



**Paul PCS- Board of Trustees  
Meeting Minutes  
June 23, 2023 (in person)**

**Members Present:**

Erin Albright  
Kemba Hendrix  
Christina Jones  
Schuyler Malachi  
Jeff Nellhaus  
Terri Sallay  
Pamela Taylor  
Jennifer Ubiera  
Sterling Ward  
Shamera Wilkins  
Tonya Winston  
Brittany Wood

**Admin Present:**

Tracy White, *Chief Executive Officer*  
Charlotte Spann, *Executive Director of Schools*  
Pamela Merkerson, *Executive Director of Talent and HR*  
Monya Bundy, *Executive Operations Coordinator*

**Opening**

After a Graduation Overview Ms. Albright called the meeting to order at 6:35pm.

**Approval of SY23-24 Slate of Officers**

Ms. Albright proposed the following shifts to the current Slate of Officers:

- Remove Ms. Jones from the Executive Committee
- Add Ms. Taylor to the Executive Committee
- Add Ms. Winston to the Finance Committee
- Move Ms. Albright from the Finance Committee to the Governance Committee

As no further changes were made, Ms. Hendrix motioned to approve the changes to the Slate of Officers, and Ms. Wilkins seconded the motion. The motion was approved unanimously.

**Approval of Board Meeting Minutes**

Ms. Albright requested a motion to approve the May 2023 meeting minutes. Ms. Hendrix moved to approve the minutes, and Dr. Malachi seconded the motion. The motion was approved unanimously.

**Executive Reports**

*Talent and Human Resources*

Ms. Merkerson, Executive Director of Talent, provided the Board with staff wellness initiatives connected to the strategic plan- to include a new Employee Assistance Program and modified salary and health insurance packages. She also discussed performance management cycles and retention.



### *Student Support*

On behalf of Mrs. Ragin, Executive Director of Student Support Services (SSS), Dr. White shared the MAP learning targets, many of which special populations met or exceeded. Regarding English Language Learner Programming, the SSS team has been able to customize appropriate and relevant services, work diligently on case management, and conduct transition planning for all students over 14 with Individualized Education Plans. She also shared progress with the Office of Latino Affairs and Latin American Youth Center for substance abuse partnerships in special populations, which has significantly reduced the percentage of staff members raising culture as a point of concern.

### *Schools*

Ms. Spann, Executive Director of Schools, shared the following focus areas and successes:

- Formal and targeted learning recovery strategies to accelerate growth
  - Achieve 3000
  - Zearn Math
  - Read 180 and Math 180
- College Readiness
  - Dual Enrollment/ Residency Programs
  - Advanced Technical Center
  - Marymount University engineering proposal
  - Postsecondary planning for Senior scholars
    - High acceptance rates, but low enrollment in programs, primarily due to tuition/ costs

### **SY23-24 Budget**

Dr. White shared the following shifts from the budget draft in May to the current version, which should be approved and submitted to PCSB this month:

- \$6590 variance for lower use of grant funds (ESER) and school lunch revenue adjustments
- Adjustment to staffing structure, to include a 5th grade teacher, an additional Dean of Culture, and additional Student Support Tech, and removing one Student Advocate and the Instructional Fidelity Data Manager (adding \$32K)
- 7% increase in health insurance vs 13% previous draft (reducing \$13K)
- 8% increase in Food Services vs 5% previous draft (adding \$19K)
- Contingency added in case interest on EagleBank loan increases by 1% to \$135K
- Increase in net cash from previous draft due to Accounts Receivable balance adjustment to reflect receiving all funds from ESSER II (\$415K) and spending down required grant money
- Overall, Paul is exceeding our required debt to service coverage ratio with a \$603k in excess

Ms. Sallay motioned to approve the revised budget, and Ms. Jones seconded the motion. The motion was approved unanimously.

### **Board Goals and Board Effectiveness Report**

Ms. Albright updated the Board on monitoring systems for school level initiatives to include the launch of the 5<sup>th</sup> grade program and the continuation of Virtual Fridays, which were addressed earlier in the meeting.

Ms. Albright also shared the Board Effectiveness Report, and findings revealing the need for each committee chair to action plan around addressing growth areas. This proposal and subsequent plans will be revisited in the August and September meetings. There is also a hope to expand the



Board to better reflect the populations served by Paul. Board members were asked to search their networks for potential members to be considered.

### **Next Steps**

Ms. Alright shared the revised board meeting dates for the 2023-2024 school year, shifting the total number of meetings to 8 (in alignment with the bylaws).

### **New Business**

#### *Graduation Requirement Amendment Request*

Dr. White explained the need to permanently incorporate a statement excluding Non- Public Placement students from Paul's exclusive Global Citizenship class. Ms. Sallay motioned to approve the adjustment, and Ms. Winston seconded the motion. The motion was approved unanimously.

### **Closing**

The next board meeting will be held on August 22, 2023. There being no further business to address, Ms. Alright adjourned the meeting at 8:11pm.