



October's Board Meeting Minutes

Date: October 8, 2019 • 6:00PM

Location: HCPCS Tolson Campus (2917 8th St. NE, Washington DC 20017)

Attendees:

HCPCS Board Members

- Cody, Christopher
- Adler, Adam
- Harris, Orinthia
- Sabella, Susan
- Doherty, Rebecca
- Sigman, David
- Boykin, Stacy
- Brown, Alteria
- Alderdice, Austin
- Bogle, Dana

HCPCS Staff Members

- Pela, Okiemute
- Robinzine, Michele
- Rashed, Haroon
- Land, Sherilyn
- Wade-Creighton, Sade

Imagine Schools Staff Members

- Toler, Shawn
- Bowman, Donald
- Ellis, Nashandra
- Johnson-Chavis, Tina
- Bowie, Tobie

Meeting Minutes:

I. Call Meeting to Order/Roll Call/

R. Doherty

Meeting was called to order at 6:00PM

Meeting Minutes (September) were not Approved

II. New Operations Manager Presented:

HCPCS/Board

o Operations Overview:

1. New operations team was introduced along with their strategy for tackling current areas that need improvement within operations. The first area that is currently being resolved is the system for collecting, keeping, and updating student records
2. The goal is to move towards an electronic record keeping system for operations and enrollment
3. 20 Demographic conflicts were discovered and those numbers have been reported to OSSE.
4. Current performance indicator for data accuracy is an 80% from OSSE
5. Current performance indicator for data management is 60%

o System for Sustained Improvement in Ops:

1. Monthly check-in from the operations manager
2. Action plans for those who are not in compliance
3. Annual creation of 3 Smart Goals review every October
4. Annual review of smart goals every May
5. Operations will receive a full audit this year
6. Operations office will be held at Tolson Campus
7. Operations team: Quincy Jackson, Courtney Tobias, 2 Food Tech's, 4 Maintenance staff
8. There will be two Ops associates at both campuses

III. School Updates/ A.E. Committee

1. Tolson = 477
2. Lamond = 234
3. There is a 4 student short fall at Lamond; 3 students moved to MD & the last student's new location was not identified.

IV. School Updates/ A.E. Committee

HCPCS/Board



- Lamond:
 1. Based on the trends Lamond did not change their SMART goals.
 2. 5th grade reading STAR assessment data showed over 50% of students at For Watch or lower.
 3. The SPED coordinator will receive RTI training from MD teachers.
 4. Training will be given to teachers who will support students through the “Push in” method
 5. Progress monitoring in between testing windows will align to scholar success time
 6. A deficit in early literacy skills is a noticeable issue: A reading lab as well as comprehensive leveled reading system is needed
 7. Math and Reading are now also offered as specials.
 8. A math lab is also needed.
- Tolson:
 1. Middle school math is an area for watch. STAR Math data trended very low in these grades.
 2. A new middle school math program was implemented to address this concern.
 3. Flow 360/Freckle are programs aimed at addressing the high numbers of intervention & Urgent Intervention students based on the STAR reading assessment.
 4. Teachers will receive professional development on literacy.
 5. Scholar success time occurs daily in the mornings.
- **Highlights:**
 1. Tolson has created a “House System” for building community
 2. Thursday newsletter is now available on the web page as well as in the take home folders
 3. To address the overcrowding in the lunch room Tolson went to 5 lunches and have 2 rooms available for breakfast
 4. Tolson University, an afterschool program for monitoring the growth of students who need extra academic practice will begin again
 5. Tolson’s students work will be held in a portfolio system in each classroom so work is readily available

V. PMF Overview

1. The details of the PMF will be discussed at our next board meeting (November 2019)

❖ ACTION ITEMS:

1. The board would like a rubric from the Operations team on how they plan to measure their effectiveness.
2. A PD Calendar will be completed to give to the board at the November meeting
3. SST & Homework should be added to the take home folder
4. Parent Square, Dojo, & Newsletters are all modes of communication for parents, has this created change in parent feedback
5. School Works updates will be sent to all via email from Austin
6. Board meeting was adjourned at 7:50pm



Miscellaneous

Attendance data will be given on the 16th

Tolson= 46.9% PMF w/out attendance

Lamond = 42.2% PMF w/out attendance

***Each threshold was met**

15-year renewal is due October 5th

Vote will happen Nov. 18th

Meeting was adjourned, next meeting is November 12th @Lamond