklist
Charter School Board Member Onboarding Process MW2025

Board Chair Succession Plan

Chairman of the Board Succession Plan MW2025
Michael will reach out to Alison to see what else is needed for the Board Chair Succession Plan. It

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	will be decided after that if the committee needs to meet in July.
Notes:	•

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Notes:	•

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