

The Next Step (El Próximo Paso) Public Charter School | November 17, 2021

ATTENDANCE (if present, if absent)

Board Members:

- Melissa McKnight (Chair)
- Steve Cartwright (Vice Chair)
- Shawn Richardson (Secretary)
- John Ingold (Treasurer)
- Naomi Watson
- Sarah Lehar
- Fernando Mejía (Student Rep)
- 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 checked="" type="checkbox"/> Sarah Lehar
<input checked="" type="checkbox"/> Steve Cartwright (Vice Chair)	<input type="checkbox"/> Fernando Mejía (Student Rep)
<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 September Board meeting

Melissa welcomed those in attendance, provided an overview of the meeting agenda and reminded those in attendance that the Board will enter closed session at the end of the meeting.

Board Vote: To approve the September Board meeting minutes

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

Board Member Update & Discussion

Melissa announced that DeMornai Blackwell resigned from the Board in September 2021. The Board engaged in a discussion regarding board recruitment. The Board looks to add two additional members. Members were asked to let Melissa know of any possible candidates in their network for consideration. Steve and John will follow-up with previous candidates of interest.

Acting Executive Director Update

Melissa announced Juan Carlos' resignation and welcomed Board members to provide words of gratitude for his years of service and dedication to TNS. Juan Carlos provided an update on enrollment and the PCSB Annual Report. Enrollment was certified at 317 students. Juan Carlos provided a summary of the Annual Report which is submitted to PCSB annually. The report outlines metrics on how TNS is meeting its charter goals and unique accomplishments from the 2020-2021 school year.

Finance Committee Update

John Ingold, Chair of the Finance Committee, provided an update on staff salary/enrollment. Staff salary increases were postponed earlier this year until enrollment numbers were certified. Even though the target enrollment number was not met, Stabilization Funding from the city will allow the consideration of staff salary increases. John noted that all financial metrics are tracking well and are in good standing.

Leadership Discussion & Vote

The Board discussed Juan Carlos' part-time consulting contract to provide support to the Board and TNS Management during the transition period. Juan Carlos will provide 20 hours per week of support from December 1, 2021, through February 9, 2022.

Board Vote: To approve Juan Carlos' contract to provide part-time support to the Board and Management

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

Search Committee Update

Sarah provided an update on where things stand with the search for the permanent ED. The position closed on November 15th and HYA will present a slate of top candidates for consideration. The Search Committee is working with HYA to create schedules for interviews and logistics surrounding staff submission of questions and the selection of staff to participate in the interviews. A communication will be sent to staff in the coming days.

Academic Excellence Committee Update

Shawn provided an update on reaccreditation. He summarized the AEC meeting with the TNS internal coordinators to recap the MSA Chair pre-visit and discuss logistics for reaccreditation. The MSA Chair and team will be onsite on Monday, November 29th – Wednesday, December 1st. Shawn reviewed the schedule and sessions for Board participation. Michael provided additional information regarding the onsite visit and what to expect.

Governance Committee

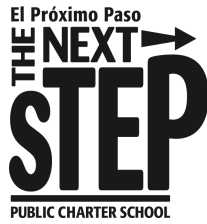
Sarah provided a high-level scope of the Governance Committee and its charter. It was requested to postpone a vote on the committee charter until committee membership has been solidified.

Adjourn

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

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

The Board meeting adjourned at 7:47pm.



The Next Step (El Próximo Paso) Public Charter School | December 8, 2021

ATTENDANCE (if present, if absent)

Board Members:

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

Staff:

- Juan Carlos Martinez (Acting Executive Director/Consultant)
- 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"/> Sarah Lehar
<input type="checkbox"/> Steve Cartwright (Vice Chair)	<input type="checkbox"/> Fernando Mejía (Student Rep)
<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 November Board meeting

Melissa welcomed those in attendance, provided an overview of the meeting agenda and reminded those in attendance that the Board will enter closed session at the end of the meeting.

Board Vote: To approve the November Board meeting minutes

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

Board Update

Melissa announced that Shawn Richardson will be stepping down from the Board in January. Shawn's Secretary role will be vacant and any interested Board members can reach out to Melissa. Naomi expressed interest in filling the Secretary role.

Acting Executive Director Update

Juan Carlos provided an update on reaccreditation, enrollment and COVID-19 related matters. The MSA accreditation team was on-site on November 29 – December 1. TNS successfully completed the process and met all of the required 12 standards. The visiting team provided their preliminary recommendations and will move forward in recommending approval of accreditation for another 7 years.

Final enrollment was certified at 320. TNS appealed the students that were in questioned and PCSB granted the appeal. Projections for next year were submitted at 403 based on growth rate between current and previous year and PCSB responded with a reduced number of 353. Budget for next year can still be based on internal projections.

Juan Carlos provided an updated on COVID-19 related matters. Only 3 staff members requested religious exemptions for vaccinations. One has resigned and 2 are being rejected after consultation with legal counsel. One staff member tested positive for COVID-19 recently. Staff was notified via email and OSSE/DC Health was also notified. The process to arrange for student testing is completed and random testing will begin on January 5.

Finance Committee & Audit

John Ingold, Chair of the Finance Committee, stated that the 4% increase in staff salaries is now effective and a staff communication was sent. John provided an overview of the financial audit. There were no exceptions or findings by the auditors. TNS’s financials are in good standing.

Board Vote: To approve the financial audit

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

Procurement Policy

Melissa presented a formal policy regarding procurement procedures for contracts over \$25,000. The procedures outline the steps and processes for TNS Operations team and the Board.

Board Vote: To approve the Internal Procurement Procedures Policy

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

Therapy Source Contract

The Board engaged in a discussion regarding Therapy Source’s contract. The contract exceeded \$25,000 last year due to the pandemic and is expected to exceed \$25,000 again. An RFP was posted, and Therapy Source was the only applicant. It was requested that the Board continue the discussion in closed session before proceeding with the contract terms.

Search Committee Update

Sarah provided an update on where things stand with the search for the permanent ED. The Board and TNS staff interviewed the top 5 candidates. Staff feedback was shared with the Board. The Board will be interviewing the two finalists in the coming week.

Academic Excellence Committee Update

Shawn provided an update on reaccreditation adding to Juan Carlos’ update on reaccreditation. Shawn thanked the TNS internal coordinators and the many staff members who played a role in this process. Michael provided additional information regarding reaccreditation and the next steps. MSA will vote on the actual accreditation in the Spring. The work now begins on the 3 objectives over the next 7 years. A celebration is possible in May but that will depend on the current state of the pandemic and social distancing guidelines.

Governance Committee

Sarah provided an overview for the scope of the Governance Committee and the charter that was presented for approval. Members of the Governance Committee will consist of Sarah, Naomi, Steve and Melissa.

Board Vote: To create the Governance Committee, approve the committee charter and its membership consisting of Sarah, Naomi, Melissa and Steve

Motion to Approve: John Second: Naomi Outcome: Approved	
Melissa McKnight – Aye	Sarah Lehar - Aye
Steve Cartwright – Absent	Fernando Mejía - Absent
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 closed session

Motion to Approve: Shawn Second: Sarah Outcome: Approved	
Melissa McKnight – Aye	Sarah Lehar - Aye
Steve Cartwright – Absent	Fernando Mejía - Absent
Shawn Richardson – Aye	Housnatou Vologuem - Absent

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John Ingold – Aye	Sahira Fernandez – Aye
Naomi Watson – Aye	Michael Cuellar – Aye

The Board meeting adjourned at 7:37pm.