

# BOARD OF DIRECTORS MEETING

## June 19, 2019

### ATTENDEES

Lydia Adelfio, John Duncan, Betsy Hanlon, Diedra Henry-Spires, Margaret Horn, Roneal Josephs, Art Moran, Tom O'Hara, Neville Waters, Chantal Eldridge, JD Wilde (phone)  
Russ Williams, Shonda Andrews Guests: Jackie Green, Laura Berger

**ABSENT:** Nasir Qadree

### AGENDA

- I. **Call to Order & Chair's Remarks**
- II. **Routine Business**
  1. Approval of Minutes
- III. **President & CEO Report**
- IV. **Director of Family Engagement, Jackie Green**
  1. Student Protection Policy Proposal
  2. School Safety Act of 2018
  3. Student Safety and Consent Education Act of 2018
- BREAK (15 min)**
- V. **EOY Dashboard/Class Data Review**
- VI. **Committee Reports**
  1. Academic Committee
  2. Development Committee
  3. Finance Committee
    - LHI Projects Approval
  4. Governance Committee
    - New Board Member Approval
- VII. **Executive Session**

Lydia Adelfio, Board Chair, called the meeting to order.

### Chairman's Remarks

- Lydia thanked the Board for all their good work throughout the year and reminded everyone of the difference they are making for children. She also reminded everyone that attendance at each board meeting and on each committee call is critical and part of their responsibility as board members.

### Routine Business

- Approval of Minutes - March 2019 board meeting minutes
  - **Action Requested: Approval of minutes from March 20, 2019.**  
**Motion Approved.**

## **President & CEO Report**

The school year has recently ended and there were many high-quality end of year performances by our campuses.

## **End of Year Data**

OSSE would like to get the embargoed data to us by the end of July and will publicly release the information by early August.

Currently, we only have 30% of the data to calculate our PMF scores.

Class reports for the PreK classes have been done. Two of our PreK (Congress Heights and Shaw) classes received perfect 12 out of 12 score. Five out of six of our campuses have done better than the previous year in scoring. Our lowest-scoring was the Capitol Hill campus. The remaining campuses were within the 10-11 range.

## **Teacher Retention**

Central Office is working through the most current information. We're retaining 80% of our team. There are currently 13 current openings. A number of teachers that are leaving CCPCS are leaving due to personal reasons/moving out of state and not unhappiness with CCPCS. The talent team is developing a spreadsheet to track why leaders and teachers are choosing other options.

**ACTION:** Russ will share the spreadsheet once the data is complete.

The principal at Shaw was replaced with Aaron Dukes, formerly an Asst. Principal at Congress Heights, who is starting on June 24th.

With regards to CCPCS' need for succession planning, we currently have a diverse cadre of assistant principals and one that is prepared to transition into the principal role. There are emerging leaders that are ready to be developed. We've researched leadership development programs and spoken with consultant, Renee' Baiorunos, who is facilitating a conversation with our principals and emerging leaders about defining a CCPCS leadership track and a plan to identify more potential leaders within the school district.

The average urban principal tenure is 5 years. Currently, we have four principals at the 4th, 5th, 7th, and 12th-year marks. We are mindful of the need to develop succession plans for those principals that fall within the tenure window.

## **Enrollment Updates**

Enrollment is currently on track for enrollment for the next school year.

Trinidad campus has a smaller gap than we've had to make up in previous years. More Trinidad families tend to submit their enrollment paperwork in late July, early August. Trinidad is up 15% over last year.

Capitol Hill campus is down 20% in comparison to last year and is showing a downward trend.

**Action:** Management will revise the enrollment section of the dashboard to make it easier to follow.

There was one expulsion this year - the first in a number of years. Restorative behavior policies across the school district have helped. Next year, our focus will be on trauma-informed restorative practices.

## **Sexual Abuse Policy -- Jackie Green, Director of Family Engagement**

Jackie gave an overview of CCPCS' involvement in new legislation around school safety.

Two bills were combined to address the need for a policy that covers adult to youth and youth to youth sexual abuse instances.

This past May DCPSCB released a draft template policy, which has not been finalized. This template is what schools will use to build their policy around preventing sexual abuse in schools.

CCPCS is working to create a transparent environment with families. Ways to do this include:

- Creating safe spaces (prevention, awareness, response)
- Partnerships - Potential partners could be Safe Shores and RAINN.

**ACTION** - Diedra has connections at the organizations and will connect Jackie with them.

Jackie is working to identify targeted strategies that can be used with families and what is the CCPCS response to issues that may arise, using PCSB as a guide. Another goal is to improve current policies, using DCPCSB's model on sexual abuse issues.

Central office will include the updated policy and legislation in the school handbook for families to review.

**ACTION:** Jackie will share the final version of the policy template with the board when DCPCSB has approved it.

The need for board involvement will be outlined in the final policy. Currently, if an incident occurs at the campus level, it's raised to CCPCS central office, PCSB and then CFSA (Child and Family Services Agency).

CCPCS will be sensitive to the EL learners and their families to ensure important information is not lost in translation.

### **Parent Survey**

In Year 1, 100 out of 1000 families responded to the survey. This year 50% of families responded to the survey which is a significant increase. The feedback received has been positive overall positive and shows growth and progress among the campuses. The survey addresses leadership, communication, school climate, curriculum, ELL specific questions, and funding priorities, as well as, how we disseminate information regarding Title 1 to parents.

Home visits will identify needs for internet access and equity. Students have Chromebooks to utilize internet usage and a few of our campuses have family computers for internet access. Parents are asked at the beginning of the year to provide us with the best way to communicate with them to ensure that we are reaching them in the best manner and that they have access to technology.

**ACTION:** Jackie will share a high-level overview of the survey results with the board.

Although the survey is anonymous, we do ask parents to provide the grade level of their student(s) and whether they are returning parents.

### **MAP Review -- Laura Berger, Data and Assessment Manager**

#### **Attendance**

Laura provided an update on the current attendance rates which showed a downward trend. Attendance numbers tend to go down in June as students and families leave early for vacations. There has been consistent attendance during March, April, and May. Attendance was high in May during the standardized testing window. There will be a focus on raising Trinidad's attendance rates in SY 20. Overall, attendance is down as a district, our goal is 95% as a district.

There was a decrease in truancy by 2%

The tardy rate has been stable compared to last year. Some campuses are utilizing their field trip budget to incentivize students to meet attendance goals. The goal is to get students to attend school at greater rates.

Currently, a letter will go home when a student is absent. This is a doable process for those campuses with smaller absences, but we're currently strategizing on how we make this feasible for our other campuses.

Our goal is 95% to receive all of the points on the PMF. On the PMF, the floor to receive points is set at 85%, which is based on PCSB policy. On the STAR Framework, however, the floor is much higher because it's based on actual school attendance rates. This means we will continue to need to improve our attendance rates to receive more points on the STAR Framework.

**Action:** Laura will add STAR reference lines to the dashboard.

### **Tardiness**

We are combined elementary and middle school district so our data will look different. We've used the urban average for tardy rates.

Congress Heights has gone from a low tardy rate to a spike. The recent spike is possibly due to a change in office staff, which may have moved to a more stringent policy. There was a crackdown on tardiness but it is not typical to have such an increase. When we have personnel changes, it is important to ensure the policy is clear. Capitol Hill had much lower tardy rates - this is potentially due to an improved understanding of what's considered a tardy. It is also important to study how are families commuting to campus, which could factor into the tardy rates. Students at the Congress Heights do not have easy access to Metro which impacts attendance.

### **Enrollment**

Mid-year withdrawal rates are down. 3.8% of students withdrew after Oct. 5th compared to the overall DC rate, which is 6%. Three students enrolled after Oct. 5th. Specific to Congress Heights, the bulk of students who left that campus moved out of the state to Maryland.

There is a new definition of *Economically Disadvantaged at Risk* and how schools are held accountable within the STAR framework. There are few schools that serve high-risk populations that are in tier one status. Data shows that the higher the at-risk population a school serves the lower the star score. There is a concern that the metrics are biased against minority students. OSSE and PCSB are reviewing the STAR framework.

**ACTION:** Laura will involve the Board more in these At Risk definitions with PCSB.

Three CCPCS campuses receive more at-risk dollars in response to the populations they serve.

### *Enrollment Yr over Yr and Re-enrollment:*

Re-enrollment has improved and is higher than the overall DC percentage. Brightwood campus tends to be overenrolled. Trinidad campus has increased its enrollment each year, but has lower re-enrollment rates than last year.

### **Behavior and Suspensions**

There has been a policy change regarding suspensions. Students should not be suspended for more than 5 days and should only be suspended for very specific reasons. There are multiple revisions in the student handbook regarding suspensions. The goal for the next school year is to look closely at lowering the suspension rate. An additional goal is to pay special attention to the suspension practices for students with disabilities. Suspension rates are lower than last year among students with disabilities.

### **Grades**

The number of D's and F's has dropped. Congress Heights campus has kept up achievement but grades are lower. This points to the need for further standardization of grading practices. There have been some changes around grading practices. District professional learning communities (PLCs) will work to standardize grading across campuses.

**ACTION:** Laura will create a year-end talent dashboard and share it with the board.

The list of high schools that our 8th graders will attend was circulated.

### **Committee Reports**

#### **Academic Committee - Margaret Horn**

The committee chair noted the importance of the annual joint finance-academic committee's call and the ability to target funds academically in future budgets and on how we're supporting students with learning differences.

Margaret will be presenting on the CCPCS Dashboard as a best practices at upcoming the National Charter School Alliance Conference.

#### **Development Committee - John Duncan**

The spring event was postponed due to the need for more strategizing. The event has been rescheduled for October 2019 with more details to be developed over the summer. The theme of the event will continue to be supporting the Global Ambassadors program and will be a fundraiser to cover trip expenses.

The committee will continue to build partnerships that will potentially bring in funds and volunteerism.

The goal is to have a district-wide message regarding why there is a need for funding support. Shonda is working on a communications plan to outline how we interact with internal and external audiences.

We are are considering ways to best renew our grant application efforts.

John is reviewing the current level of board giving, the board should be at 100% giving among members.

**ACTION:** Shonda to provide the current percentage of giving to John and Lydia.

**ACTION:** John will send an email to the board with a link to donate.

#### **Finance Committee - Betsy Hanlon**

The year ended with a surplus. There are continuing discussions around our facilities needs and future plans to possibly purchase a building.

**LHI Maintenance Projects** - It was discovered that more work had to be done with the flooring replacement and asbestos abatement within the buildings which increased the projected expenses. Five projects were recommended by the Finance Committee for approval.

**ACTION: Motion to approve the LHI Contracts. Motion Approved.**

#### **Governance Committee - Diedra Henry-Spires**

The committee chair gave an overview of initial meetings with the potential new board member and the need for an additional parent member on the board. Russ working on meeting with a recommended parent.

It is requested that the board review the strategic plan to ensure that the organization is progressing towards the goals that were outlined.

**ACTION: Motion to approve Greten Guffy as a board member. Motion Approved.**

**ACTION:** Diedra will send the strategic plan to board members for review.

**ACTION:** Shonda will send out a doodle poll for the on-boarding of Gretchen.

**Meeting was adjourned.**