**Board of Trustees**

**Meeting Minutes**

**January 25, 2022**

*Meeting conducted via Zoom*

**Members Present:**

Erin Albright

Andrea Deadwyler

Kemba Hendrix

Christina Jones

Roxana Mondragon- Motta

Jeff Nellhaus

Kathy Quigley

Jennifer Ubiera

**Admin Present:**

Monya Bundy, *Executive Operations Coordinator*

Will Henderson, *Executive* *Director of Operations*

Charlotte Spann, *Executive* *Director of Schools*

Tracy Wright, *Chief Executive Officer*

**Opening**

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

**Board Term Extension**

Ms. Quigley, our Parent Trustee, was slated to complete her board term in January 2022, but she has agreed to stay on the board until her daughter graduates in June. Mr. Nellhaus moved to approve the extension, and Ms. Hendrix seconded the motion. The motion was approved unanimously.

**Approval of Board Meeting Minutes**

Ms. Albright asked board members for a motion to approve the minutes of the
October Board Meeting. Ms. Hendrix moved to approve the minutes, and Mr. Nellhaus seconded

the motion. The motion was approved unanimously.

**CEO’s Report**

*Enrollment*

Paul’s enrollment numbers across all three schools are tracking ahead compared to data from this time last year. Though the Middle School is also tracking ahead with being a “top 3” choice amongst families, the High Schools are tracking behind in this subcategory. School leadership teams are developing strategies to stabilize enrollment and to accommodate an ideal master schedule, aligning with the facilities allotment to support up to 760 students (we currently already have a stable enrollment at 747 scholars).

*Strategic Planning*

Dr. Wright shared the timeline for Paul’s strategic planning, the school model document, and strategic direction outline. The Executive Committee will review these plans in February and decide which board members will be involved in this process, and in what capacity (i.e., establishing data targets).

**Treasurer’s Report**

Mr. Henderson notified the board that Paul is projected to end this school year with 173 days of cash on hand, remaining in alignment with our covenant coverage ratio, budget, and recommendation from the Public Charter School Board. The March and April Finance Committee meetings will be focused on budget planning for SY22-23. The budget will be presented to the full board in April for review and will be voted upon during the May board meeting.

**Operations Updates**

Paul continues to have fairly low COVID numbers, and in addition to the T3 Shield testing conducted weekly for selected students, staff members are required to submit weekly at home tests (provided by OSSE/ DC Health).

**Governance Updates**

*New Board Candidates*

Ms. Jones and Ms. Mondragon- Motta will interview two candidates this month, one of which has a background in finance, and the other being a doctoral candidate in Education Policy and Leadership. After the first interviews are conducted, candidates will meet with Ms. Albright, Ms. Hendrix, and Dr. Wright to before a recommendation for appointment before the full board.

*Policy Updates*

Ms. Jones shared a new form connected to the Open Meetings Act, which the board will use moving forward in the event a meeting needs to be closed for Executive Session. Once the form is completed by the board member who made the request, it will be posted on Paul’s website before the meeting occurs.

Ms. Jones also informed the board that more robust background checks will be the standard moving forward, and they will be processed through Paul’s HR department with ADP services.

**Executive Slides:**

Dr. Wright explained each layer of the monthly data presentation compiled by EdOps, specifically reviewing attendance mandates and codes.

For a student to be labeled pre-truant, they need to have three unexcused absences from school. At this time, Paul leaders launch incentives and connect with families to ensure these scholars do not enter the truant category, with 10 or more unexcused absences. Attendance impact meetings are held throughout the school year to address chronically absent students, and across the three schools, truancy number are relatively low, but pre-truancy numbers are high. There has been lower in-seat attendance than in pre-pandemic years due to illness and/ or COVID- like symptoms.

Suspensions over the past five years have been brought from 25% to 3%, but there are higher numbers this year in particular, as scholars are getting reacclimated to school. Some have endured behavioral struggles leading to physical aggression, but families are given the option to withdraw before concerns raise to a level of proposed expulsion.

**Closing**

There being no further business to address, Ms. Albright adjourned the meeting at 7:07pm.