



EDUCATE | ENGAGE | EMPOWER

Peter Paul  
1708 N. 22<sup>nd</sup> Street, Richmond, VA 23223  
Zoom Conference Call  
September 28th, 2021 at 8:00 a.m.

According to Peter Paul's Board by-laws, notice of the meeting was provided by Damon Jiggetts, Executive Director, in August 2021. Mary Doswell, Board Chair, presided over the meeting. A quorum was reached.

**I. Opening Prayer/Welcome**

The meeting commenced at 8:04 a.m. In attendance via Zoom were board members Jessica Brooks and Joy Brown. In person were Tamika Daniel, Mary Doswell, Chad Eisele, Hal Greer, John Hopper, Scott Mayo, Charlottee McGee, Benita Miller, Chris Moore, Hillary Parkhouse, Tyrone Payton, Missy Reynolds, and Tom Watson,. Also in attendance were Peter Paul staff members Stephanie Bassett, Carolyn Champion, Damon Jiggetts, Jamia Mason, Michelle Williams, Kim Young, and Sarah Young. Mary began the meeting and Damon gave the opening prayer.

**II. Mission Moment – Damon Jiggetts**

The staff has been doing a phenomenal job being flexible in the midst of getting our students back to school in-person. A huge thank you to the Peter Paul staff.

**III. Approval of Minutes and Board Business**

Chris Moore moved to approve July board meeting, John Hopper seconded. All voted in favor, motion carried. Hal Greer moved to officially approve Chad's appointment to the board. All voted in favor, motion carried. Mary reminded the board to turn in board conflict of interest forms.

**IV. Executive Director Report - Damon Jiggetts**

• **Program Updates**

- i. Jamia Mason is our new Data and Impact Manager.
- ii. There were several revisions to the budget presented at the May board meeting, which will be discussed further later in the agenda.
- iii. There is a workplace vaccine mandate in effect at Peter Paul to align with RPS policy. Most of the staff were already vaccinated prior to its implementation.
- iv. A personal wellness session will be conducted in October for staff to attend.

• **Education - Dr. Stephanie Bassett**

- i. Peter Paul had its traditional Summer Promise Academy this summer with academic instruction in the morning, and enrichment activities in the afternoon.

- ii. Enrollment for the summer was around 70 students. This was the first time students had been back in the building since March 2020.
- iii. We are currently in partnership with RPS for the 2021-2022 academic school year at 6 elementary schools in the East End. The sixth site represents an expansion to Woodville elementary school. We are also now serving kindergarten and first grade.
- iv. RPS is overseeing the hiring of teachers and enrolling students. Enrollment has doubled in size over the past month due to high participation in the RPS interest survey. Enrollment at Coleman is currently 9 middle school students and we anticipate this number continuing to steadily rise as RPS focuses more on this age group.

- **Family and Community Engagement - Kim Young**

- i. Sherika Chew and Chimere Miles have been working with 30 families in the Promise Family Network. One example of this type of engagement is illustrated through a connection with a mother through The Giving Wall who recently found sanctuary in VA from an abusive home situation. The FCE team has helped find resources for help with utility bills at her home, and continues to connect her and her family with resources.
- ii. There are currently 12 young adults enrolled in the Z-LIFE program. We recently awarded 9 of those young adults with small businesses \$500 mini-grants. This cohort of participants remain highly engaged in the program.
- iii. We had 12 bi-monthly community food distributions over the past few months. We have partnered with community organizations to help with this program and to help distribute any extra food.
- iv. The seniors returned to the Coleman Center earlier this month. They expressed gratitude for being healthy and back in this space with their friends and with the staff.

- **Introduction of Metrics Dashboard - Jamia Mason**

- The education metrics dashboard shows student attendance numbers, number of classrooms, student goals, etc.
- The family and community engagement dashboard shows senior attendance, event attendance, outcomes of programs, z-life participant enrollment, etc.
- In the future, we will also be capturing outcomes of social-emotional learning, as well as other qualitative data points from the family and community engagement department.
- This draft dashboard will be modified over the next weeks and months to capture the most relevant and important data.

**V. Grant Announcement - Sarah Young**

- After multiple years of applying and being rejected, we have been awarded the Neighborhood Builders Grant from Bank of America, a \$200,000 grant (\$100,000 per year for two years). The grant includes unrestricted funding and professional development for Damon Jiggetts and Dr. Stephanie Bassett.

**VI. Financial Review – Tyrone Payton**

- i. Our financials are overall in a good place- we have a substantial cash balance at this time which is there to meet the needs we haven't identified yet with students and families.
- ii. We are currently under routine audit, which should be completed in November.

- **Budget Update - Carolyn Champion**

- i. The FY22 revised budget includes adjustments to teaching staff, student head count, and cost per student. We did not receive 21<sup>st</sup> Century funding for our schools, however RPS covered that amount with their funding. Changes in revenue represent grant notifications and other revenue updates since the original creation of the May budget.
- ii. Expense adjustments reflected are due to changes in full time staff as well as changes in expenses from 5 schools to 6 schools.
- iii. Our bottom line is looking at a deficit of \$64,000 which will be covered by surplus from last year.

**VII. Executive Session**

The board adjourned to an executive session at 8:48 a.m.

**Next meeting: October 26<sup>th</sup>, 2021 at 8:00 am at Peter Paul.**

Respectfully submitted: Michelle Williams

Secretary: \_\_\_\_\_  
Hal Greer, Board Secretary