

Elsie Whitlow Stokes Community Freedom Public Charter School
BOARD OF TRUSTEES MEETING
Minutes
January 20, 2018

Trustees Present: Carlos Bonner, Robert Bowers-Disney, Heather Harding, Veleria King-Jones, Hoyt King, Robin Lingo, Erica McGrady, Rodney Rice, Ami Richardson, Yves Samake

Staff Present: Erika Bryant, Bill Moczydlowski, Linda Moore

The meeting was called to order at 9:33 a.m. by Board Chair, Erica McGrady. Ms. McGrady introduced new trustee, Heather Harding. Dr. Harding is Stokes parent of a third grader and of a Stokes School graduate. She is a Senior Program Officer for the Bill and Melinda Gates Foundation.

Minutes of the November meeting were reviewed and approved unanimously. Motion to approve was made by Robert Bowers-Disney and the second was made by Robin Lingo.

Development Committee Report

Linda Moore reported that, because of the recent turnover in the Development Committee leadership and because of the planned opening of the new campus, the annual signature fundraiser, *The Good Life*, will be postponed until the fall of 2018. Board volunteers are needed and requested. Erica McGrady volunteered to work on this activity.

Finance Report

Bill Moczydlowski presented the financial report for the period ending November 2016. He reported that the school is tracking well with budget. Year-to-date revenues exceeded budget because of (1) the unanticipated increase in Per Pupil revenue (six percent) resulting the raise negotiated by the Washington Teachers' Union and because of concomitant School Reform Act equity funding requirements for charter schools; and receipt of an unanticipated \$200K grant. Compared to the end of November 2016, there was a \$300K increase in cash on hand. In addition,

- \$4.6M of revenue was recognized YTD. The majority of this revenue is Per Pupil Allocation funding, (\$3.97M), Stokes Kitchen (\$156k), and private grants (\$223k).
- YTD personnel expenses were under budget by \$35K.
- YTD direct student costs were under budget by \$30K.
- YTD occupancy expenses were over budget by \$14k.
- YTD office expenses were under budget by \$2k.
- YTD general expenses were under budget by \$30k.
- The cash balance was \$3,018,204, up \$334K from 2016.
- The accounts receivable balance was \$214K, up \$52K from 2016

- The accounts payable balance was \$106K, up \$67K from 2016.

Discussion: Heather Harding asked whether a decision had been made regarding how to the six percent revenue increase. Erika Bryant indicated that half of the funds will be allocated for bonuses for staff members who were employed last year and the remainder will be allocated for general funds.

2016 990 Report

Bill Moczydlowski reported that, at the November board meeting, SB and Company (auditors) presented a draft of the 2016 990 report. Trustee and staff cited several needed modifications and SC and Company subsequently made the corrections. Mr. Moczydlowski presented the revised 990 to the board, which has been reviewed and approved by the Finance Committee.

Action: A motion to approve the 990 was made by Valeria King Jones and seconded by Ami Richardson. The motion passed unanimously.

Executive Director's Report

Erika Bryant presented the following report:

- ***Building Use Agreement with Building Hope:***
Stokes has collected 175 applications since mid-December 2017 for the 144 slots that will be available at East End campus in fall 2018. Ms. Bryant, Mr. Moczydlowski, the Finance Committee and the school's General Counsel, Gilbert DeLorme have worked closely with Building Hope to get an acceptable building use agreement for the proposed new campus located at the former Evans School (now Maya Angelou PCS) in Ward 7. The third and fourth floors are currently occupied by the Maya Angelou School. Stokes anticipates eventually using the first two floors for its programs. The first phase of the building build-out, the first floor, is scheduled to be completed by July 2018. Stokes can remain on the first floor for two years. Rent structure is based on actual enrollment.

Discussion:

1. Questioning the possible implications for Stokes, Heather Harding asked about Maya' Angelou's PMF status. Ms. Bryant responded that Maya Angelou has historically been at level 2 or 3.
2. Hoyt King asked how the building use agreement addresses maintenance. Erika responded that while maintenance, snow removal, etc. are addressed in the building use agreement, the agreement does not specify how this will be handled but Building Hope has agreed to amend the agreement to include this information.
3. Carlos Bonner asked whether the school will have its own signage at the new location. Ms. Bryant affirmed that Stokes will have its own signage and entrance.

4. Robert Bowers-Disney asked about the location of the kitchen (first floor) and whether the building has a gym. Ms. Bryant responded that the building use agreement will include a shared use agreement for the gym and that building also has an auditorium, which needs renovation.
5. Robin Lingo asked whether Maya Angelou School has an interest in contracting with Stokes for food services. Ms. Bryant replied that school administrators have expressed an interest in Stokes' food services.
6. Carlos Bonner asked whether Maya Angelou has expansion rights to parts of the building. Erika responded that Maya Angelou does not have expansion plans.
7. Ami Richardson asked about the enrollment levels and food service needs of Success Academy, which is located across the street from the proposed location.
8. Robert Bowers-Disney asked about plans to communicate about the new campus location with Stokes' Brookland campus families. Erika Bryant responded that the next announcement to parents will be the location of the new facility, once the board approved the signing of the building use agreement and it is subsequently signed. Heather Harding added that parents are typically concerned about the new campus' impact on the resources, financial and human, on the Brookland campus. Erika Bryant added that once the location of the new campus is official, the school will have a First Friday event to discuss plans with parents.

Action: Carlos Bonner presented a motion to finalize the building use agreement between the Elsie Whitlow Stokes Community Freedom Public Charter School and Building Hope. The second was made by Verleria King Jones and the vote was unanimous.

- **20 Year Review**

The DCPCSB is scheduled to vote on Stokes' 20 year charter renewal on January 22, 2018. In preparation for this vote, DC PCSB has reviewed and analyzed Stokes School's performance in the following areas: fulfillment of charter goals; fulfillment of academic achievement expectations; compliance with the school's charter and applicable laws; and fiscal performance. In 2016 PCSB completed a Qualitative Site Review which was also part of the 20 year review process. Stokes School received a draft of the report on January 13th for review and provided comments and feedback to PCSB by the deadline date of January 17th.

- **Equity Report**

In December the District of Columbia released the 5th annual School Equity Reports. These reports are issued annually for every DCPS and public charter school. The reports present information about each school, compared with citywide averages, and disaggregated by student subgroups. Data includes:

- Demographics
- Attendance
- Mid-Year Withdrawals and Entries
- Academic Proficiency
- Academic Growth
- Suspensions and Expulsions

- Stokes School's individual report is attached to the minutes. Additionally, DC PCSB has put together a presentation (see attachment) that looks at citywide trends and compares the charter sector's performance with citywide averages. It also has lists of schools with particularly high or low results. Stokes School stood out in several areas. Stokes School was:
 - among the schools with a zero or less than 1% suspension rate
 - among the schools with the lowest number of students who withdrew mid-year;
 - among the schools with zero expulsions; and
 - among schools with the highest in seat attendance rate (95.9%).

Strategic Plan:

Stokes has contracted with Juilenne Johnson (former Stokes School board member) and Front of the Bus Productions to spearhead a 2018-2022 strategic plan. The board agreed to contract with Front of the Bus and the following trustees have volunteered to work with Ms. Johnson and serve on the strategic planning task force: Erica McGrady, Verleria King-Jones, Jenice View, Tracey Friedlander, Ami Richardson and Hoyt King.

Action: Staff will send copies of the previous strategic plan to task force members and will schedule a meeting with Ms. Johnson;

LabelFrancEducation:

The French Embassy has invited Stokes to apply for the *LabelFrancEducation* which is an accreditation that the French Ministry of Foreign Affairs gives in recognition of high quality French dual language immersion schools across the world. This accreditation improves French programs by assessing the quality of teaching in schools and helps promote programs by evaluating the learning environment created for students. More than 35 dual language and immersion programs are accredited in the U.S., and over 200 in the world.

Once a school has been accredited, it is eligible for several benefits from the support of the Education Department of the Embassy of France in the U.S. including: teacher training workshops offered in the U.S. and in France, free access to online teaching materials, and student workshops that take place in individual schools as part of the *French Gateways* program.

Rales Foundation:

On Tuesday Stokes hosted Josh Rales, President, and Ileana Rosenthal, COO, of the Norman and Ruth Rales Foundation. Rales is a local family foundation dedicated to providing children and families who face challenging circumstances with transformative opportunities to thrive through enhanced education, health, and social services. The foundation focuses its efforts primarily on supporting high-performing charter schools,

forming public-private partnerships, and investing in innovative programs and services. The foundation is interested in learning more about Stokes School and potentially supporting our plans to open the second campus east of the river.

FACE Foundation French Dual Language Fund Grant:

Stokes received a grant from the FACE Foundation's French Dual Language Fund to our French Leveled Literacy Intervention. This program will mirror the structure of the ELA and Spanish Leveled Literacy Intervention programs. This funding will be used to increase the number of books in the leveled French libraries within each classroom. The goal of the leveled libraries is to support students' development of self-initiating actions that they will be able to apply to a range of texts. With daily teaching, Stokes' French teachers, with support from the French Literacy Coach, will help students climb the ladder of text difficulty with success. The ultimate goal of this program is to increase overall French literacy and fluency levels.

SOAR Facilities Grant:

Stokes School applied for and received a \$571,000 grant to assist with the partial renovation of the former DCPS Evans Middle school, **the proposed site of the new campus**

Discussion: Hoyt King suggested that staff research whether Stokes is eligible for U.S. Department of Education charter start-up funds for the new campus.

Upcoming events:

Today, Third annual DC Bilingual Fair

East End Open House at NCCC, January 26

Black History Celebration, February 23

The meeting was adjourned at 11:07 a.m. **The next meeting is scheduled for March 10, 2018.**