

The Next Step (El Próximo Paso) Public Charter School | July 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
- 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 7:02pm 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 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 checked="" 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 June Board meeting

Melissa welcomed those in attendance and provided an overview of the meeting agenda. An adjustment was made to the agenda to postpone the vote on the student board representative until a later date. Melissa reminded those in attendance that the Board will enter closed session at the end of the meeting to engage in a discussion with HYA, executive search firm.

Board Vote: To approve the June Board meeting minutes

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

Acting Executive Director Update

Juan Carlos Martinez, Acting Executive Director, provided an update on the Continuous Education and Recovery Plans, Summer Program, enrollment, Early College and reaccreditation. The updated Continuous Education and Recovery Plans were submitted to OSSE at the end of June and TNS is awaiting feedback. The Summer Program is in progress in hybrid format, two days in-person and two days virtual. TNS received 305 enrollment applications. The number of applicants is higher than last year and only 10 less than in the previous year around this time. TNS was approved for the Passport to Success Grant – International Youth Foundation for a third year. The grant is used to focus on job readiness and life skills training. Early College in partnership with Bard College is fully virtual at this time. Several TNS staff members serves as Deans, TAs and a Case Manager to assist TNS students. Preparation for reaccreditation is in progress. Objectives were submitted to MSA for review and feedback. Juan Carlos mentioned that a telework policy is being drafted for a Board vote in August. The telework policy is needed at this time due to social distancing and space capacity.

Search Committee Update

Shawn attended a staff meeting and presented an update on the search process for the permanent ED. During the staff meeting, Shawn announced the selection of the search firm, HYA Associates, who will be spearheading the search and engaging with stakeholders during the process.

Academic Excellence Committee Update

Shawn and Michael presented an update on reaccreditation. The three strategic objectives were submitted to MSA and the Self-Study is completed and is being reviewed by the TNS team. Included in the reaccreditation process and visit is interviewing members of the Board. Those Board members would most likely be members of the Academic Excellence Committee and any other Board members that deemed appropriate.

EdOps Contract Update

Melissa updated the full Board with the Executive Committee’s decision to move forward in executing EdOps contract. The Executive Committee met, discussed and approved the contract as it was time sensitive to ensure there wasn’t a gap in services.

Finance Committee Update

John Ingold, Finance Committee Chair, provided an update on monthly financials and the FY21-22 budget. TNS’s financial key performance indicators remain positive with a FAR score of 100 out of 100. John also presented the FY21-22 school budget for discussion and vote. Changes to the budget included an increase in the per pupil funding (PPF) rate due to the increase in the Mayor’s budget; and a change to the student mix which reflects fewer ELL students than our initial projection because PCSB approved only the lower number. The Board discussed prior to presenting for a vote on the budget.

Board Vote: To approve the School Year 2021-2022 Budget

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 – Absent
Steve Cartwright – Aye	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Aye
Naomi Watson – Aye	Michael Cuellar – Aye

2021-2022 Board Meeting Schedule

Melissa presented the 2021-2022 Board meeting schedule for discussion and approval. Board members had an opportunity to review and request any changes prior to the Board meeting. The April 2022 meeting was adjusted to not overlap with Spring Break. It was also decided to keep meetings virtual to limit disruption during the pandemic due to social distancing and capacity limitations.

Board Vote: To approve the 2021-2022 Board Meeting Schedule

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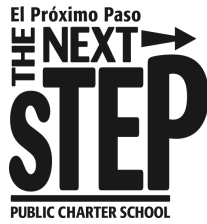
Motion to Approve: Shawn Second: Sahira Outcome: Approved	
Melissa McKnight – Aye	DeMornai Blackwell – Absent
Steve Cartwright – Aye	Sarah Lehar - Aye
Shawn Richardson – Aye	Housnatou Vologuem - Absent
John Ingold – Aye	Sahira Fernandez – Aye
Naomi Watson – Aye	Michael Cuellar – Aye

Adjourn

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

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

The Board entered into Executive Session at 7:34pm.



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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
- Fernando Mejía (Student Rep)
- Housnatou Vologuem
- 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

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

Roll Call

<input type="checkbox"/> Melissa McKnight (Chair)	<input checked="" type="checkbox"/> DeMornai Blackwell
<input checked="" 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 type="checkbox"/> John Ingold (Treasurer)	<input checked="" 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 July Board meeting

Steve welcomed those in attendance and provided an overview of the meeting agenda. Steve presided over the meeting in the absence of the Chair.

Board Vote: To approve the July Board meeting minutes

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

Nomination of Student Representative

The Board presented Fernando, Mejía, TNS student, for approval as the Student Representative to the Board of Trustees. Fernando provided some remarks and answered questions before the Board proceeded to a vote.

Board Vote: To approve Fernando, Mejía as a Student Representative to the TNS Board of Trustees

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

Acting Executive Director Update

Juan Carlos Martinez, Acting Executive Director, provided an update on the Continuous Education and Recovery Plans, CentroNia space, enrollment, Early College and graduation. TNS received feedback from OSSE on the Continuous Education and Recovery Plans. Additional information was requested. The document does not need to be resubmitted but rather revised and uploaded to the TNS website by August 23rd. TNS received the Certification of Occupancy for the 3rd floor of the CentroNia space but not the 4th floor due to permitting issues. TNS requested a 90-day rent abatement for the 4th floor space which was approved. At the end of July, TNS received 346 applications which is an improvement from last year (291) and slight lower than 2019 (360). Twelve students graduated on Thursday, August 5th. This brings the total number of graduates for the year to 22. TNS recently signed an MOU to join a consortium made up of IHEs, LEAs, and OSSE to promote increased equity and access to dual enrollment opportunities. Eleven TNS students participated in dual enrollment this past year in partnership with UDC. Nine TNS students participated and completed the first cycle of this summer's Early College in partnership with Bard College.

Search Committee Update

Naomi presented an update on the search process for the permanent ED. The stakeholder survey will open on August 25th and close on September 17th. A staff communication was sent announcing the focus groups' dates and times. An overview of the overall timeline for the HYA tasks throughout the process was reviewed. Board members asked questions and discussed any concerns.

Technology Five-Year Plan

Juan Carlos presented the Technology Five-Year Plan for Board approval. The Technology Five-Year Plan is a required document as part of the reaccreditation process. Board members asked questions and discussed any concerns.

Board Vote: To approve the Technology Five-Year Plan with the caveat that the three comments/edits will be addressed.

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

September Board Meeting

Steve noted that during the September Board meeting, Board Officers will be elected. Steve encouraged Board members interested in serving as an officer to reach out to current officers.

Governance Committee

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Steve introduced the discussion topic of creating a Governance Committee. The Governance Committee will oversee Board member recruitment, developing a structure for board site visits, monitoring overall compliance and commitment, leading process of developing any other needed committees, tracking board member terms and other duties that are deemed appropriate under this committee. Sarah, Steve, and Naomi volunteered to serve on this committee. A committee charter will be drafted by Sarah and presented to the Board for a vote.

Adjourn

Board Vote: To adjourn the August 11th Board meeting

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

The Board meeting adjourned at 8:01pm.