



**Annual Meeting Minutes for the  
Board of Trustees of DC Scholars Public Charter School (DCSPCS)  
Wednesday, September 4, 2019,  
4:40 pm at DC Scholars PCS**

**DC Scholars PCS Board of Trustees Attendees:** Bob Weinberg, Peter Kolker, Tameka Martin, Evan Piekara.

**DC Scholars PCS Board of Trustees Attendees by Phone:** Janelle Suggs, Andrew Ellenbogen, Maegan Marcano.

**DC Scholars PCS Leadership Team Members:** Business Manager Emily Stone.

- I. Welcome
  - a. Call to order: Meeting was called to order by Mr. Weinberg at 4:40 pm.
  
- II. Renewal of Trustees
  - a. Nomination of Robert Weinberg to DCSPCS Board
    - i. Mr. Kolker called for a motion to elect Robert Weinberg to the DCSPCS Board for a third term. Mr. Kolker moved the motion. Ms. Martin seconded. **Mr. Weinberg was unanimously elected as a Trustee of the DC Scholars PCS Board.**
  - b. Nomination of Andrew Ellenbogen to DCSPCS Board
    - i. Mr. Kolker called for a motion to elect Andrew Ellenbogen to the DCSPCS Board for a second term. Mr. Kolker moved the motion. Mr. Weinberg seconded. **Mr. Ellenbogen was unanimously elected as a Trustee of the DC Scholars PCS Board.**
  
- III. Election of Officers

Mr. Weinberg recognized Governance Chair Mr. Kolker to oversee the election of officers to the DC Scholars PCS Board of Trustees.

  - a. Nomination of Chair
    - i. Mr. Kolker moved to nominate Mr. Weinberg as Chair of DC Scholars PCS Board. Mr. Piekara seconded. **Mr. Weinberg was unanimously elected as Chair of the DCSPCS Board of Trustees.**
  - b. Nomination of Secretary



- i. Mr. Weinberg moved to nominate Ms. Martin as Secretary of DC Scholars PCS Board. Mr. Piekara seconded. **Ms. Martin was unanimously elected as Secretary of the DCSPCS Board of Trustees.**
    - c. Nomination of Treasurer
      - i. Mr. Kolker moved to nominate Mr. Ellenbogen as Treasurer of DC Scholars PCS Board. Mr. Piekara seconded. **Mr. Ellenbogen was unanimously elected as Treasurer of the DCSPCS Board of Trustees.**
  - IV. Appointment of Committee Chairs and Members
    - a. Mr. Weinberg announced the slate of committee chairs and members for the following committees of the Board.
      - i. Finance – Chair Andrew Ellenbogen
        - 1. Members – Evan Piekara, Bob Weinberg.
      - ii. Governance – Chair Peter Kolker
        - 1. Members – Mike Jones, Janelle Suggs, Bob Weinberg.
      - iii. School Performance – Chair Janelle Suggs
        - 1. Members – Tameka Martin, Timmecca Wilson, Bob Weinberg.
      - iv. Development – Chair Maegan Marcano
        - 1. Members – Peter Kolker, Bob Weinberg.
      - v. Parent – Chair Tameka Martin
        - 1. Member – Timmecca Wilson.
      - vi. Head School Search Committee – Will be discussed in the business meeting.
    - b. Everyone understands responsibilities. No questions or discussion.**
- V. Conflict of Interest Form
  - a. Mr. Weinberg requested that each board member complete a Conflict of Interest form the 2019-20 school year, as this is a financial requirement for the school.
- VI. Closing
  - a. The meeting was adjourned at 4:53 pm.



**September Meeting of the Board of Trustees of  
DC Scholars Public Charter School (DCSPCS)  
Wednesday, September 4, 2019  
4:53 pm at DC Scholars PCS**

**DC Scholars PCS Board of Trustees Attendees:** Bob Weinberg, Peter Kolker, Evan Piekara, Tameka Martin (until 6:00 pm), Janelle Suggs (in person from 5:10 pm to 6:35 pm).

**DC Scholars PCS Board of Trustees Attendees by Phone:** Andrew Ellenbogen, Maegan Marcano, Janelle Suggs (until 5:08 pm), Tameka Martin (6:05 pm).

**DC Scholars PCS Leadership Team Members:** Business Manager Emily Stone, Director of Finance and Operations Sharonda Mann (4:58 pm), Executive Director Jennifer Leonard (5:06 pm), Head of School Nicole Bryan (5:55 pm).

**EdOps Finance Staff via Phone:** Vickie Ho (from 4:42 pm – 6:06 pm).

- I. Welcome
  - a. Call to Order: Meeting was called to order by Mr. Weinberg at 4:53 pm.
- II. Approve Meeting Minutes
  - a. June 13, 2019 Meeting
    - i. Mr. Weinberg called for a motion to approve the minutes of the June 13, 2019 DCSPCS Board Meeting. Ms. Martin moved to approve the minutes. Mr. Weinberg seconded. **The minutes of the June 13, 2019 Meeting were approved unanimously.**
  - b. June 19, 2019 Meeting
    - i. Mr. Weinberg called for a motion to approve the minutes of the June 19, 2019 DCSPCS Board Meeting. Ms. Martin moved to approve the minutes. Mr. Kolker seconded. **The minutes of the June 19, 2019 Meeting were approved unanimously.**
  - c. July 18, 2019 Action without Meeting
    - i. Mr. Weinberg called for a motion to approve the minutes of the July 18, 2019 DCSPCS Board Action without Meeting. Mr. Piekara moved to approve the minutes. Mr. Kolker seconded. **The minutes**



**of the June 18, 2019 Action without Meeting were approved unanimously.**

III. Governance Committee

a. Employee Policies Approval

- i. **2019-20 Employee Policies:** Mr. Kolker, on behalf of the Governance Committee, explained the changes to the Employee Policies for SY19-20. Discussion followed.
- ii. Mr. Kolker recommended that the Board approve the 2019-20 Employee Policies for submission to the DC PCSB.
  1. Mr. Weinberg called for a motion to approve the 2019-20 Employee Policies. Mr. Weinberg moved to approve the Employee Policies. Mr. Piekara seconded. **The 2019-20 Employee Policies for DC Scholars were approved unanimously.**

b. Mr. Kolker led a discussion on two potential new Trustees for the DC Scholars PCS Board. Discussion followed.

c. Mr. Kolker recognized Ms. Suggs to explain the implementation steps for the DC Scholars Board Improvement Memo. Discussion followed.

IV. Finance Committee

a. June Close Financials

- i. Mr. Weinberg introduced Mr. Ellenbogen to discuss the DC Scholars June Close Financials. Discussion followed.

b. FY19 Auditor Approval

- i. Mr. Weinberg introduced Treasurer Andrew Ellenbogen. Mr. Ellenbogen explained the process for selecting and approving an approved auditor for DC Scholars.
- ii. **JM&M Audit Engagement Letter:** After discussion, Mr. Ellenbogen called for a motion to approve the FY19 Audit Engagement Letter with JM&M. Mr. Piekara moved to approve the contract. Mr. Kolker seconded. **The audit engagement letter with JM&M was approved unanimously.**

c. FY20 Budget Amendment:

- i. Mr. Weinberg recognized Mr. Ellenbogen to discuss the changes to the FY20 Budget. Discussion followed.
- ii. Mr. Weinberg called for a motion to approve the updated FY20 Budget for DC PCSB. Mr. Piekara moved to approve the updated



FY20 Budget. Ms. Kolker seconded. **The updated FY20 Budget for DC Scholars was approved unanimously.**

- d. Tenancy Update
  - i. Mr Weinberg introduced Mr. Ellenbogen to discuss the Tenancy of the 3<sup>rd</sup> floor. Discussion followed.
  - ii. Mr. Ellenbogen provided an update on the Refinance process. Discussion followed.
  
- V. Development Committee
  - a. Mr Weinberg introduced Ms. Marcano to discuss fundraising. Discussion followed.
  
- VI. Parent Committee
  - a. Mr Weinberg introduced Ms. Martin to discuss Parent Committee for SY19-20. Discussion followed.
  
- VII. School Performance Committee
  - a. Mr Weinberg introduced Ms. Suggs to discuss SY19-20 School Performance Committee Visit Schedule. Discussion followed.
  
- VIII. Head of School Search Update
  - a. Mr. Weinberg provided an update on the Head of School search process and recognized Ms. Leonard to provide additional context. Discussion followed.
  
- IX. Interim Head of School's Report
  - a. Mr. Weinberg recognized Ms. Bryan for a Head of School report on End of Year data for SY18-19 and SY19-20 Goals & Priorities. Discussion followed.
  
- X. Closing
  - a. Mr. Weinberg thanked everyone for their participation. The meeting was adjourned at 7:19 pm.



**October Meeting of the Board of Trustees of  
DC Scholars Public Charter School (DCSPCS)  
Tuesday, October 15, 2019  
4:34 pm via Conference Call**

**DC Scholars PCS Board of Trustees Attendees by Phone:** Bob Weinberg, Peter Kolker, Maegan Marcano, Evan Piekara, Tameka Martin, Andrew Ellenbogen (4:38 pm), Crystal Williams (4:42 pm), Janelle Suggs (4:48 pm), Timmecca Wilson (5:40 pm).

**DC Scholars PCS Leadership Team Members by Phone:** Business Manager Emily Stone, Director of Finance and Operations Sharonda Mann (4:37 pm), Executive Director Jennifer Leonard (5:07 pm), Head of School Nicole Bryan (5:28 pm).

**EdOps Finance Staff via Phone:** Vickie Ho (4:42 pm – 5:05 pm).

- I. Welcome
  - a. Call to Order: Meeting was called to order by Mr. Weinberg at 4:34 pm.
  - b. Mr. Weinberg acknowledged Mike Jones for his service and announced his resignation.
  
- II. Approve Meeting Minutes
  - a. Annual Meeting
    - i. Mr. Weinberg called for a motion to approve the minutes of the Annual DCSPCS Board Meeting in September 2019. Mr. Kolker moved to approve the minutes. Ms. Martin seconded. **The minutes of the 2019 Annual Meeting were approved unanimously.**
  - b. September 4, 2019 Meeting
    - i. Mr. Weinberg called for a motion to approve the minutes of the September 4, 2019 DCSPCS Board Meeting. Mr. Kolker moved to approve the minutes. Ms. Martin seconded. **The minutes of the September 4, 2019 Meeting were approved unanimously.**
  
- III. Governance Committee
  - a. Election of New Trustee



- i. Mr. Weinberg recognized Mr. Kolker. Mr. Kolker shared the recommendation of the Governance Committee to elect Ms. Crystal Williams as a member of the Board. Discussion followed.
- ii. Mr. Kolker moved to appoint Ms. Crystal Williams as a Trustee of the DC Scholars PCS Board. Mr. Weinberg seconded the nomination.  
**Ms. Crystal Williams was unanimously elected to the DC Scholars PCS Board of Trustees.**

IV. Finance Committee

- a. August 2019 Close Financials
  - i. Mr Weinberg introduced Treasurer Andrew Ellenbogen to discuss the August 2019 Close Financials and Refinancing process. Discussion followed.
- b. Securemedy Incorporated contract Approval
  - i. Mr. Weinberg and Mr. Ellenbogen introduced Director of Finance and Operations Sharonda Mann. Ms. Mann explained the process for selecting Securemedy Incorporated. Discussion followed.
  - ii. **Securemedy Incorporated:** After discussion, Mr. Weinberg moved to approve the Securemedy contract. Ms. Martin seconded. **The Securemedy Incorporated contract was approved unanimously.**
- c. Sign With Me Termination Notice
  - i. Mr. Weinberg recognized Ms. Mann to discuss Sign With Me termination. Discussion followed.
- d. Tenancy Update
  - i. Mr Weinberg introduced Mr. Ellenbogen to discuss the tenancy of the 3<sup>rd</sup> floor. Discussion followed.

V. Development Committee

- a. Mr Weinberg introduced Ms. Marciano to provide a development update. Discussion followed.

VI. School Performance Committee

- a. There was no update.

VII. Head of School Search Update

- a. Mr. Weinberg provided an update on the Head of School Search Committee.



- b. Mr. Weinberg recognized Executive Director Mrs. Jennifer Leonard to discuss the Head of School Search process, timeline, and job description. Discussion followed.

VIII. Executive Session

- a. Mr. Weinberg called for an Executive Session at 5:28 pm.

IX. Closing

- a. Mr. Weinberg thanked everyone for their participation. The meeting was adjourned at 6:24 pm.





**Special Meeting of the Board of Trustees of  
DC Scholars Public Charter School (DCSPCS)  
Friday, October 18, 2019  
4:06 pm via Conference Call**

**DC Scholars PCS Board of Trustees Attendees by Phone:** Bob Weinberg, Peter Kolker, Evan Piekara, Tameka Martin, Andrew Ellenbogen, Crystal Williams, and Timmecca Wilson

**DC Scholars PCS Leadership Team Members by Phone:** Executive Director Jennifer Leonard, Head of School Nicole Bryan.

- I. Welcome
  - a. Call to Order: Meeting was called to order by Mr. Weinberg at 4:06pm.
- II. Executive Session
  - a. Mr. Weinberg called for an Executive Session at 4:07pm.
- III. Closing
  - a. Mr. Weinberg thanked everyone for their participation. The meeting was adjourned at 5:07pm



**November Meeting of the Board of Trustees of  
DC Scholars Public Charter School (DCSPCS)  
Wednesday, November 20, 2019  
4:30 pm at DC Scholars PCS**

**DC Scholars PCS Board of Trustees Attendees:** Bob Weinberg, Peter Kolker, Crystal Williams.

**DC Scholars PCS Board of Trustees Attendees by Phone:** Evan Piekara, Andrew Ellenbogen, Maegan Marciano, Janelle Suggs, Tameka Martin.

**DC Scholars PCS Team Members:** Business Manager Emily Stone, Office and Finance Coordinator Carmella Gonzalez, Executive Director Jennifer Leonard, Head of School Nicole Bryan (5:28 pm).

**EdOps Finance Staff via Phone:** Vickie Ho.

- I. Welcome
  - a. Call to Order: Meeting was called to order by Mr. Weinberg at 4:38 pm.
- II. Chair's Report
  - a. Mr. Weinberg delegated Crystal Williams to the Development Committee.
- III. Renewal of Trustee
  - a. Mr. Weinberg shared the recommendation of the Governance Committee to elect Ms. Tameka Martin as a member of the Board.
  - b. Mr. Weinberg moved to appoint Ms. Tameka Martin as a Trustee of the DC Scholars PCS Board. Mr. Kolker seconded the nomination. **Ms. Tameka Martin was unanimously elected to the DC Scholars PCS Board of Trustees.**
- IV. Approve Meeting Minutes
  - a. October 15, 2019 Meeting
    - i. Mr. Weinberg called for a motion to approve the minutes of the October 15, 2019 Board Meeting. Mr. Kolker moved to approve the minutes. Ms. Marciano seconded. **The minutes of the October 15<sup>th</sup> Board Meeting were approved unanimously.**



- b. October 18, 2019 Conference Call
  - i. Mr. Weinberg called for a motion to approve the minutes of the October 18, 2019 Board Meeting. Mr. Kolker moved to approve the minutes. Ms. Williams seconded. **The minutes of the October 19<sup>th</sup> Board Meeting call were approved unanimously.**
  
- V. Head of School Search Update
  - a. Mr. Weinberg recognized Executive Director Mrs. Jennifer Leonard to discuss the Head of School Search process. Discussion followed.
  
- VI. Finance Committee
  - a. FY19 Audited Financials
    - i. Mr. Weinberg and Mr. Ellenbogen explained the process for the Fiscal Year 2019 Financial Audit. Discussion followed.
    - ii. **FY19 Audited Financials:** After discussion, Mr. Weinberg called for a motion to approve the FY19 Audited Financials. Mr. Kolker moved to approve the FY19 Audited Financials. Ms. Marcano seconded. **The FY19 Audited Financials were approved unanimously.**
  
  - b. September 2019 Close Financials
    - i. Mr. Weinberg introduced Treasurer Andrew Ellenbogen to discuss the September 2019 Close Financials. Discussion followed.
  
  - c. Tenancy Update
    - i. Mr Weinberg introduced Mr. Ellenbogen to discuss the tenancy of the 3<sup>rd</sup> floor. Discussion followed.
  
  - d. Bond Application Contracts:
    - i. Mr. Weinberg introduced Mr. Ellenbogen to discuss bond application. Discussion followed.
      - 1. Mr. Andrew Ellenbogen recommended that the DCSPCS Board delegate authority to two respective committees to make two respective decisions. First proposed that the Board delegate authority to the Finance Committee to select an Underwriter; second proposed that the Board delegate authority to an Ad Hoc Committee consisting of Mr. Weinberg, Ms. Leonard, and Mr. Kolker to select a Legal service after the recommendation of Rich Moreno from Building Hope.



2. Mr. Weinberg called for a motion to delegate authority to the Finance Committee the authority to review the Underwriter bids and make a determination as to who the Underwriter should be. Mr. Kolker moved the motion for the DCSPCS Board to delegate authority to the Finance Committee for this decision. Ms. Williams seconded. **The decision to delegate the authority and decision to select an Underwriter to the Finance Committee was approved unanimously.**
3. Mr. Weinberg called for a motion to delegate authority to the Ad Hoc Committee to review the Legal services bids and make a determination on the Legal Service provider. Mr. Kolker moved the motion for the DCSPCS Board to delegate authority to the Ad Hoc Committee for this decision. Ms. Williams seconded. **The decision to delegate the authority and decision to select Legal Counsel to the Ad Hoc Committee was approved unanimously.**

VII. Development Committee

- a. Mr Weinberg introduced Ms. Marcano to provide a development update. Discussion followed.
- b. Mr. Kolker moved for all board members to contribute to the school financially a minimum of \$100 annually. Ms. Marcano seconded the motion. **The decision to adopt a Board policy regarding board member contributions, as stated by Mr. Kolker, was approved unanimously.**

VIII. Governance Committee

- a. Mr Weinberg introduced Mr. Kolker to provide a governance update. Discussion followed.

IX. Executive Session

- a. An Executive Session with the Interim Head of School began at 5:28 pm.

X. Closing

- a. Mr. Weinberg thanked everyone for their participation. The meeting was adjourned at 6:29 pm.



**Action without Meeting of the Board of Trustees of  
DC Scholars Public Charter School (DC Scholars PCS)  
Thursday, January 2, 2020 via Email**

**DC Scholars PCS Board of Trustees Participants:** Bob Weinberg, Evan Piekara, Andrew Ellenbogen, Peter Kolker, Tameka Martin, Maegan Marcano, Timmecca Wilson, Crystal Williams, Janelle Suggs.

**DC Scholars Community Schools Staff:** Business Manager Emily Stone.

I. Action

- a. Mr. Weinberg emailed DC Scholars PCS Board of Directors with the proposed contracts for two consultants for DC Scholars Public Charter School and shared the Finance Committee's recommendation for approval. Mr. Weinberg called for the Board to approve the contracts of Amy Helms and Laura Ressler through an action without meeting. The email from Mr. Weinberg at 8:16 pm on January 2, 2020 is incorporated and attached to these minutes.
- b. The DC Scholars PCS Board Bylaws permit action without meeting, so long as all board members are in agreement.

II. Amy Helms Contract Approval

- a. Evan Piekara approved at 8:40 pm on January 2, 2020.
- b. Andrew Ellenbogen approved 11:57 pm on January 2, 2020.
- c. Peter Kolker approved at 2:11 am on January 3, 2020.
- d. Maegan Marcano approved at 7:23 am on January 3, 2020.
- e. Tameka Martin approved at 8:31 am on January 3, 2020.
- f. Bob Weinberg approved at 10:38 am on January 3, 2020.
- g. Timmecca Wilson approved at 1:04 pm on January 3, 2020.
- h. Crystal Williams approved at 2:49 pm on January 3, 2020.
- i. Janelle Suggs approved at 8:33 pm on January 3, 2020.

**The Amy Helms contract was approved unanimously by the members of the DC Scholars PCS Board of Directors.**

III. Laura Ressler Contract Approval

- a. Evan Piekara approved at 8:40 pm on January 2, 2020.
- b. Andrew Ellenbogen approved 11:57 pm on January 2, 2020.



- c. Peter Kolker approved at 2:11 am on January 3, 2020.
- d. Maegan Marcano approved at 7:23 am on January 3, 2020.
- e. Tameka Martin approved at 8:31 am on January 3, 2020.
- f. Bob Weinberg approved at 10:38 am on January 3, 2020.
- g. Timmecca Wilson approved at 1:04 pm on January 3, 2020.
- h. Crystal Williams approved at 2:49 pm on January 3, 2020.
- i. Janelle Suggs approved at 8:33 pm on January 3, 2020.

**The Laura Ressler contract was approved unanimously by the members of the DC Scholars PCS Board of Directors.**