



November's Board Meeting Minutes

Date: November 14, 2019 • 5:00PM

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

Attendees:

HCPCS Board Members

- Cody, Christopher
- Smith, Kerry
- 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
- Gross, Trina

Imagine Schools Staff Members

- Toler, Shawn
- Bowman, Donald
- Ellis, Nashandra
- Johnson-Chavis, Tina
- Bowie, Tobie
- Gayle, Karen
- Patterson, William

Meeting Minutes:

I. Call Meeting to Order/Roll Call/

C. Cody

Meeting was called to order at 5:08PM

Meeting Minutes (September & October) were Approved

II. Audit/Finance Updates:

HCPCS/Board

- o Enrollment Audit:
 1. 723 Students Total
 - a) 17 Students in Appeal with OSSE (9 at Lamond, 8 at Tolson)
 - b) 697 Public Enrolled Students
 - c) 9 non-public students
 2. 70 students were highlighted in the initial child count audit; 100% of them came back with no issues
 3. They conducted a 100% audit of both campuses
- o Audit Findings At A Glance:
 1. 706 Students were audited by OSSE
 - a) 135 Students came back with a finding (20%)
 - (1) 6 Non Public
 - (2) 24 Findings at Lamond
 - (3) 105 Findings at Tolson
- o **Lamond's Findings At A Glance:**
 1. 2 Missing Email Address
 2. 2 Missing Form (Student was in binder but under a different last name)
 3. 1 Name of DCVR didn't match name on Proof
 4. 5 Homeless: Student not identified as homeless in EACC application
 5. 4 Needed updated proof of payment
 6. 1 Lease expired/no month-to-month clause/no letter validating currency of lease
 7. 1 Temporary ID provided
 8. 2 Not an identifiable DC financial assistance program
 9. 1 Parent Listed Other Primary Caregiver (OPC) Form | Sworn Statement
 10. 2 No Sworn Statement of Residency provided
 11. 3 Enrolling Person Not Identified



- **Tolson’s Findings At A Glance:**
 1. 35 Students Missing Email address, Phone, or School Name
 2. 17 No Form Provided (Missing Signatures)
 3. 6 Address on form & address in EACC roster differ
 4. 8 Address on DCVR did not match address on proof
 5. 6 Enrolling Person Not Identified
 6. 5 Pay Stub: Multiple state tax deductions
 7. 5 Federal Government assistance provided not state
 8. 2 Pay Stub: Not dated 45 days prior to the school review date
 9. 5 Temporary ID, Now expired
 10. 1 Assistance not within 12 months (It was within Twelve months)
 11. 9 Needed updated proof of payment
 12. 1 Pay Stub: No DC withholding
 13. 3 Homeless: Student not identified as homeless in EACC application
 14. 2 No address Listed on support
- **Turnaround At A Glance:**

We were given 4 days to correct the information:

 1. Lamond turned around 96% of their data within 24hours
 2. Tolson had 98% documentation turned in at the deadline; we asked for a one day extension to turn in documentation for 2 of the families.

III. School Updates/ A.E. Committee

- Star Data Based Action Updates – Lamond:
 1. School Wide Scholar Success Time Implementation (3 Week Cycles for Reading and Math)
 2. Pilot 3rd grade Scholar Success Time Structure (New)
 3. Progress monitoring now includes Pre-K (Thematic Assessments)
 4. Pre-K Data Binders Implemented (New)
 5. Reading Lab (Reading Interventions)
 6. Math Lab (Math Interventions)
 7. Master Scholars Board Implementation celebrations (awards day) and recognition during morning assembly

Glows	Grows
<ul style="list-style-type: none"> • Character.org visit was a success with 3rd-5th grade scholars leading the way • All Pre-K Teachers and assistants have been registered for the early childhood conference on December 6th • 5th Grade teacher, Math Interventionist and School Leader attended the middle school math conference. • Pre-K Part Time Coach attended the Teachstone CLASS Professional Development in Chicago and received her certification • Priced two guided reading libraries (Scholastic and Fountas and Pinnell) 	<ul style="list-style-type: none"> • Curricular Needs • Developmental needs of Pre-K Teachers



- Star Data Based Action Updates – Tolson:
 1. All Hands on deck for one hour daily targeted interventions (Scholar Success Time)
 2. 6 week rotation (3 weeks reading and 3 weeks math)
 3. Daily monitoring of class assignments
 4. Aligning assignments with exit tickets
 5. Tolson University - Goal 200 scholars grades K-8. Invited all scholars with D or F in 1 or more core content areas and/or scholars who scored in Intervention or Urgent Intervention
 6. Scholar Data Portfolios implemented in grades K-8
 7. Operations office will be held

Glows	Grows
<ul style="list-style-type: none"> ● Effective Parent Communication Platforms <ul style="list-style-type: none"> ○ Parent Square (Phone call & email) ○ Class Dojo ○ Thursday Newsletter ○ Website ● Enrollment updated effectively and PowerSchool access to all teachers (482 Scholars) ● Staff Member of the Month Award - Ms. Baylor ● Parent of the Month award ● Website Updated- working on uploading a news ticker with updates ● Tolson University Afterschool Program ● Upcoming 1st Quarter Awards Ceremony 	<ul style="list-style-type: none"> · Technology Concerns- Some teachers don't have access to working computers (IT Director Mr. Patterson is working on concerns) · Star Assessment Extension due to Renaissance platform concerns · A few staffing concerns: Missing a Reading Specialist, SPED Teacher and Middle School Math Teacher · Staff Safety Survey Results - Request a Security Guard

Tolson	Lamond
November 15 th SEP Review November 18 th – 22 nd – American Education Week (1st Quarter Awards Ceremony November 21 st) November 18 th - Spelling Bee Kickoff (Lamond) November 25 th – 29 th – Thanksgiving Break	

IV. School Works/Strategic Plan

HCPCS/Board

- Lamond & Tolson:
 1. Phase 1 – interviewing staff
 2. Phase 2 – In person meeting today at Tolson to discuss the findings from the staff interviews
 3. Flip Chart information was presented and will be sent to other members
 4. Identified the weaknesses of the campuses and they will provide in depth information to the Principals to address the issues at hand.
 5. Information provided to school leaders:
 6. Any Board weaknesses they can address that on their own.
 7. Principal's weaknesses can start an action plan with staff

V. Charter School Renewal

1. Has been extended to the January 27th DC PCSB Meeting

❖ **ACTION ITEMS:**

1. Board meeting was adjourned at 7:16pm
2. Regional Director process, where are we now?
3. Vacancies Update