

Board of Trustees
Meeting Minutes
August 23, 2022
Meeting conducted via Zoom

Members Present:

Erin Albright
Kemba Hendrix
Christina Jones
Roxana Mondragon- Motta
Jeff Nellhaus
Terri Sallay
Jennifer Ubiera
Sterling Ward
Shamera Wilkins

Admin Present:

Tracy Wright, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Will Henderson, *Executive Director of Operations*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:05pm.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the June 2022 meeting minutes. Mr. Ward moved to approve the minutes, and Ms. Hendrix and Mr. Nellhaus simultaneously seconded the motion. The motion was then approved unanimously.

CEO's Report

Dr. White provided the following highlights:

- Paul PCS's Virtual Friday proposal has been approved by the Public Charter School Board for one year. Paul will have to present satisfactory achievement data at the close of SY22-23 to be considered for additional years of this programming model.
- PCSB will vote on Paul's 5th grade expansion proposal in September. Interviews are currently underway with the four consultants being considered to support with planning.
- PARCC Data is embargoed and will be discussed upon the approval of an Executive Session.
- Paul will require all students and staff to wear masks for SY22-23. We currently have a committee that evaluates and assesses COVID data and approves building return after exposure or confirmed cases.

Treasurer's Report

Paul PCS ended in strong cash position and exceeded enrollment targets last year, so we are confident that the SY22-23 budget will be sufficient as written to support the new school year with the budgeted enrollment number of 732.

Board Goals 2022-2023

After review of the Board Workplan, Ms. Albright reminded the Board of the three new goals that were selected during June's meeting: to monitor Virtual Fridays, to support and track the 5th Grade Expansion, and to update or develop Board policies. 5th grade expansion will be tracked by the Marketing, Development, and Public Relations Committee prior to EdFest. Concurrently, SPC will determine what preparation work will best support this process and develop a timeline of deliverables. To ensure policies are up to date, the Executive Committee will create an inventory of current policies, assign updates to appropriate committees, and develop a timeline of completion. Ms. Albright will seek guidance from Education Board Partners and relay relevant information to the Board. These goals will be voted upon in September's meeting.

New Business

Ms. Albright will speak to the appropriate committee members regarding parent trustees for SY22-23. Mr. Henderson reminded all board members to complete a Conflict of Interest form disclosing connections to any vendor Paul contracts for over \$5,000.00.

Closing

Dr. White proposed an Executive Session to discuss embargoed PARCC Data. Ms. Hendrix motioned to approve the session, and Mr. Ward seconded the motion. The motion was approved unanimously. There being no further business to address, Ms. Albright adjourned the meeting at 7:00pm and entered an Executive Session.

Board of Trustees
Meeting Minutes
September 23, 2022
Meeting conducted via Zoom

Members Present:

Erin Albright
Kemba Hendrix
Terri Sallay
Pamela Taylor
Jennifer Ubiera
Sterling Ward

Admin Present:

Tracy White, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Will Henderson, *Executive Director of Operations*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:08pm.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the August 2022 meeting minutes. Mr. Ward moved to approve the minutes, and Ms. Hendrix seconded the motion. The motion was then approved unanimously.

CEO's Report

Dr. White provided the following highlights:

5th grade expansion update

PCSB approved and adopted Paul's adjusted enrollment schedule, and we are now allowed to serve all grades noted in our charter. The expansion was announced to the Paul community last week and will be announced formally to the public after the October enrollment count. Planning for this expansion will be managed internally, in lieu of hiring an external consultant.

Enrollment

We currently have 711 scholars enrolled across all schools. Though we are not at the projected 735 enrollment, we will not experience that impact in a budgetary sense. We are no longer in need to build out a sustainable model and increase enrollment vigorously, so we are able to successfully focus on serving the scholars who are already present and meet the unique learning needs of our IEP and EL scholars, who make up more than half of Paul's population. Additionally, since the 5th grade class will not have a major impact on

comfortable classroom size/ capacity, it gives us flexibility and allows us to grow our waiting list.

Virtual Fridays

Each Friday begins with a town hall and community meeting, which sets the tone for the day and subsequently impacts instruction. This is followed by small group rotations, which have had a strong start (to include PSAT, AP, and SAT prep), and then learning recovery work. Asynchronous learning time is then used to closely monitoring attendance and checking in with students who need additional support. We are reviewing attendance and recovery data regularly and adjusting implementation as needed.

Treasurer's Report

We are starting SY 22-23 in a strong cash position, as we have 166 days of cash on hand (126 days above the required number and 106 days above the recommended number). We have historically budgeted with negative net income due to initiatives over the last few years with our internal turnaround as we strategically invested into our program. However, SY22-23 is the first year in over 6 years where we are budgeting with a positive net income.

Board Goals 2022-2023

Ms. Albright followed up the August review of the work plan to confirm the goals of the Board, which include monitoring the current Virtual Friday model and 5th Grade Expansion to launch in SY23-24. Additionally, board policy revisions will be underway once reviewed in appropriate committees.

New Business

Dr. White encouraged board members to review the embargoed data connected to the BOLD Award the Middle School was awarded and invited members to attend the October ceremony.

Ms. Albright reminded all board members to complete a Conflict of Interest form disclosing connections to any vendor Paul contracts for over \$5,000.00.

Closing

There being no further business to address, Ms. Albright adjourned the meeting at 6:58pm and entered an Executive Session.

Board of Trustees
Meeting Minutes
October 23, 2022
Meeting conducted via Zoom

Members Present:

Erin Albright
Kemba Hendrix
Schuyler Malachi
Jeff Nellhaus
Jennifer Ubiera
Sterling Ward
Shamera Wilkins
Brittany Wood

Admin Present:

Tracy White, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Will Henderson, *Executive Director of Operations*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:08pm.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the September 2022 meeting minutes. Mr. Nellhaus moved to approve the minutes, and Mr. Ward seconded the motion. The motion was then approved unanimously.

Parent Trustees

Dr. Wright provided brief summaries of the qualifications of parent trustee candidates Schuyler Malachi, Brittany Wood, and LaTonia Winston. Ms. Hendrix moved to approve the addition of the parent trustees to the Board, and Mr. Ward seconded the motion. The motion was approved unanimously, and the new trustees were welcomed to the Board.

CEO's Report

Dr. White provided the following highlights:

School Performance Data

Paul PCS received a BOLD performance award as our middle school earned one of the highest rankings in overall PARCC growth in the city. Ms. Albright thanked the board for contributing to the success of the school leaders with adequate governance, and Dr. White echoed the sentiment, noting the importance of allowing school leadership to make appropriate adjustments to respond to the immediate needs of students. She also noted

that the schoolwide PARCC data will be studied by EdOps to make recommendations for shifts in approach in instructional practices for Advisories 2-4.

Talent Updates

Paul will continue to recruit teachers and staff year- round, to include some over-hiring to prepare for possible mid-year/ seasonal shifts.

5th Grade Expansion

Marketing materials have been distributed to promote our 5th grade class for SY23-24, to ensure we have a direct connection with families before enrollment season begins.

Treasurer's Report

Current enrollment is lower than anticipated this year, which helped to inform the decision to extend to a 5th grade. The decrease in revenue from lower enrollment is offset by increased revenue from conservative stance we took in April for our special populations. This approach did not impact services offered to scholars, particularly special populations (per our SPED Co-Op feature). There is also additional funding available from the forfeiture retirement accounts from staff members who only stayed at Paul for a short time. Overall, we remain in a strong financial place.

Closing

The next board meeting will be held in person on November 29, 2022. There being no further business to address, Ms. Albright adjourned the meeting at 6:48pm.

**Board of Trustees
Meeting Minutes
November 29, 2022
*High School Media Center***

Members Present (in person):

Erin Albright
Kemba Hendrix
Christina Jones
Schuyler Malachi
Jeff Nellhaus
Terri Sallay
Jennifer Ubiera
Sterling Ward
Brittany Wood

Members Present (via Zoom):

Roxana Mondragon- Motta
Pamela Taylor
Shamera Wilkins
Tonya Winston

Admin Present:

Tracy White, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Will Henderson, *Executive Director of Operations*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:15pm.

Term Renewal

Ms. Albright nominated Ms. Hendrix for a second 3-year term. Ms. Jones seconded the motion. The motion was approved unanimously.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the October 2022 meeting minutes. Mr. Ward moved to approve the minutes, and Mr. Nellhaus seconded the motion. The motion was approved unanimously.

CEO's Report

Dr. White provided the following highlights:

Virtual Fridays

As Paul continues to work towards closing the achievement deficiencies from the pandemic and teach virtual engagement and access to content as it aligns to college and career readiness, the first round of Virtual Friday fidelity walks were completed to assess the quality of instruction and engagement, even during asynchronous learning time with individualized content. There is continuous work around enforcing virtual attendance (being visible on screen for the duration of each class, per OSSE's standards). Some students have shifted to in person learning pods, but still receive virtual instruction if they fail to log in/ report to class, remain visible during class, or if they have repeated internet access problems. Paul plans to create a criteria policy to note what is required for students to return to at home/ fully virtual learning.

PARCC Expectations

Board Members were led through a PARCC Activity for 6th Grade Math to emphasize how teachers must approach preparing students for similar test questions. Overall, there needs to be a shift in mindset about the format of the questions (for those who struggle with math problems that require a written explanation) and how to address growth mindset to support different approaches to questions. Teachers may need to edit unit planning and ultimately spend days unpacking the complexity of certain PARCC questions and ensure students are able to both solve the problem and articulate how they arrived at their answers. The overarching goal is to refine student thinking enough that they are able to apply procedural mathematical knowledge to real world situations and skills.

Treasurer's Report

Though enrollment landed lower than projected, the higher number of SpEd/ EL students was higher than expected lessened the impact of the shortfall. Virtual Friday implications were addressed before the budget was finalized, and the primary projections that have been off target have been food related, as we overspent on student meals at the beginning of the school year. There was no need to adjust staffing due to falling short in enrollment, and we remain in a strong cash position as we exceed coverage ratios for this year.

New Business

A brief discussion ensued regarding parent involvement and representation on a school-based level and how it differs from a governance standpoint. Dr. White emphasized the role of the personal experience and expertise of parent trustees and encouraged participation of the School Performance Committee where behavior, discipline, academics, attendance, and daily routines are reviewed monthly.

Closing

The next board meeting will be held in person on January 24, 2023. There being no further business to address, Ms. Albright adjourned the meeting at 7:35pm.

**Board of Trustees
Meeting Minutes
January 24, 2023**

Members Present:

Erin Albright
Kemba Hendrix
Schuyler Malachi
Roxana Mondragon- Motta
Jeff Nellhaus
Terri Sallay
Pamela Taylor
Sterling Ward
Shamera Wilkins

Admin Present:

Tracy White, *Chief Executive Officer*
Will Henderson, *Executive Director of Operations*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:04pm.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the November 2022 meeting minutes. Mr. Nellhaus moved to approve the minutes, and Dr. Malachi and Ms. Sallay simultaneously seconded the motion. The motion was approved unanimously.

CEO's Report

Dr. White spoke to Paul's participation in Dual Enrollment, as we occupy the most seats in this program citywide and have also received acknowledgement for high enrollment numbers in Trinity's Advanced Technical Center Program. These programs will likely increase college completion rates since participating students are exposed to a collegiate environment and accompanying rigor. Paul will explore implementing a similar program for Middle School students to earn High School credits.

Family survey highlights:

- 312 families participated in this year's survey, making it one of the highest participation rates we've seen in years
- 78% of families who participated agree that Virtual Friday is beneficial (we will follow up with the 6.5% who disagree, reminding them that on-site participation is an option)
- 89% of parents/ families believe Paul has consistently high expectations for their scholars
- 90% of parents/ families would recommend Paul to other families

Enrollment Updates:

We currently have 137 high school applications on file, with 72 participants selecting Paul as one of their top three schools. We also see a smaller number of high school students who are attempting to transfer out of Paul. The middle school currently has 124 applications on file, with 84 families

selecting Paul as one of their top three schools. We are still on track to reach 25 5th grade students for next school year, and marketing plans and engagement pushes are in full effect.

Treasurer's Report

Paul remains in a strong cash position, despite more expenses for Virtual Friday and curricular resources than originally budgeted for. The Commonfund account has had a volatile period but is consistent with other investments and not unanticipated – this should be reconciled at the end of the year. Aside from this performance, there aren't major financial shifts since last month.

To remain in compliance with our board goals, finance policy updates will begin in the next Finance Committee meeting and will be updated routinely moving forward.

New Business

Dr. White shared updates about PCSB's Accountability Framework and will discuss this further in appropriate committee meetings. PMF updates and our governance structure framework will possibly be discussed in February meetings (committee and full board).

Dr. White also provided overview of events regarding advocacy for students, school safety and violent crimes requiring comprehensive intervention, and equal funding for teachers. It is our hope that other agencies (MPD, CSFA, etc.) will collaborate with schools and divvy the responsibilities placed on schools for intervention. Dr. White will send board members documents from DC Alliance to summarize issues and speak to core advocacy issues.

Closing

The next board meeting will be held on February 28, 2023. There being no further business to address, Ms. Albright adjourned the meeting at 7:10pm.

**Board of Trustees
Meeting Minutes
January 24, 2023 (via Zoom)**

Members Present:

Erin Albright
Kemba Hendrix
Christina Jones
Schuyler Malachi
Roxana Mondragon- Motta
Jeff Nellhaus
Jennifer Ubiera
Sterling Ward
Shamera Wilkins
Tonya Winston

Admin Present:

Tracy White, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:04pm.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the January 2022 meeting minutes. Mr. Ward moved to approve the minutes, and Ms. Jones seconded the motion. The motion was approved unanimously.

CEO's Report

Strategic Plan Alignment

Dr. White spoke to Paul's report out process delivered by priority leads each advisory. Each responsible network member advises the Executive Team on how their teams are monitoring goals outlined in the 2022-2025 Strategic Plan. We are currently on track with 85% of our strategies. If any items are deemed off track, meeting participants work on course correcting and developing action plans to address changes in the next quarter.

Dr. White explained the difference between the academic noting formative data points and the Executive Dashboard added in the materials now that focus on attendance, suspension, and truancy. Beginning next month, an expanded dashboard will be shared with the Board detailing Paul's progress on metrics from PCSB and OSSE (via the Performance Management and Star Frameworks, respectively). The School Performance Committee will review this dashboard beginning next month and discuss which academic performance

metrics will be monitored, and adjustments will be made once the PMF's metrics are finalized and released.

Enrollment

The High School currently has 327 students enrolled for SY23-24, and the Middle School has 233 enrolled students. Both schools are pacing ahead of enrollment numbers from this time last year, and also have a higher number of families ranking Paul as a "Top 3" choice compared to last year's numbers. We have almost reached our goal of 25 5th grade applicants selecting Paul as a Top 3 choice as well.

5th Grade Planning

School teams are meeting on a weekly basis to develop plans around the four key goals of the 5th grade expansion, specifically outlining developmentally appropriate rigor and executive functioning skills, while confirming the cultural components of a 5th grader's day. Other focus areas include a more nuanced orientation period, new iterations of interim assessments, and logistical, technological, and facility needs/ accommodations.

Virtual Friday Update

Virtual Friday fidelity walks have continued, for the purpose of ensuring that scholars are present and engaged in their learning recovery and asynchronous learning. The largest challenge pertains to the on-camera policy, despite efforts to restore cameras reported as faulty and providing resources to ensure the scholar's background is suitable for learning. Staff members are still excited about and appreciative of this program and are working towards adjusting to the new planning lift.

Treasurer's Report

Paul is in a financially strong place in terms of revenue and expenses, and currently stands with 192 days of cash on hand (well above 166 days budgeted for). Our budget was also positively impacted by COVID grant funds, allocated funds for student meals, and the release of forfeiture funds from employees that did not remain in the organization for a specified period of time. We will continue to spend conservatively, but will always pre-plan for capital expenditures and address programmatic needs as they arise.

New Business

The Washington Teachers Union discussion regarding the spending power of DCPS versus Public Charter Schools will occur in the Executive Committee meeting (before the addressing the full Board).

Closing

The next board meeting will be held on March 28, 2023. April Committee Meetings will be shifted one week to align with Paul's Spring Break. End of Year events, to include the in-person June Retreat will be discussed during the March meeting. There being no further business to address, Ms. Albright adjourned the meeting at 6:58pm.

Board of Trustees
Meeting Minutes
March 24, 2023 (via Zoom)

Members Present:

Erin Albright
Kemba Hendrix
Christina Jones
Schuyler Malachi
Roxana Mondragon- Motta
Jeff Nellhaus
Pamela Taylor
Jennifer Ubiera
Sterling Ward
Shamera Wilkins
Tonya Winston
Brittany Wood

Admin Present:

Tracy White, *Chief Executive Officer*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:03pm.

Term Renewal

Ms. Albright reviewed Ms. Taylor's contributions to the Board of Trustees and proposed a 3- year term renewal. Mr. Nellhaus moved to renew her term, and Mr. Ward and Dr. Malachi simultaneously seconded the motion. The motion was approved unanimously.

Approval of Board Meeting Minutes

Ms. Albright asked for a motion to approve the February 2023 meeting minutes. Mr. Ward moved to approve the minutes, and Mr. Nellhaus seconded the motion. The motion was approved unanimously.

CEO's Report

High School Leadership Shift

Dr. White informed the Board of the transition of the High School Academy Director (Brad Irvin) and spoke to Paul's mission to remain committed to internal coverage and protecting the students from any "disruptive" change, announcing the return of former Academy Director, Lanette Bacchus.

Academic Data

Dr. White reviewed the Academic and Monthly Dashboards run by EdOps to display student achievement and culture shifts. She highlighted the new cut scores presented by EdOps on the Academic Dashboard, which aligned more closely to PARCC than the previous cut scores.

Interim Data will be added to the slide deck next month once it is available.

Several English Learner Retreats have occurred, with the focus of the work aligning to the monitoring of language development (outside of the annual ACCESS assessment) and uncovering programmatic needs to implement next year.

Advocacy Needs

After an extensive review of the Mayor's Proposed Budget for Education, it was revealed that there are disparities between DC Public Schools and DC Public Charter Schools regarding UPSFF Base Funding, facilities allotments, and Non-UPSFF funding. The funding is based on inconsistent conditions amongst the two entities, and it is believed that this is connected to false narratives about charter schools and is a direct hit on parents having a right to choose a charter school to not receive the taxpayer dollars based on their choice. DCPS is slated to receive close to \$670 million dollars more than DCPCS, with only a 4,000-student difference. If Paul was a DC Public School, we would receive roughly \$7 million more annually to serve our scholars. Dr. White and Mr. Henderson are working on multiple salary models to for all staff members to include gradual and equitable increases for everyone (to include network/ non- teaching staff) and will continue to examine the multiyear impact of these shifts so there is no need to cut staff in the future to mitigate the inflated salary scales. Dr. White asked the Board for support by submitting individual letters or signing those organized by the DC Alliance and/ or by agreeing to testify at the City Council (Committee of the Whole) meeting on April 5, 2023.

Treasurer's Report

Paul currently has 194 days of cash on hand and maintains a high debt coverage service ratio. FY 24 budget preparation season is underway and will be discussed in the upcoming Finance Committee meetings. The Finance Policies Manual has been updated and will be available to the full Board (via the Governance Folder) this month.

New Business

An emergency lockdown occurred at Paul PCS in March to ensure our students were safe in light of information received of a threat outside of the building. Dr. White plans to update the Board of safety procedures at Paul by way of a closed session in April, as discussing procedures could endanger children if our procedures are made public, and since the response to the lock down had staffing implications. Ms. Jones moved to close this meeting in alignment with the following citations in 2—575.(b)

(8) To discuss and take action regarding specific methods and procedures to protect the public from existing or potential terrorist activity or substantial dangers to public health and safety, and to receive briefings by staff members, legal counsel, law enforcement officials, or emergency service officials concerning these methods and procedures; provided, that disclosure would endanger the public and a record of the closed session is made public if and when the public would not be endangered by that disclosure;

(10) To discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials, or of public charter school personnel, where the public body is the board of trustees of a public charter school;

Mr. Ward and Dr. Malachi simultaneously seconded the motion. The motion for an Executive Session in April 2023 was approved unanimously.

Closing

The next board meeting will be held on April 25, 2023. April Committee Meetings will be shifted one week to align with Paul's Spring Break. End of Year events, to include the in-person June Retreat will be discussed during the April meeting. There being no further business to address, Ms. Albright adjourned the meeting at 7:11pm.

**Board of Trustees
Meeting Minutes
April 25, 2023 (via Zoom)**

Members Present:

Erin Albright
Christina Jones
Schuyler Malachi
Jeff Nellhaus
Pamela Taylor
Jennifer Ubiera
Sterling Ward
Shamera Wilkins
Tonya Winston

Admin Present:

Tracy White, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Monya Bundy, *Executive Operations Coordinator*

Opening

Ms. Albright called the meeting to order at 6:03pm.

Approval of Board Meeting Minutes

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

CEO's Report

We have completed the third round of strategic plan monitoring, in the form of priority level report outs. The data that requires the most attention at this time is connected to attendance and chronic absenteeism. Although Paul is pacing above the citywide in seat attendance average, we are still aiming to reach pre-pandemic numbers. The absenteeism data is not directly related to the early release on Virtual Fridays, as it is comparable to that of the 1:30pm dismissal on Thursdays from previous years.

Our Virtual Amendment application process is underway, and we will continue to update PCSB with schedule and programmatic shifts, and student achievement data to support our efforts to reinvent schools creatively and with flexibility. We will submit the next addendum when MAP scores are released, and we will receive notice from PCSB in July.

Enrollment incentives are being implemented and monitored until our target numbers are met. Through Saturday enrollment events, social media, 8th grade shadow days and

personal phone calls (specifically with especially with rising 5th grade families), we aim to be 50% fully enrolled by May 1st.

Treasurer's Report

There has not been substantial change from the last finance report. However, we are ending the year with \$33K less cash due to healthcare insurance shifts. The draft presentation of the FY24 budget has been postponed to May due to the WTU negotiation and decisions pending regarding charter school funding. Finally, we are applying for a Charter School Program expansion grant worth \$375K to support the 5th grade addition in SY23-24.

New Business

Ms. Spann notified the Board of a Non- Public Placement student who is slated to graduate in June but requires a waiver for a Global Citizenship Seminar course he did not take since he has been off campus for the entirety of his high school career. Ms. Taylor moved to approve the waiver, and Dr. Malachi seconded the motion. The motion was approved unanimously.

Closing

Our next board meeting will be held on May 23, 2023, which will include the FY24 budget proposal. The budget vote will occur during the meeting portion of the in-person Annual Retreat, scheduled for June 13, 2023. There being no further business to address, Ms. Albright adjourned the meeting at 6:42pm and entered an Executive Session.

**Board of Trustees
Meeting Minutes
May 23, 2023 (via Zoom)**

Members Present:

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

Admin Present:

Tracy White, *Chief Executive Officer*
Charlotte Spann, *Executive Director of Schools*
Monya Bundy, *Executive Operations Coordinator*

Other:

Will Henderson, *Contractor*

Opening

Ms. Albright called the meeting to order at 6:04pm.

Approval of Board Meeting Minutes

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

Budget Overview

In preparation for the FY24 budget vote scheduled for June 2023, Mr. Henderson explained how each budget decision is aligned to one of the six priorities noted in the current strategic plan (please see below).

- Priority 1: Increase scholar access to rigorous and differentiated content so that every student achieves at his/her/ their highest potential
 - College Access / Alumni role
 - Learning Loss Coordinator
 - HS Elective offering variation

- Priority 2: Enhance our culture to create a safe, joyful school environment where stakeholders feel a sense of belonging.
 - Athletics / Ext Day programming increased to pre-Covid levels
 - Investments in student and staff wellness
- Priority 3: Deepen family and caregiver collaboration and engagement
 - Translations
 - Recruitment of bilingual staff
- Priority 4: Effectively promote equity and support for special populations
 - Continue separation of HS Academies
 - EL / SPED staff
 - Dedicated Aids
- Priority 5: Recruit and Retain high-quality staff
 - Virtual Friday
 - Expanded self-driven PD opportunities
 - Salary and benefits investment in human capital
- Priority 6: Ensure our organizational sustainability and future growth
 - Marketing investment
 - 5th grade enrollment
 - New efficiencies in aftermath of investments made during Covid
 - Infrastructure plan

As an overall note, Paul is exceeding its required Debt to Service Coverage Ratio with a \$810k in excess. Once the mayor's proposed budget is approved, schools will receive better instruction regarding the allocation of new funds (though it is already known that this impacts salaries only). Capitalized Expenses will be reviewed at a more granular level during the June 2023 meeting. Below are details pertaining to the sources and allotment of funds.

Sources of Funding for FY24

- Elementary and Secondary School Emergency Relief (ESSER) and Recovery Funding Budgeted Enrollment
- Uniform Per Student Funding Formula (UPSFF) proposed increase of 5.05% ; weighted based on unique needs of population (SPED)
- DC Charter School Facilities Allotment proposed increase of 3.1%
- Funds for charters in response to WTU investments by Council

Distribution of Funds in FY24

- Staffing, Benefits, and Staff wellness initiatives
- Student expenses (consistent with pre-pandemic spending)
- Indirect student expenses (occupancy services and supplies)



CEO's Report

Paul recently received recognition from OSSE for a phenomenal PARCC administration as well as the highest percentage of increase in DC Tag awards (awarding 40% of our senior class with \$50K in scholarship funds per scholar). Paul's Class of 2023's scholarship total to date is roughly \$2.2M.

Enrollment and Staffing:

For SY23-24, Paul already 82% fully enrolled, and fully staffed with the exception of 2 elective teachers.

Advocacy Update:

DC Council voted unanimously to provide additional \$15million in funding, also allowing the 7.6% retroactive pay now paid out as a retention bonus.

Closing

After school event and annual retreat reminders, the meeting was adjourned at 7:08.



**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 5th 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. Albright adjourned the meeting at 8:11pm.