

**Monument Academy Public Charter School
Minutes of July 9, 2019 Board Meeting**

1. **Call to Order.** Board President, Tycely Williams, called the meeting to order at 6:05 pm

Present: Charles Moore, Tami Lewis, Emily Bloomfield, Tycely Williams, Latrecia Easter

Also Present: Jeffrey Grant, Head of School; Keisha Morris, Chief of Operations

Called-In: Ashleigh Lewis, Dale Jones, Shawn Hardnett (joined at 7:15pm)

Absent: Brian Jones, Matthew Biel

Guests: Pat Brantley, CEO of Friendship PCS

Welcome and Call To Order: Board President Charles Moore welcomed everyone to the Board Meeting.

Upon motion duly made and seconded the Board voted to approve the minutes of the June 25, 2019 Board Meeting in the form attached hereto.

Ratification of Leadership/Governance Changes:

The Board acknowledged and accepted the resignations of Charles Moore, Lisa Cullins and Shalini Shybut from the Board. Kimberly Lane's term ended in June, 2019 and she no longer serves on the Board.

The Board acknowledges and accepted the resignation of Emily Bloomfield as CEO, effective June 30th, 2019.

Upon motion duly made and seconded the Board voted to approve Dr Grant's contract as the new Head of School, effective July 1, 2019.

Upon motion duly made and seconded the Board voted to approve Emily Bloomfield as new member of board for a 3 year term.

New and returning Board Members introduced themselves.

The board discussed, and a proposal was made, to elect interim officers. The consensus was that in light of the transition and number of new board members, it was best to allow a few months for the board to coalesce and everyone have an opportunity to get to know each other before electing a final officer slate at the October Board meeting. The election of interim officers is as follows:

Upon motion duly made and seconded the Board voted to approve Tycely Williams as the interim Chair..

Upon motion duly made and seconded the Board voted to approve Tami Lewis as Vice Chair.

Upon motion duly made and seconded the Board voted to approve Emily Bloomfield to lead advancement/fundraising. Dale Jones offered to share this in leading finance and advancement.

Dr. Grant called for Board Members to submit suggestions for items that the board should take up over the course of the year.

The Board members agreed to meet from 6-8pm on the 2nd Tuesday of every month.

Head of School Update:

Dr. Grant reviewed the past two year's performance and the shortfall in meeting PCSB PMF goals. He stressed the importance of maintaining a laser-like of focus on meeting those goals and reviewed detailed plans for improvement and how he will be tracking this. The board recommended that the dashboard include short term academic progress measures to know whether the school is on track towards meeting those goals.

Presentation of the revised 2019-20 Budget:

Keisha Morris, Chief of Operations, reviewed the revisions to the budget. She spoke about the reduction in enrollment to 100 students, staffing levels to support academic progress and safety, the projection of 46 days of cash on hand at the end of the school year, a \$300,000 contingency, and a positive net income of \$115,000 at the end of the year. Emily Bloomfield stated that to date Monument Academy has secured commitments of \$1,450,000 towards the \$1,700,000 fundraising goal.

Upon motion duly made and seconded the Board voted to approve revised the 2019/20 budget in the form attached hereto.

There being no further business, Charles Moore adjourned the meeting at 8:00 p.m.

**Monument Academy Public Charter School
Minutes of July 24, 2019 Board Meeting**

1. **Call to Order.** Board President, Tycely Williams, called the meeting to order at 8:00am.

Present: Tami Lewis, Emily Bloomfield, Tycely Williams, Latrecia Easter, Matthew Biel.

Also Present: Jeffrey Grant, Head of School, Alan Wilson, WilmerHale counsel, Donya Khadem, WilmerHale summer associate.

Absent: Brian Jones, Ashleigh Lewis, Dale Jones, Shawn Hardnett.

Welcome and Call To Order: Board President Tycely Williams welcomed everyone to the Board Meeting.

Upon motion duly made and seconded the Board voted to approve the minutes of the July 9, 2019 Board Meeting in the form attached hereto.

Heading into our 5-year review, it was recommended that a committee be established to oversee compliance (especially related to special education, but covering other areas of PCSB and OSSE compliance as well) and support and monitor progress on accountability measures.

Upon motion duly made and seconded the Board voted to approve the language of the motion, and then to adopt the motion.

RESOLVED, that a Compliance and Accountability Committee of the Board of Trustees (the "Board") of Monument Academy Public Charter School, a District of Columbia nonprofit corporation ("PCS") be and hereby is created for the purpose of overseeing PCS' compliance with applicable laws and regulations, including but not limited to those with respect to special education, and supporting and monitoring progress on DCPCSB accountability measures and other measures as agreed upon by the Head of School and the Board, and shall have the authority of the Board, except as such authority is limited by statute ; and that Tami Lewis be appointed to the Compliance and Accountability Committee to serve until her successor has been appointed or until her earlier removal or resignation; and that another member of Board shall be appointed to the Compliance and Accountability Committee at the Board's next meeting.

Other Governance Business

WilmerHale is working with the Board to ensure compliance with all by-laws and to advise on any future revisions pertaining to the by-laws. To ratify any defective prior acts and document Trustee elections, the following resolutions were proposed and circulated to the Board in advance of the meeting.

Upon motion duly made and seconded the Board voted to approve the language of the motion, and then to adopt the motion.

Election of Trustees

WHEREAS, Section 5.04 of the Amended and Restated Bylaws of PCS (the “PCS Bylaws”) provides that the Board shall propose a slate of Trustees for election to the Board by Monument Academy Foundation, Inc., a District of Columbia nonprofit corporation and the sole member of PCS (the “Foundation”).

NOW, THEREFORE, BE IT,

RESOLVED, that the Board hereby proposes the following slate of Trustees for election to the Board by the Foundation, each to serve for the term set forth opposite his or her name and until his or her successor has been duly elected and qualified, in accordance with the PCS Bylaws, or until his or her earlier removal or resignation:

Last Name	First Name	Type	Term Ending
Bloomfield	Emily	Non-parent	June 30, 2022
Hardnett	Shawn	Non-parent	June 30, 2020
Jones	Brian	Non-parent	June 30, 2021
Williams	Tycely	Non-parent	June 30, 2020
Biel	Matthew	Non-parent	June 30, 2021
Jones	Dale	Non-parent	June 30, 2022
Lewis	Tameria	Non-parent	June 30, 2022
Lewis	Ashleigh	Parent	June 20, 2020
Easter	Latricia	Parent	June 20, 2020

Ratification of Prior Acts

RESOLVED, that all acts done on behalf of PCS by its trustees and officers, prior to the date hereof in furtherance of the above resolutions, be, and they hereby are, authorized, ratified, confirmed, adopted and approved as acts of PCS.

General

RESOLVED, that each of the officers of PCS and any persons designated or appointed by any officer of PCS be, and each of them acting singly hereby is, authorized to execute any and all such documents, certificates and instruments, and to take any and all such actions, as they or any of them deem necessary or desirable to carry out the purposes and intent of the foregoing resolutions and that the execution and delivery of such documents, certificates and instruments, and the taking of such actions, by such officer or officers shall be conclusive evidence of his or their determination and approval and of the due authorization and approval of the Board.

Other Business

Counsel was asked for feedback and recommendations pertaining to the organization and running of the meeting. He observed that it was well organized and constructed and will make recommendations with respect to by-laws going forward, including governance changes related to the potential removal of the Foundation as the sole member of PCS. An initial recommendation was to avoid creating too many committees.

Tycely updated the Board on recent communications with Scott Pearson, Executive Director of the PCSB regarding questions he had, and has scheduled a face to face meeting with him in August. She's asked that the correspondence with the Board be shared so that everyone has a common understanding about his questions and her response. She invited questions or recommendations and will also solicit input from the Board regarding questions and to provide input.

There being no further business, Tycely Williams adjourned the meeting at 9:03 a.m.

**Monument Academy Public Charter School
Minutes of August 25, 2019 Board Meeting**

Present: Tycely Williams, Tami Lewis, Emily Bloomfield, Shawn Hardnett, Matt Biel, Anna Scudiero

Absent: Brian Jones, Ashleigh Lewis, Latricia Easter

Welcome and Call To Order: Board President Tycely Williams welcomed everyone to the Board and opened the meeting at 7:05pm.

Adoption of Minutes from August 13, 2019 Board Meeting

Upon motion duly made and seconded the Board voted to approve the minutes of the August 13, 2019 Board Meeting in the form attached hereto.

Adoption of Open Meetings Policy: Tami spoke on the motion, explaining the rationale behind adopting this policy and mentioned that it is not required for charter schools to have all meetings be open, but it is a best practice. Tami said that the policy has been reviewed by our counsel to ensure it meets legal standards.

Upon motion duly made and seconded the Board voted to approve the new Open Meetings Policy in the form attached hereto.

Adoption of Updated Financial Policy Keisha explained new updates to our policy including new safety measures and new ways we have secured the building. There were also best practice updates made to our federal grants policy. This policy was reviewed and recommended by EdOps.

Upon motion duly made and seconded the Board voted to approve the newly updated Financial Policy.

There being no further business, Tycely Williams adjourned the meeting at 7:25pm.

Monument Academy Public Charter School
Minutes of September 26, 2019 Board Meeting
DRAFT

Attendance: Tycely Williams, Shawn Hardnett, Tami Lewis, Emily Bloomfield, Ashleigh Lewis.
Staff: Dr. Jeffrey Grant, Keisha Morris, Anna Scudiero

Guests: Mayank Palod - EdOps

Absent: Brian Jones, Latericia Easter, Dale Jones, Matthew Biel

Welcome and Call To Order: Board President Tycely Williams welcomed everyone to the Board and opened the meeting at 6:12pm.

Upon motion duly made and seconded the Board voted to approve the minutes of the August 25th, 2019 Board Meeting in the form attached hereto.

Governance Update:

Tycely Williams presented two candidates for election to the Board of Trustees, Donna Anthony and Neela Rathinasamy. She reviewed their resumes and pointed out that, among their many qualifications, each has District level experience working on policy related to special education and compliance, and have demonstrated a deep commitment to Monument's work serving the highest needs students. Neela is a DC resident, and Donna is a Maryland resident, and our board remains compliant with residency regulations related to our Board.

Tycely and Tami explained our board requirements, Shawn brought up tracking skill sets to ensure balance and setting expectations and goals for numbers of board members.

A discussion on what an ideal board would look like for Monument Academy followed.

Upon motion duly made and seconded the Board voted to approve Donna Anthony and Neela Rathinasamy as new members of the Board for 3 year terms each.

Head of School Update

Dr. Grant described where we currently stand as far as in-seat enrollment (96 in seat and more enrolling this week), staff vacancies (2) and behavior data. Data show a significant (80%) decrease in behavior issues thus far this year as compared with the same time last year. Dr. Grant described cultural changes, staffing structures and other improvements made this school year that have lead to a decrease in negative student behaviors. He also reviewed how we are using data to drive decisions, motivate students and give them ownership and accountability over their education. He described our academic day, the curriculums, professional

development and other resources we are using this year. John Collins, the developer of Collins Writing Across the Curriculum, remarked on how excellent the teaching was in many of his observations, and compared the rigor and engagement to what he saw in some elite private schools.

Dr. Grant updated the board on recent PCSB staff visits and the positive experiences they had while visiting Monument Academy classrooms. Tami shared an anecdote of a visitor from PCSB who visited a math resource classroom and reported back high praises on the teacher, instruction and engagement of students within the classroom. It was suggested and Dr. Grant agreed to share a summary of those visits with the Board.

Dr. Grant updated the board on numbers of students with IEPs, the process of assessing eligibility and other student demographic information. He remarked that, consistent with past years, Monument has enrolled a majority of students who are more than 2 years behind grade level. His team has found that a number of them have either no IEP, or have had an IEP and have shown no academic progress over time. On that basis their team have engaged several psychologists and staff to undertake evaluations or adjust hours of service to better meet students academic growth goals. In addition, the SPED coordinator is going way back through Child Find to ensure they examine all new students' prior school records to ascertain if there is an IEP. A number of our new students have attended multiple schools and in a number of cases we have seen that no IEP shows up for the most recent school, but one exists at an earlier school. As a result of this work, the school is likely to be at 60% of our students with IEPs, consistent with past years. Tami recognized Dr. Grant for doing a thorough job and pointed out to the Board the recent Supreme Court case determination with respect to IDEA and what is expected of schools, and that it's more than paper compliant. If we have a student with an IEP and the child is not making progress, then there is obligation to do more to support progress.

When asked about the staffing and the budget, Dr. Grant pointed out that while this SPED number isn't reflected in the August financials, which only accounted for initial paperwork in hand, it was anticipated when Dr. Grant hired staff to ensure meeting the needs of a student body that is 50-60% SPED. Dr. Grant described the composition of our SPED team, including our new inclusion teachers, our teachers assistants and our elective teachers. Thus, outside of potentially needing to hire more dedicated aids, the increase in numbers of students with IEPs should not affect our staffing needs. We will probably see some increase in outside service provider hours, however.

Dr. Grant shared updates on student progress reports and how they are sharing them with families, including giving them out at the monthly head of school/parent breakfasts in person for those who attend. Student led conferences begin soon and are scheduled at different times of day to allow parents and families to attend.

Dr Grant shared the results of the DCPCSB safety audit, which was comprehensive, and overall had positive findings. He pointed out some repairs they are undertaking. He shared the photos

and comments about site lines, seeing in classrooms, lighting, cameras, and security visibly moving around and ever present.

Dr. Grant and Ms Fuller reported great turnout for head of school breakfast, a desire from parents to volunteer, and that Family Engagement is busy supporting the establishment of the parent advisory council and noted how many families are now speaking directly with each other. The parent portal shows a significant increase in usage +40%. It's a place for families to find notices, see events, and how they can become more engaged. Anna and Jeff are updating website every Tuesday with events, feedback, etc.,.

Dr. Grant reported higher attendance rates this year compared with last year.

Financial Update

Financials: Mayank pointed out that our August financials are out of date and not likely to be an accurate forecast based on the beginning of the school year, with roughly 40% SPED. As a result the August financials are projecting a deficit. Dr. Grant and Jeff will be sending Mayank weekly updates as the school revises supports and service hours for students, and financials will be adjusted accordingly. Financials reports in the next 3 months will provide a more accurate forecast relative to budget as it reflects these changes. The biggest impact will be on the revenue side, since Dr. Grant put into place the requisite staff/costs in advance of the changes in anticipation of supporting all students with IEPs.

Anna updated the Board on giving: how much money is now in the bank, funds committed and still to be received, and sources of funding, and action items from board as part of ongoing fundraising initiatives.

Policy Update

Tami provided an update on new and pending legislation for the schools, including new discipline regulations regarding suspensions in DC schools. Tami brought up that Dr. Grant and his team are updating discipline policies to be in compliance of the new law.

The Safety Omnibus Act relates to staff background checks, with the goal to protect students against potential abuse. It requires background checks going back 20 years. Keisha reported that the firm that does background checks for Monument was proactively doing these types of checks based on prior knowledge of these changes and staff are doing the extra work entailed.

Proposed future calendar of board topics:

Tami and Tycely proposed moving Board meetings from the second to the fourth Tuesday of the month in order to be alignment with our financial reports. Anna agreed to send out an email to all board members to gauge availability and reschedule future Board meetings.

There being no further business, Tami Lewis adjourned the meeting at 8:25pm