



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD
REGULAR SESSION**

November 12th, 2019

Attendance:

Trustees: Allison Arnold, Sarah Dillard, Quameice Harris, Anne Herr, Rochanda Hiligh-Thomas, Mizmun Kusairi, Galo Pazmino,, Nitika Tolani

Staff: Dominique Coote, Karen Dresden, Samantha Gaffney, Pam McKinney, Jonathan Weinstein
Justin Lopez-Cardoze and Laina Cox (for Mission Moment only)

Meeting called to order at 6:35 pm.

Welcome

Alison Arnold, Board Chair, welcomed everyone to the second meeting of the year.

Mission Moment

Justin Lopez-Cardoze, Capital City's 7th grade science teacher and D.C. Teacher of the Year, shared his experiences since winning the award in October. He donated the money he received to start a STEM scholarship for a Capital City student.

Consent Agenda

The Board accepted the Consent Agenda that included the September Meeting Minutes, November School Report, Upcoming events for Board Members, Development Committee Minutes, Development Dashboard, School Performance Committee Notes, Finance Committee Minutes, Q1 Financial Dashboard Cover Sheet, Q1 Financial Dashboard, Q1 Financial Presentation, Contracts Submitted for Approval Since Last Meeting

Debrief of Facilities Incident

Jonathan Weinstein, Chief Operating Officer, shared information about the recent flooding caused by a ruptured HVAC line and restoration. Most of the damage has been repaired with the exception of offices that need to have carpeting replaced. The total cost of repairs is estimated to be \$700,000. This is covered by our insurance. We are proactively inspecting and replacing as needed other pipes.

School Performance: PMF Overview and Update on Program Priorities

Karen Dresden, Head of School, shared that we are pleased that we have two tier-1 campuses again this year although it remains our goal to have all campuses Tier 1. The Middle School gained Tier 1 status following strong 2019 PARCC results. Lower School slipped to Tier 2 largely due to low 2019 ELA PARCC performance.

Our 2019-2020 program priorities continue to be focused on our five goal areas- Math Achievement, Equitable Outcomes, College Preparedness & Success, Family Engagement, and Long-term Sustainability and Stability. In the third year of our plan, we are prioritizing goals one and two. The equitable outcomes goal includes focusing on improving the performance of English Learners-- a priority for all three campuses.

We updated our stock take process to include all relevant parties at the discussion, calling them "Deep Dives," where we review the goals and metrics. We had our English Learner Deep Dive in October. We identified a need to provide more training and professional development to teachers on best practices for teaching ELs. We are in the process of identifying schools that are doing well with English Learners that may be able to serve as models.

While we have made progress, we want to make sure that we don't lose sight of our math goal. We have a math deep dive scheduled for next Tuesday. We are still lagging behind in PARCC 4+ for all three of our campuses, however, it is encouraging that PARCC 3+ for Middle and High School are now higher than the District average. The growth scores were also very strong for Middle School (56) and High School (69).

Development: Update on 20th Anniversary Plans and Board Commitment Forms

Pam McKinney, Development Director, shared that we now have a date and location for our 20th Anniversary Celebration! The event will take place 10/10/2020 at Hook Hall. We have a good number of staff, including parents, who are on the planning committee. We will also soon be looking to form a host committee.

Quameice Harris shared a Development Commitment Form and asked trustees to fill it out to be able to leverage their giving and involvement moving forward.

Governance: Governance Goals

The Board developed goals during our October retreat. Rochanda Hiligh-Thomas, Governance Chair, asked trustees to review the [SY19-20 Board Goals](#). The responsible committee or officer is indicated.

The Board voted unanimously to accept the SY19-20 Board Goals.

Governance: Governance Goals: HOS Succession Plan

Although it is considered a governance best practice, Capital City has never had a formal Head of School succession plan. We now have a draft plan. Alison introduced the plan and the process used for developing it. We engaged a consultant, Bruce Lesley, who was

recommended by Board Source. Bruce reviewed our board documents; Karen's sabbatical leave plan from 2016; and interviewed trustees, Karen, and other school leaders. He developed a draft and worked with Karen, Alison, and Rochanda to refine it.

It was suggested that the plan be more clear about the process for internal candidates. Alison encouraged trustees to carefully review the plan and reach out to her with any other questions or suggestions. The plan is to approve the plan at the January meeting.

The meeting adjourned to Executive Session at 8:25pm