



MINUTES

The Family Place Public Charter School

Date | time April 19, 2022 | 6:00pm - 7:00pm | *Location* Virtual Meeting, Zoom

In Attendance

BOARD MEMBERS		
NAME	PRESENT	ABSENT
Mavis I. Ardon	X	
Ann B. Barnet	X	
Michael D. Barnet	X	
Shawn Chakrabarti	X	
Dania Diaz Amaya		X
Barbara J. Finkelstein		X
Sarah Friedman		X
Marcia Harrington	X	
Natalia Isaza Brando	X	
Oralia Puente	X	
Elaine Weiss	X	

Others Present: Haley Wiggins, Alyson Cronquist, Yinzu Nairouz, Patricia Oholeguy, Luis Chavez, Yu Yang, Tolu Oleru, Misbah Ahdab, members of the Compass team: Mahasti Pourdastan, David Sirignano, Nathaniel Bernstein, Lauren Schmeider, Michael Brown

Approval of Minutes

Haley welcomes everyone and introduces Luis and Alyson. She announced the Children's Day Celebration on May 9th. The minutes from last meeting, February 16, 2022, were reviewed and unanimously approved by Mavis, Ann, Michael, Shawn, Marcia, Oralia, and Elaine (Natalia came late and so missed the minutes approval).

Motions

Everyone voted on the motion to adjourn. Meeting adjourned at 7:25 pm.

Description of Matters Discussed

- 1) *Finance Update – February/March 2022, Yu*
 - a. Predicting 371 days of cash at year's end. Above budgeted 238 days, due to SOAR, Facilities Reopening, and AFE grants.
 - b. FY23 Budget Updates

- c. Key Performance Indicators
 - i. 371 days of cash
 - ii. 21.8% gross margin
 - iii. 42% grants invoiced
 - iv. Forecasted FAR score: 100
- d. Forecast Overview/Cash Forecast
 - i. School's year ending cash balance forecast as \$1.91m, \$602k above budget
- e. Federal Revenue
 - i. \$226k annual cash increase
- f. Salaries
 - i. \$139k annual cash increase
- g. Facilities Project Adjustments
 - i. \$58k annual cash decrease
- h. Annotated Financials
 - i. Revenue: \$387k ahead
 - ii. Expenses: \$126k ahead (due to vacant positions)
 - iii. Net income: \$513k ahead
 - iv. Cash adjustment: \$67k behind (due to basement renovation)
 - v. Net change in cash: \$446k ahead
- i. Budget meeting for the next 2 years is upcoming in the next few weeks

2) *Human Resources Project Presentation, Compass*

- a. Mahasti is project lead, other team members introduced themselves
 - i. They are helping our organization improve our HR practices
- b. Board members introduced themselves
- c. Presentation
 - i. Project Objectives/Goals
 - 1. Analyze TFP's current hiring and performance management strategy
 - 2. Identify opportunities for maturity and align TFP's vision for improved hiring and performance management
 - 3. Develop HR strategies to attract, retain, and evaluate talent
 - ii. Problem Statements and Objectives
 - 1. Strategic Plan is out of date (2015)
 - 2. Not all positions have clear job descriptions or align with the organizational chart and market
 - 3. Lack of aligned evaluations for employees and supervisors
 - 4. Lack of consistent and clear procedures for evaluations, disciplinary action, performance improvement plans, career mobility, and compensation adjustments
 - iii. Preliminary Research
 - 1. Meetings with Haley, Miryam, Luis, and Laurel have taken place and Compass has looked over materials such as the Strategic Plan, employee handbook, job postings, performance review policy and processes, and more.
 - iv. Current State of Hiring Process
 - 1. Higher than usual (for TFP) turnover rates, partially due to teacher burnout
 - 2. Unstructured hiring process: lack of clarity about what TFP is; many applicants not adequately qualified
 - v. Proposed Future State of Hiring Process

1. Formal outline, job posting guidance, job description template

vi. Current State of Performance Management

1. Employee evaluations are two-sided, but there is not a clear set of goals or an unambiguous scale
2. Disciplinary review and action processes are not clearly outlined
3. Performance improvement plan processes aren't being utilized
4. Succession planning: no clear process for promotions, raises, etc.

vii. Proposed Future State of Performance Management

1. Align criteria for evaluations, update based on roles, use a schedule for evaluations
2. Establish formal disciplinary action procedures, formalize Employee Performance/Conduct Improvement plans
3. Align expectations, reduce ambiguity and misunderstandings
4. Create a formal promotion and succession planning process

viii. Next Steps

1. Incorporate feedback
2. Interview additional stakeholders if necessary
3. Develop recommendations
4. Finalize deliverables

ix. Questions/Recommendations:

1. Oralia: Evaluation for Executive Director? Mahasti replied that they will take that into consideration.
2. Michael: Timeframe of "unusually high turnover rate"? Nathaniel answered that the "unusual" is referring to rates at TFP. Pandemic is a factor. Haley mentioned that the teacher turnover and need for evening teachers is a concern.
3. Tolu: Templates for structure of succession planning, evaluations, etc.? Lauren said they have goal setting templates and are working on some for evaluations and more.
4. Misbah: Hiring processes same/different for part-time vs. full-time? Have we considered making part-time employees full-time and reducing staff? Haley responded that she tries to hire full-time when possible and has converted some teaching positions to full-time.
5. Michael: This is helpful, it's important that we have fair evaluation practices, etc.
6. Oralia: Are you looking at organizational strategies or individual employees? Mahasti replied that they have been looking at hiring processes and that both organizations overlap employees. Cross-training is also a good idea.
7. Mahasti said that we can let them know of any questions that come up later.

3) *Academic Update, Laurel is not here but Haley went over her presentation briefly.*

a. CASAS Pre- and Post-Tests:

- i. EFL classes: 88% of those pre-tested also post-tested, with 57% gains
 1. There will be another post-test at the end of May/beginning of June
 2. Michael asked what the expectations/goals are, and Haley said 63%

b. Foundations of Literacy classes: 32% gains (on target)

c. Pictures of classes were shown

d. Laurel can share more about the Digital Storytelling Project next meeting

4) *Registration/Enrollment, Fernando is not here but Haley went over his presentation briefly.*

a. 147 active students, 84.7% in-seat attendance

- b. Food bags including rapid tests distributed for spring break
- c. Weekly PCR testing for students provided by OSSE

5) *Executive Director's Report*

- a. New instructional assistant, Allan Curry, starting tomorrow and will be an ESL teacher next year
- b. Amy Sleep got a new position and Christopher has been taking over for her. Hector Vega also got a new position and Karla was hired in his place to be the evening operations site coordinator. Another part-time evening ESL teacher is set up for this fall.
- c. We are still looking for additional space: 14th street site is being considered.
- d. Natalia asked if we are looking at in-person vs. virtual teachers and if we prefer local. Haley said that both are good, and California, Utah, or local are preferred because those are the places we've hired people before.

Next Meeting

Date | time, Location

Motion to adjourn was made at 7:25pm and was passed unanimously.