

The Next Step (El Próxímo Paso) Public Charter School | April 23, 2022

ATTENDANCE (☒ if present, ☐ if absent)

Board Members:

- ☒ Steve Cartwright (Chair)
- ☒ John Ingold (Treasurer)
- ☒ Naomi Watson (Secretary)
- ☒ Michael Cuellar (Staff Rep)
- ☒ Sarah Lehar
- ☒ Mario Marquez (Staff Rep)
- ☐ Carols Hernandez
- ☐ Fernando Mejía (Student Rep)
- ☐ Housnatou Vologuem (Student Rep)

Staff:

- ☒ Vivian Robledo (Executive Director)
- ☒ Taunya Melvin (Chief Operating Officer)

The meeting was opened to members of the public.

MEETING MINUTES

Chair, Steve Cartwright, opened the meeting at 10:00 am ET followed by Naomi Watson, Secretary, conducting roll call to establish quorum.

Roll Call

<input checked="" type="checkbox"/> Steve Cartwright (Chair)	<input checked="" type="checkbox"/> Mario Marquez (Staff Rep)
<input checked="" type="checkbox"/> John Ingold (Treasurer)	<input type="checkbox"/> Carlos Hernandez
<input checked="" type="checkbox"/> Naomi Watson (Secretary)	<input type="checkbox"/> Fernando Mejía (Student Rep)
<input checked="" type="checkbox"/> Sarah Lehar	<input type="checkbox"/> Housnatou Vologuem (Student Rep)
<input checked="" type="checkbox"/> Michael Cuellar (Staff Rep)	

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

Steve welcomed those in attendance, provided an overview of the meeting agenda. Shared an adjustment to the agenda where we will be moving the closed session from the end of the meeting to the middle.

Board Vote: To approve the February 2022 Board meeting minutes

Motion to Approve: Michael Second: Naomi Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Officer Elections

Steve thanked Melissa for her service as Chair during a particularly difficult time. As Vice Chair, Steve shared his interest in filling the role of Chair. Steve asked any interested parties for Vice Chair contact him.

Board Vote: To approve Steve Cartwright as Chair of TNS Board of Trustees

Motion to Approve: John Second: Michael Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

TNS 990 for 2020

The Board was asked if there were questions regarding the 990 for 2020. John made one comment in reference to the tiles in Section A. Both Staff Representative Board members who are currently marked as Students. Agreement was made to update the titles to denote Staff Representative. Approval is contingent on that update being made.

Board Vote: To Approve TNS 2020 990 for the IRS

Motion to Approve: Naomi Second: John Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Remote Work Policy for TNS

The Board was asked if there were questions or discussion needed with regards to the proposed Remote Working policy. There has been substantial discussion previously with this policy and the decision was made to pause the Board vote until Vivian had time to review.

Board Vote: To Approve the Remote Work Policy for TNS

Motion to Approve: John Second: Mario Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Amendment for Bylaws on Term Limits for Board Members

Amendment proposed is to remove the language limiting Board member terms and allowing continued service if there is full approval of the Board. John raised the point that this would need approval by PCSB prior to the change being official.

Board Vote: To Approve the Bylaws Amendment on Term Limits for Board Members

Motion to Approve: Naomi Second: Sarah Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Board Vote: To Close the Open Session and Enter into Closed Session

Motion to Approve: Naomi Second: Sarah Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Board Meeting Reopened

Steve reopened the meeting and kicked off the working session between the Board and the Executive Director. The objective of the session was to develop and strengthen the Board and ED relationship by providing a shared foundation based on the ED's first 54 days and understand the ED's needs related to the work ahead.

Update by Executive Director

Vivian provided an overview of her approach to getting to know the school and staff, including how she has spent her time through one on one, team, Management, all staff and student meetings and conversations. As well as conversations and meetings with external partners in the boarder charter landscape.

Observations: Needs were identified including better leadership at all levels, teachers and other positions noted the need for more input by teachers, a lack of collaboration or opportunities to collaborate, a desire for a re-establishment of a family culture within the school and better learning options for students (virtual etc.) to better meet their needs based on lessons learned from the pandemic.

Highlights:

Charter Goals: Progress in ISA but more work to be done. TABE on track for Math but not Reading, Spanish GED exceeded goal in both math and reading, on track for the end of the year.

COVID Progress, next year all students will need to be vaccinated before attending and will be a focus of the enrollment team. Vast majority of the students (82%) are fully vaccinated (2 doses).

Student Support Services: Diaper bank program sees a lot of interest initially but due to students exiting the school the numbers decline.

McKinney-Vento: 23 students under the program and one case manager focused on supporting the needs.

Attendance: Adjustments to how attendance is taken via an inhouse tracking system, including notifications to students and parents when applicable. Work was also done to clarify the responsibility of attendance being at all levels, including teachers, to get absent students back in the building.

Early College: 7 students currently enrolled

Next Steps of the ED are to continue the one on ones until she has met with everyone, interest in starting a student advisory group, establishment of fireside chats around the themes bubbling up within the schools, meet and greets in July with stakeholders and a deep dive into the Academic work and Charter Goals.

Ask of the Board are to spread the work and participate in the Meet and Greets, participate in the fireside chats, help to recruit and in canvassing events, share expertise in areas of fundraising, philanthropy, higher ed connections and utilizing social media effectively.

The board shared appreciation at the level of information and the amount of work Vivian has done. Steve asked that the fireside chats be added to the scope and sequence and add fundraising and social media to the board profile as we recruit. Steve also recommended Vivian meet with individuals at OSSE.

Scope and Sequence / Meeting Materials and Prep

Steve and Michael facilitated a conversation around the development of a meaningful scope and sequence for the Board. There is a need to change it from a planning document to something that is more actional and used regularly. Sarah committed to having the Governance Committee add in the engagement opportunities from the Survey and from Vivian's first 54 days observations. John mentioned adding dependencies to board actions or any needed prework or review to the timeline. Naomi suggested that the Committees help to keep the scope and sequence accurate and reflective of the work of the Board. Michael asked about the school calendar events and how to keep everything aligned. Steve suggested that we create space in the scope and sequence for ad hoc school events or items that come up via Vivian. Michael to draft the list and review with Vivian, then add to scope and sequence doc.

Discussion about meeting materials, agenda structure and ED update, ask was to have the Board send back feedback on adjustments to the normal meeting agendas and content.

Governance Committee Update on MSM Survey

Sarah provided an update on the work and shared some high-level themes from the survey at this point. Information shared was based on information currently collected and is subject to change. TNS has partnered with MSM to help the board better understand the inner workings of TNS and to define the success and pain points around DEI and to help develop a relevant DEI strategy. Timeline: Survey Feb and March, Individual Interviews and Focus Groups Invitations – April, Individual Interviews and Focus Groups Complete – May. Findings shared – May and June Preliminary themes and findings, adequate representation of diversity and LGBTQ students and staff feel welcome. Opportunities for broader input into decision making, fair delegation of work and accountability

Next steps: Additional information from interviews and focus groups

Finance Committee FY23 Budget Preview

John shared an overview of the documents shared in Box and the information provided. Current forecast for this year, draft budget for next year. John asked for the members of the Board to share questions or comments to the Finance Committee and that any updates will be shared back with the full board based on Finance Committee discussions. The budget will need to be voted on by the full Board in the May 11th meeting so that it can be submitted in June. Steve asked to be added as an optional attendee to the Finance Committee and John noted that if the number attendees meet quorum, then we will need to make the Finance Committee a public meeting. John also offered to do one on one conversations with individuals to get an overview of the budget and budget process for those that are interested.

Governance Committee Discussion on Board Development

Naomi provided a recap of the survey questions, analysis, and results of the Board Skills Self-Assessment. Findings ranked Legal, HR and Finance as the biggest skill gaps of greatest importance. Sarah facilitated a share out of reflections and reactions from the Board. Overall the findings resonated with the Board. Mario facilitated a discussion around how to solve for and address these skill gaps, including recruitment and skill development of current board members. Steve asked that we raise Fundraising and Marketing/PR Governance Committee has the next steps to take the feedback and reactions and create a board profile and plan for recruitment based on priority skills.

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Commitment Activity: Mario facilitated a reflecting activity asking Board members to make a personal commitment as to what they want to accomplish in the upcoming year for TNS.

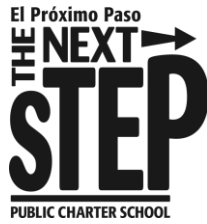
Steve closed out the Retreat. Vivian thanked the staff and Board for their support.

Adjourn

Board Vote: To Adjourn the April Retreat of TNS Board of Trustees

Motion to Adjourn: Mario Second: Michael Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

The Board meeting adjourned at 1.35



The Next Step (El Próxímo Paso) Public Charter School | May 11, 2022

ATTENDANCE (☒ if present, ☐ if absent)

Board Members:

- ☒ Steve Cartwright (Chair)
- ☒ John Ingold (Treasurer)
- ☒ Naomi Watson (Secretary)
- ☒ Michael Cuellar (Staff Rep)
- ☒ Sarah Lehar
- ☒ Mario Marquez (Staff Rep)
- ☐ Carols Hernandez
- ☐ Fernando Mejía (Student Rep)
- ☐ Housnatou Vologuem (Student Rep)

Staff:

- ☒ Vivian Robledo (Executive Director)
- ☒ Taunya Melvin (Chief Operating Officer)

The meeting was opened to members of the public.

MEETING MINUTES

Chair, Steve Cartwright, opened the meeting at 7pm ET followed by Naomi Watson, Secretary, conducting roll call to establish quorum.

Roll Call

<input checked="" type="checkbox"/> Steve Cartwright (Chair)	<input checked="" type="checkbox"/> Mario Marquez (Staff Rep)
<input checked="" type="checkbox"/> John Ingold (Treasurer)	<input type="checkbox"/> Carlos Hernandez
<input checked="" type="checkbox"/> Naomi Watson (Secretary)	<input type="checkbox"/> Fernando Mejía (Student Rep)
<input checked="" type="checkbox"/> Sarah Lehar	<input type="checkbox"/> Housnatou Vologuem (Student Rep)
<input checked="" type="checkbox"/> Michael Cuellar (Staff Rep)	

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

Steve welcomed those in attendance, provided an overview of the meeting agenda and proposed a vote on the April retreat meeting minutes.

Board Vote: To approve the April 2022 Board meeting minutes

Motion to Approve: Michael Second: Sarah Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Executive Director Update

Vivian provided an update on the progress towards the 7 charter school goals. Overall, the progress is positive. It was noted that attendance issues are impacting assessments. Enrollment goal progress was also shared as well as work done by the staff to meet this goal and future work including enrollment campaigns and canvassing. Vivian committed to letting the Board know how to be involved. Ongoing work on staff recruitment and hiring and key vacancies had been posted. It was also noted that two visits were upcoming for TNS including a Councilmember and PCSB. A timeline was also shared for revisions to the PMF the Board asked to be kept in the loop as the work moves forward.

PCSB Calendar Submission

Steve opened the school calendar up for discussion and revisions. Dr Vivian thanked the staff for the work that went into creating the calendar and the thoughtfulness around mental health, academics, and post testing time. The Board reviewed and voted to approve with the edit of Indigenous People Day to Indigenous Peoples Day.

Board Vote: To approve the submission of the School Calendar to PCSB

Motion to Approve: Naomi Second: Sarah Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Finance Committee Update and Vote

FY23 Budget Proposal materials were shared, including the budget and memo. The memo was shared, and overall rationale shared. The Budget proposal was provided by the Finance Committee and therefore no motion needed to bring this to a vote as the budget came out of committee.

Board Vote: To Approve the FY23 Budget proposal

Motion to Approve: NA Second: NA Outcome: NA	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

Governance Committee Update

Steve provided initial remarks. The discussion centered on the Board member recruitment and board profile that was created to help in this effort. Overall agreement to tighten the language about Board needs related to legal skills was emphasized as well as the interest of the Board in having TNS alum. Sarah facilitated a discussion on the launch of Board member office hours onsite as way to help with board-staff communication. Proposal is they will be quarterly and last 4 hours. Dates and times will be shared with the staff in advance. Questions posed included guidance for attendees about the role of the Board vs the ED, the process to share feedback

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from office hours to Dr. Vivian, the process to post hours and schedule to staff and ensure coverage for day and evening staff.

Steve shared a reminder about the current Vice Chair vacancy and asked that any interested board members contact him directly.

At 7:56 the Board moved into closed session to discuss HR matters and then adjourn.

Board Vote: To Move into Closed Session and Adjourn

Motion to Approve: John Second: Michael Outcome: Approved	
Steve Cartwright – Aye	Mario Marquez – Aye
John Ingold – Aye	Carlos Hernandez - Absent
Naomi Watson – Aye	Fernando Mejía - Absent
Sarah Lehar - Aye	Housnatou Vologuem - Absent
Michael Cuellar - Aye	

The board meeting moved into closed session at 8:05 and adjourned at 8:30.