

The Next Step (El Próximo Paso) Public Charter School | April 14, 2021

ATTENDANCE (if present, if absent)

Board Members:

- Melissa McKnight (Chair)
- Steve Cartwright (Vice Chair)
- Shawn Richardson (Secretary)
- John Ingold (Treasurer)
- Naomi Watson
- DeMornai Blackwell
- Housnatou Vologuem (Student Rep)
- Sahira Fernandez (Staff Rep)
- Michael Cuellar (Staff Rep)

Staff:

- Juan Carlos Martinez (Acting Executive Director)
- Taunya Melvin

The meeting was opened to members of the public.

MEETING MINUTES

Chair, Melissa McKnight, opened the meeting at 7:01am ET followed by Shawn Richardson, Secretary, conducting roll call to establish quorum.

Roll Call

<input checked="" type="checkbox"/> Melissa McKnight (Chair)	<input type="checkbox"/> DeMornai Blackwell
<input checked="" type="checkbox"/> Steve Cartwright (Vice Chair)	<input type="checkbox"/> Housnatou Vologuem (Student Rep)
<input checked="" type="checkbox"/> Shawn Richardson (Secretary)	<input checked="" type="checkbox"/> Sahira Fernandez (Staff Rep)
<input checked="" type="checkbox"/> John Ingold (Treasurer)	<input type="checkbox"/> Michael Cuellar (Staff Rep)
<input checked="" type="checkbox"/> Naomi Watson	

Welcome, Opening Remarks, Approval of Minutes from the March Board Meeting

Melissa welcomed those in attendance and provided an overview of the meeting agenda.

Board Vote: To approve the March Board meeting minutes

Motion to Approve: John Second: Sahira Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Absent
Steve Cartwright – Aye	Housnatou Vologuem - Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Absent
Naomi Watson – Aye	

Procurement

An overview of the RFP and selection process for contracting a nurse to be on staff during the day and evening programs. The nurse will assist with assessing teachers, students and guests following COVID-19 guidelines for entrance to the school, administer medication and treatment, coordinate plans for staff/student care, perform diagnostic test and analyze results, and instruct staff/students on how to manage illnesses after treatment. Management presented Delta T Group’s contract for approval.

Board Vote: To approve Delta T Group’s contract to provide a nurse on staff at TNS

Motion to Approve: Steve Second: Sahira Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Absent
Steve Cartwright – Aye	Housnatou Vologuem - Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Absent
Naomi Watson – Aye	

Acting Executive Director Update

Juan Carlos Martinez, Acting Executive Director, provided an update on enrollment and reaccreditation. Enrollment starts May 1st. Staff developed a recruitment strategy plan/calendar that includes activities with timelines such as virtual open houses, social media ads, radio ads, print ads in the public transportation system, phone banking etc.

Middles States Association (MSA) has received TNS's reaccreditation application. They will confirm the visitation date in the coming weeks. Due to COVID, it will be a hybrid format with three virtual days and one in-person day. The in-person visit will only include the Team Chair. Staff has established a committee working on the components of the Excellence by Design Protocol. Those documents have been shared with the Academic Excellence Committee who will work with staff to complete the requested Board input information.

Policies

Several policies, Return to Work Policy – COVID 19 Health and Safety Policy, Bulk E-mail Policy, School Safety Omnibus Act Policy 2021 - Preventing Student on Student Sexual and Abuse and School Safety Omnibus Act Policy 2021 - Preventing Sexual Abuse from by Staff were presented to the Board for discussion and vote. The Board decided to delay the vote on the policies until next month until suggested edits and comments to the policies were addressed.

Search Committee Update

Melissa, Shawn, Naomi and Sahira provided an update on the ED Search activities. The Committee has drafted an RFP to contract an executive search firm to assist with the recruitment and selection process. The RFP will open April 23 until May 7. Several Board members attended staff meetings for the day and evening programs to listen and answer questions in regard to the transition and search process. The Search Committee developed a FAQ document based on the questions from those meetings. The FAQ will be shared with staff and be updated throughout the process. The committee plans to engage staff in small sessions and via a survey to gather information to aid in the ED search and selection process.

Finance Committee Update

John Ingold, Finance Committee Chair, provided an update on the monthly financials, the FY21-22 budget and presented TNS's 990 for Board approval. TNS's monthly financials key performance indicators remain positive. John provided an update on the FY21-22 budget noting PCSB has delayed the deadline to submit the budget from May to July. Additionally, the Mayor's budget includes a higher per pupil allocation and awaiting final approval from the Council.

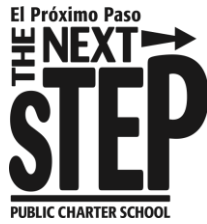
Board Vote: To approve TNS's 2019 990 IRS form

Motion to Approve: Since the recommendation came from the Finance Committee, a second isn't needed. Second: N/A Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Aye	Housnatou Vologuem – Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Absent
Naomi Watson – Aye	

Board Vote: To close the open session of the meeting and enter into Executive Session

Motion to Approve: Shawn Second: John Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Aye	Housnatou Vologuem – Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Absent
Naomi Watson – Aye	

The meeting closed and entered into Executive Session at 7:41pm.



The Next Step (El Próximo Paso) Public Charter School | May 12, 2021

ATTENDANCE (if present, if absent)

Board Members:

- Melissa McKnight (Chair)
- Steve Cartwright (Vice Chair)
- Shawn Richardson (Secretary)
- John Ingold (Treasurer)
- Naomi Watson
- DeMornai Blackwell
- Housnatou Vologuem (Student Rep)
- Sahira Fernandez (Staff Rep)
- Michael Cuellar (Staff Rep)

Staff:

- Juan Carlos Martinez (Acting Executive Director)
- Taunya Melvin

The meeting was opened to members of the public.

MEETING MINUTES

Chair, Melissa McKnight, opened the meeting at 7:01pm ET followed by Shawn Richardson, Secretary, conducting roll call to establish quorum.

Roll Call

<input checked="" type="checkbox"/> Melissa McKnight (Chair)	<input checked="" type="checkbox"/> DeMornai Blackwell
<input checked="" type="checkbox"/> Steve Cartwright (Vice Chair)	<input type="checkbox"/> Housnatou Vologuem (Student Rep)
<input checked="" type="checkbox"/> Shawn Richardson (Secretary)	<input checked="" type="checkbox"/> Sahira Fernandez (Staff Rep)
<input checked="" type="checkbox"/> John Ingold (Treasurer)	<input checked="" type="checkbox"/> Michael Cuellar (Staff Rep)
<input type="checkbox"/> Naomi Watson	

Welcome, Opening Remarks, Approval of Minutes from the April Board meeting

Melissa welcomed those in attendance and provided an overview of the meeting agenda.

Board Vote: To approve the April Board meeting minutes

Motion to Approve: John Second: Naomi Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Aye	Housnatou Vologuem - Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Aye
Naomi Watson – Aye	

New Board Member

A new Board candidate, Sarah Lehar, was presented to the Board for discussion and a vote. Sarah’s credentials were included in the Board materials folder for review prior to the meeting.

Board Vote: To approve Sarah Lehar as Board member of The Next Step PCS

Motion to Approve: Sahira Second: Michael Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Aye	Housnatou Vologuem - Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Aye
Naomi Watson – Aye	

Acting Executive Director Update

Juan Carlos Martinez, Acting Executive Director, provided an update on reaccreditation, Continuous Education and Recovery Plans, charter accountability framework re-design and an update on strategic priorities. Middle States Association (MSA) has confirmed the onsite visit for reaccreditation for November 29 – December 1, 2021. The Academic Excellence Committee is scheduled to have a meeting with TNS's reaccreditation team.

Juan Carlos provided an update on TNS's efforts related to the reopening hybrid model. Several teachers have volunteered to be a part of the TNS in Studio pilot which started on the week of April 5th. Independent Learner Hubs will have a pilot run from May 10 - 20 which will allow students to reserve space in the building to participate in asynchronous or synchronous learning with supervision by volunteer monitors. Targeted Interventions and Support is currently in the design stage and was delayed due to the departure of a staff member who oversaw the program. A new individual has been hired to continue this effort. The Summer Program will be a full implementation of the hybrid model with a mix of in-person and virtual learning.

All DCPS and charter schools are expected to be open for in-person instructions in the fall. Guidelines for Continuous Education and Recovery Plans (CERP) will be released in May and TNS will resubmit a revised CERP for SY 21-22. Enrollment efforts for SY 21-22 is underway. Thus far, 111 student applications were received in April which is comparable to the number of applications received in April 2019 for SY 2019-2020. PCSB will no longer use the PMF. On-going engagement sessions are taking place to discuss what the new framework should include. PCSB has released a timeline of the 3-phase approach: Phase 1 – Internal Collection, Phase 2 – Pilot and Phase 3 – Full Implementation for SY 23-24.

Juan Carlos concluded with an update on two of the strategic priorities, TNS as a National Exemplar and Early College. TNS requested IACET accreditation to provide continuing education and training (including CEUs) to both internal and external professionals. The application was returned requesting additional policies and evidence of capacity/expertise and granted a deferral to complete this process by November 2021. Early College, an agreement with Bard College is currently being negotiated. The draft agreement was forwarded to TNS's legal counsel for review. Feedback will be sent to Bard to finalize the agreement.

Search Committee Update

Melissa, Shawn, Naomi and Sahira provided an update on ED search activities. The committee reviewed and evaluated the three submitted proposals in response to the RFP for an executive search firm. The committee will interview the top two firms and check references prior to the June approval vote. Steve provided an overview of the survey results that provided staff an opportunity to share their opinions on the search of the next ED.

Finance Committee Update

John Ingold, Finance Committee Chair, provided an update on the monthly and Q1 financials. TNS's financial key performance indicators remain positive with a FAR score of 100 out of 100.

School Calendar

The SY 2021-2022 school calendar was presented to the Board for discussion and a vote. The school calendar includes 190 instructional days and four mental health days.

Board Vote: To approve the SY 2021- 2022 school calendar

Motion to Approve: Steve Second: Shawn Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Aye	Housnatou Vologuem – Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Aye
Naomi Watson – Aye	

Board Calendar

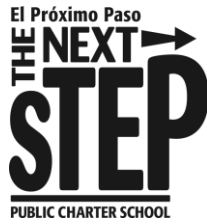
Melissa discussed adding a June Board meeting to the calendar. Board members were emailed dates and times for an early June meeting. Melissa introduced a discussion on the cadence of the Board meeting for consideration. Members were asked to think about keeping or changing the time and or day of the week/month that the meetings are held for a discussion at a later date.

Adjourn

Board Vote: To adjourn the May 12th TNS Board Meeting

Motion to Approve: Sahira Second: Shawn Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Aye	Housnatou Vologuem – Absent
Shawn Richardson – Aye	Sahira Fernandez – Aye
John Ingold – Aye	Michael Cuellar – Aye
Naomi Watson – Aye	

The meeting adjourned at 8:05pm.



The Next Step (El Próximo Paso) Public Charter School | June 7, 2021

ATTENDANCE (if present, if absent)

Board Members:

- Melissa McKnight (Chair)
- Steve Cartwright (Vice Chair)
- Shawn Richardson (Secretary)
- John Ingold (Treasurer)
- Naomi Watson
- DeMornai Blackwell
- Sarah Lehar
- Housnatou Vologuem (Student Rep)
- Sahira Fernandez (Staff Rep)
- Michael Cuellar (Staff Rep)

Staff:

- Juan Carlos Martinez (Acting Executive Director)
- Taunya Melvin

The meeting was opened to members of the public.

MEETING MINUTES

Chair, Melissa McKnight, opened the meeting at 6:00pm ET followed by Shawn Richardson, Secretary, conducting roll call to establish quorum.

Roll Call

<input checked="" type="checkbox"/> Melissa McKnight (Chair)	<input checked="" type="checkbox"/> DeMornai Blackwell
<input type="checkbox"/> Steve Cartwright (Vice Chair)	<input checked="" type="checkbox"/> Sarah Lehar
<input checked="" type="checkbox"/> Shawn Richardson (Secretary)	<input type="checkbox"/> Housnatou Vologuem (Student Rep)
<input checked="" type="checkbox"/> John Ingold (Treasurer)	<input type="checkbox"/> Sahira Fernandez (Staff Rep)
<input checked="" type="checkbox"/> Naomi Watson	<input checked="" type="checkbox"/> Michael Cuellar (Staff Rep)

Welcome, Opening Remarks, Approval of Minutes from the May Board meeting

Melissa welcomed those in attendance and provided an overview of the meeting agenda. Melissa introduced Sarah Lahar as a new member of the TNS Board. Sarah provided some remarks.

Board Vote: To approve the May Board meeting minutes

Motion to Approve: Michael Second: Naomi Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Absent	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Absent
Naomi Watson – Aye	Michael Cuellar – Aye

Policies

Seven new policies were up for discussion and vote. Those seven policies included, Preventing and Addressing Student Sexual Abuse by School Staff at The Next Step Public Charter School; Preventing and Addressing Student-on-Student Acts of Sexual Harassment, Sexual Assault and Dating Violence at The Next Step Public Charter School; Voluntary Resignation Policy; COVID-19 Health and Safety Toolkit; Bulk Send Email Policy and Guidelines; Bring your own Device Policy; and the Social Media Policy. Per discussion, management suggested to reconsider the Bring your own Device Policy at a later date. Many staff members are using their own devices during the pandemic and the policy might not be appropriate at this time. The Board moved to vote on six new policies.

Board Vote: To approve six new policies; Preventing and Addressing Student Sexual Abuse by School Staff at The Next Step Public Charter School; Preventing and Addressing Student-on-Student Acts of Sexual Harassment, Sexual Assault and Dating Violence at The Next Step Public Charter School; Voluntary Resignation Policy; COVID-19 Health and Safety Toolkit; Bulk Send Email Policy and Guidelines; and Social Media Policy.

Motion to Approve: John Second: Shawn Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Absent	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Absent
Naomi Watson – Aye	Michael Cuellar – Aye

Employee Handbook

A revised Employee Handbook was presented for discussion and vote. Legal counsel conducted a review and provided revisions.

Board Vote: To approve the revised Employee Handbook

Motion to Approve: Naomi Second: Michael Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Absent	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Absent
Naomi Watson – Aye	Michael Cuellar – Aye

Search Committee Update

Melissa, Shawn, Naomi and Sahira provided an update on ED search activities. Naomi provided an overview of the committee’s activities. She recapped the survey that provided staff an opportunity to share their opinions on the search of the next ED and the draft staff update which will distributed in the coming days. Shawn provided an overview of the proposal vetting process and the criteria used to evaluate the proposals. The top two firms were interviewed, and references were checked. Board members received a memo regarding the committee’s recommendation along with the evaluation forms. Board and Management engaged in a discussion on PCSB’s procurement process.

Board Vote: To approve HYA for executive search firm services

Motion to Approve: Shawn Second: John Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Absent	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Absent
Naomi Watson – Aye	Michael Cuellar – Aye

Adjourn

Board Vote: To adjourn the June 7th TNS Board Meeting

Motion to Approve: Shawn Second: Naomi Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Aye
Steve Cartwright – Absent	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Absent
Naomi Watson – Aye	Michael Cuellar – Aye

The meeting adjourned at 6:24pm.