



Board Meeting Minutes

Date: April 18, 2019
Time: 4:30 PM -5:30 PM CST
Location: Westberg Meeting Room
Church Health at Crosstown Concourse, Memphis, TN 38104; West Atrium- Third Floor

BOARD MEMBERS IN ATTENDANCE: Martha Boyd, Kathryn Perry, Mike Sturdivant, Kelley Nichols, Darnell Moses

BOARD MEMBER PRESENT VIA PHONE: Dr. Susan Elswick

EX-OFFICO MEMBER PRESENT: Alicia Norman

GUEST(S) PRESENT VIA PHONE: Cody Stephenson, Shandra Brooks

CALL TO ORDER: 4:33 PM, Mike Sturdivant called meeting to order. Mike introduced guest Shandra Brooks, new Director of Operations and Finance for PES.

APPROVAL OF PRIOR MINUTES:

The March 21, 2019 meeting minutes were approved without changes. Kathryn Perry moved to approve the minutes as presented. Darnell Moses seconded this motion. No further discussion and the minutes were approved unanimously.

DISCUSSION:

1. Committees Updates
 - a. Development – Kathryn Perry
 - i. No meeting has yet been called for the Development Committee
 - b. Education – Alicia Norman
 - i. Open House will be held Wednesday, 2:30 – 4:00p for families who have registered
 - ii. Enrollment data as of 4/18/19 was shared
 - iii. Student Performance Report was shared
 1. 60% of children should be at or above grade level by the end of the year
 - a. Options are being consider for having children screened for hearing loos, learning disabilities
 - iv. The summer reading program in collaboration with YMCA is filled to capacity. 25 are registered and 2 on the waiting list.
 - v. Shandra Brooks announced that a conversation is being held with Believe Academy concerning transportation of children. Board will probably vote at May

meeting on possible contract to provide one of several transportation options being considered.

- c. Facility – Mike Sturdivant
 - i. Mike shared information about needed repairs to HVAC system and options being considered. Alicia Norman shared information about lease agreement with SCS.
 - d. Finance – Kathryn Perry and Cody Stephenson
 - i. Report of checking balance
 - ii. Overview of current budget expenses and projections
 - 1. The 2019- 2020 budget will be voted on at the May meeting
 - e. Governance – Martha Boyd
 - i. Committee met April 11 to discuss full board and governance committee job descriptions as well as BOT member commitment document.
 - 1. Board voted unanimously to adopt the full Board job description.
 - 2. Board voted unanimously to adopt to the commitment for Board members.
 - f. HR/CEO Support and Evaluation – Alicia Norman
 - i. Alicia Norman reviewed the hiring status
 - ii. All teachers have been hired
 - iii. There is a likely candidate for the principal position overseeing PPS and PES
 - iv. Alicia will assume roll as Executive Director
 - v. No full time PE teacher needed
 - vi. Director of Operations and Finance started April 1
 - vii. Director of Curriculum and Instruction starts April 22
 - viii. Reception to host new and old staff will be held May 30 from 5 – 6:30pm after the short Board meeting at 4:30pm
 - 1. Martha will ask about PP office space availability in Crosstown
- 2. Other Business
 - a. Mike announced that a Board member has resigned but will continue to help by serving on a committee as needed.
 - b. Teacher appreciation week is coming up. Kelley Nichols will coordinate events for all staff. Board members are asked to contribute to the effort.
 - 3. Closing Items
 - a. There was no further business.

ADJOURNED: 5:50 PM