

Board of Directors Minutes

Hope Tolson Campus Regular Board Meeting/Virtual Zoom Meeting Thursday, March 24, 2022

I. Meeting Called to Order

The meeting was called to order by board member, Kerry Smith, at 5:34 PM.

II. Roll Call

Board Member	Present	Absent
Austin Alderdice	Х	
Anisa Bailey	Х	
Shereefat Balogun	Х	
Rebecca Doherty		Х
Neha Patel	Х	
Susan Sabella	Х	
Kerry Smith	Х	

a. Approval of Board Agenda

The board unanimously voted to approve the board agenda.Motion: Susan SabellaSupport: Shereefat Balogun

 b. Approval of Board Minutes from February 17, 2022
The board unanimously voted to approve the board minutes. Motion: Neha Patel
Support: Susan Sabella

III. CMO Report

The academic support update was presented by Alexis Giles.

a. A recap was provided for the Black Speaker Series which took place every Friday during the month of February.

b. Break the Norm Leadership program is off to a great start and has received positive feedback.

c. The end-o-year evaluations will continue throughout the remainder of the school year, along with a one-on-one with teachers and administration.

d. An Apple Tree update was provided along with current data. Alexis was able to attend a recent Apple Tree training.

e. Technology Teacher, Ms. Parquet, was recognized for Putting Children First, one of Phalen Leadership Academies core values. Ms. Parquet provides lessons to scholars and tech support to teachers and families.

f. Received approval to move the MAP and BAS assessments to the end of the school year to better determine student learning and next steps.

The state of the school report was presented by Principal Pela in conjunction with enrollment specialist, Kierra Jenkins.

a. Goal is to increase current enrollment by 30% for Pre-K thru 3rd grades

- i. There are a number of events scheduled to engage new and prospective families
- ii. Engaging teacher involvement in order to build strong community connections
- b. Reached goal of increasing engagement for Parent's Nest by 20%
- c. Currently over 80% re-enrollment
- d. The Farmers Market and Pop-Up have been postponed until 2022-2023 SY
- e. Teachers and scholars are receiving incentives for re-enrollment

f. Ms. Pela has started a fun social media competition amongst teachers for the best photo shot

g. Eleven scholars withdrew during the months of September-March; mainly due to moving away from the D.C. area. Ms. Jenkins keeps record of reasons for withdrawal.

h. As of March 13, 2022: staff attendance at 97.8% and 80% for scholars

i. Planning Day Proposal – parents voting for a half-day Wednesday. The Board can expect to receive a 2022-2023 proposal on the direction we want to move in.

The financial update was provided by Eva Spilker.

a. Financial forecast is consistent with year-end projections

IV. Presentation

A staff retention analysis was presented by Melissa Morris.

a. Hope Tolson is ahead of Phalen Leadership Academies average retention rate

b. Exit survey data reflected culture, work/life balance, unsatisfied with compensation/benefits

c. Cultural survey was issued at the beginning of the school year and will be followed up with an end-of-year survey

V. New Business

a. Approval of Technology Request Purchase

The board unanimously voted to approve the technology purchase. Motion: Neha Patel Support: Shereefat Balogun

b. Approval of COVID-19 Vendor

The board unanimously voted to approve Shield T-3 vendor.

Motion: Susan Sabella

Support: Anisa Bailey

c. Updated Procurement and Purchase Policy Eva Spilker confirmed that all vendors are registered with System of Awards Management (SAM); proper language was added to the policy. Julia McClought is confirming that all current vendors are SAM approved.

VI. Old Business/Next Steps

a. None

VII. Open Communication/Public Comments

 a. Introduction of potential board member, Allison Barr, was introduced by Kerry Smith. The board unanimously voted to approve new board member, Allison Barr. Motion: Neha Patel
Support: Susan Sabella

VIII. Meeting Adjourned

A motion was made to adjourn the meeting and go into a Closed Session to discuss business matters.

The meeting was adjourned at 7:04 PM.Motion: Susan SabellaSupport: Shereefat BalogunYay: 6Nay: 0

The board unanimously voted to adjourn and move to Closed Session.