



Draft Board Meeting Minutes

September 10, 2025

6:30 pm

100% Virtual by Zoom

***Welcome, roll call, and call to order***

Members present for the virtual session – Josh Lewis, Shanta Bryant, Janel Brown, Carla Ware-Easterling, and Francis Campbell. Chip Henstenburg and Frances Slaughter are absent.

***Approval of the minutes from the previous board meeting July 23, 2025***

A motion was made to approve the meeting minutes from July 23, 2025, at 6:32 PM with all participating St. Coletta Public Charter School Board Members in agreement.

***Period of open comment and questions from members of the public***

Roni DiGenno, Carla Hall, and Jenny Shah participated in the SCPCS Board meeting as community members.

***The State of the School: Brief Highlights since last board meeting***

***Headlines from School—Amy Warden, Principal***

Principal Warden provided feedback on the beginning of the school year, including:

- Strong Start to the School Year: Orientation (Aug 14–22) and the beginning of the school year have been highly positive, with enthusiastic new and returning staff and increased engagement.
- New Staff Onboarding: 36 new staff members were hired (30 in August, 6 recently). Onboarding is ongoing, and morale is high.
- Community Engagement: Open House attendance increased from 58 families last year to 80 this year, energizing staff and generating excitement among families.
- Instructional Focus: This year's theme is "Back to Basics," with emphasis on core strategies like behavior support, data collection, individualized instruction, accommodations, and team collaboration.
- Defined School Culture: The "St. Coletta Way" has been clearly outlined using values like communication, patience, consistency, and integrity to align staff practices and expectations.



- Enrollment Status: Enrollment is on track to hit the 250-student cap, with 249 confirmed and 2 more offers pending. Most students qualify for Level 4 funding.
- Recruitment Needs: The school still needs 4 classroom teachers, 6 paraeducators, 1 social worker, a school psychologist (offer extended), and a board-certified behavior analyst.
- Accountability & Charter Review: All accountability goals were met, which is crucial for the upcoming 20-year charter renewal. The QSR (Quality School Review) is scheduled for Dec 8–12, and the board vote may occur in Jan or Feb.
- Title Funding: The school received its expected Title funding allocation, supporting curriculum, professional development, leadership training, and parent involvement. A spending plan is in development.
- Upcoming Events & Milestones: First Quarter Town Hall – Sept 24; Fall Festivals – Oct 23–24; Halloween Parade – Oct 31; Zero suspensions since school began — a positive behavioral milestone.

### ***Financial Report—Michael Olivarri, CFO***

Michael shared preliminary financial results for the fiscal year ending June 30, 2025, noting that adjustments may follow post-audit. The school reported a net loss higher than what was expected, mainly due to lower-than-expected student funding, rising contract costs, and missed grant funding. Maintenance costs were also higher due to extensive one-time facility upgrades last year. The experience in 2025 has informed the budgeting approach for 2026 and the school does not expect a similar situation in 2026.

### ***CDO Report - Jasmine Pletzer***

Jasmine updated the board on the work of the development department at St. Coletta, which has expanded beyond traditional fundraising to include marketing, communications, social media, and advocacy, all contributing to the organization's mission advancement. For the first time, a specific fundraising goal was established for FY26—\$330,000—based on past financial data and projected giving from individuals, corporations, and events. A major update was made to the organization's website, adding a "Ways to Give" section to educate and engage potential donors with different giving opportunities. St. Coletta has partnered with Life Legacy to offer free estate planning tools and encourage planned giving through wills and bequests. The organization has implemented Instrumentl, a grant management platform, with a goal of submitting 5–10 grant applications per month, increasing to 15–25 over time. Marketing and communication efforts have improved with the switch to Constant Contact, which has enhanced engagement and provided better data tracking while also reducing costs. St. Coletta was recently featured in the Hill Rag magazine, highlighting its impact and future goals, and the development team plans to ramp up outward communications under new leadership.



**COO Report - Kaiheem Mason**

Kaheem provided an update highlighting the successful conversion of about 75% of contracted support staff—across various disciplines like teaching, therapy, and nursing—into direct hires. He recognized Amy and her team for their work on this. He also detailed major upcoming construction near 20th and 21st Streets, which will severely reduce parking access starting late September and continuing through 2027, prompting temporary relocation of parking and bus routes.

**Board votes:**

- Three consecutive motions were made to approve three new board members - Roni DiGenno, Jenny Shah, and Carla Hall—each for a two-year term. All votes passed unanimously.

**Other board business:**

There was discussion about providing onboarding materials for new members, including background on the school, bylaws, and a board-specific whistleblower policy, which will be developed. A proposal was made to include a document introducing current board members on a more personal level. Plans are underway for an in-person November meeting and possibly a retreat to build relationships and provide training on governance, finance, and whistleblower policies. Finally, members expressed appreciation for staff contributions and agreed to keep Jasmine and Kaiheem on the agenda regularly.

***A motion was made to adjourn the public meeting at 7:48 PM with all board members in agreement.***

**The meeting minutes from this session will be reviewed during the next scheduled meeting of the St. Coletta Public Charter School Board on November 12, 2025.**



**Josh Lewis**

**President of the St. Coletta Public Charter School Board and Parent Representative**

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