

11/21/19

Board Meeting

1. Attendees: Andrea Lachenmayr, Sarah Snyder, Luis Pozo-Lin, Deanna Troust, Clinton Randolph, David Carl
 - a. On the phone: Jamila Frone, Yuanxia Ding, David Carl
 - b. Also attending: Mary Shaffner, Sarah Neuberger
2. Determination Quorum
3. Board Votes:
 - a. Vote Approve Previous Minutes
 - i. October board meeting (below)
 - ii. October 31 Special Meeting re Expulsion Appeal (Executive)
 - iii. November 15 Special Meeting re Expulsion Appeal (Executive)
 - b. Investment - Unanimously approved Policy- Unanimously Approved
 - c. Distribution of the PPF Funds to staff via year end bonuses of \$1000 - Unanimously approved for \$1000 per person stipend - Unanimously Approved.
 - d. Vote to Approve Audit - Unanimously approved- Unanimously Approved
 - e. Vote to invite Shalini Shybut to be a member of the DCI Board of Trustees: Unanimously Approved.
4. Management Report
 - a. Received Tier 1 rating
 - b. New process for coaching teachers by Maya and Deidra, report to Mary
 - c. IB Night for Families - presented by Deidra, wasn't as well attended as desired, positive event
 - d. HS Math teachers needed, three teachers have heavier workload and are stretched thin, need higher level math teacher
 - e. 1265 students - how much can we expand and how many students can we fit? Max we can take is 280, but not sure they can all fit in space. LAMB supposed to let us know by November 15 if they can leave the space.
 - f. College update: 85 total acceptances, \$1.3 in scholarships, 319 applications in
 - g. Want to create Health Sciences program
 - h. Science courses - no 9th grade Physics course, hoping to bring it back in next few years
5. Finance Committee
 - a. Will give \$1000 stipend to every staff member for holiday season
 - b. Audit - accounting team did a good job, no journal entry corrections
 - c. Investment policy - shared on Basecamp, Denise putting out RFP for financial advisor to implement policy
6. Education Committee Report
 - a. Ed Committee working on social media policy
7. Chair asked Ed committee to look at SCJ process and reporting guidelines
 - a. Drafting guidelines on social media, specifics for students and parents as it relates to discipline

- b. Jamila put together segment of social media policies - student privacy, guidelines for discipline issues related to social media, not related to gun policy.
 - c. Discussion of Expulsion Committee process and ask of the Education Committee to work with the Principals on improving the package of documents to review and the process.
- 8. Governance Committee Report
 - a. New Board Members
 - i. Shalini Shybut
 - 1. Vote on membership, invite to December meeting
 - 2. Jamila to reach out re invitation; Andrea to send letter
 - ii. Parent Trustee being reviewed this month interest discussion
- 9. Public Affairs Committee -
 - a. Organizing update
 - b. Council day?
 - c. Voyager Committee - steer
 - d. Idea about mentors
- 10. Inviting Teams:
 - a. Jesse, Dean & Shane - IB: MYP, DP, CP
 - b. College, Academic & Behavioral Counseling
 - i. Al Mary: Talk to Shannon Jeffries about Latinx college process
 - c. Sandra Gutierrez - Languages
 - d. Restorative & Discipline Policies - Sandusky & Finn
 - e. ACE - Sports & Clubs
 - f. Assessments - Po
 - g. Anything Else: Arts, Seniors.
- 11. Next Meeting, Dec 12 4pm.
- 12. Adjourned

10/17/19 OPEN DCI BOARD MEETING

- 1. Introduction to the DCI Board
 - a. Individual introductions of the board of trustees
 - b. Meeting process
- 2. Comments from the Community - Dana Mitchell, AP; Arlisa Williams, AD; Shawna Gujaratne; Chris Nace, SPED Coor.; Kim Colley, SPED Coor; Nancy Boland, 8th & 9th G Parents; Caitlyn Homol, Teacher Science & FAC; Darko Brown, Teacher Math, FAC.
- 3. Determination of Quorum
 - a. Attendees: Jamila Frone, Leroy Clay, Sarah Snyder, Luis Pozo-Lin, Andrea Lachenmayr, Sandra Licon, Melissa Kim, Deanna Troust.
 - b. On the Phone: Clinton Randolph
 - c. Also Attending for DCI: Mary Shaffner, ED; Maya Stewart, MS Principal; Lauren Games; Communications Manager.
- 4. Vote to Approve Previous Minutes: Unanimously Approved
- 5. Management Report - Mary

- a. Finishing audit, FAC started, still looking for 2 HS math teachers and an HS AP
 - b. Budgeted for 1250, took in 1280. 1265 in the door.
 - c. 16 Taiwanese exchange students - 2 weeks here, students will go for 3 weeks
6. Education Committee and Report - Sandra Licon & Luis
- a. Academic Goals Report and Vote to Accept: Unanimously Approved
 - b. Annual Goals - presented by Maya Stewart
 - i. Goal: Define, implement, and support effective IB instruction
 - ii. Singular, large goal but important to build at IB for all school
 - iii. outcomes that are reportable, vertical articulation, course alignment, diverse team,
 - iv. Strategies and outcome goals: asking for feedback, using shared knowledge to push teacher practice, closing information loops
 - v. Ed Committee is excited that DCI is taking this approach
 - vi. Questions: about student surveys: students take climate surveys and teachers get feedback from students; how will these goals be communicated to parents? How to make it less full of jargon so that parents can consume it easily? How do students know about this goal? They see it in practice in the building; suggestion that this should be shared with students and parents, as a dispatch with data; comments that this information feels on track with the strategic plan and accessible
 - c. Question to DCI staff about Block Scheduling: comments from staff about extra time for meaningful science labs, suggestion that the calendar addresses special events better, different transitions for MS and HS; comment from parent that it is better for MS and HS to transition at different times; comment from HS parent that student loves the block schedule, one issue is the split lunch class period - some issues in labs and in gym with walking to Ft. Stevens
 - d. Class visits for board during Ed Committee meetings - ongoing
7. Finance Committee - Leroy
- a. Financial Report: SY 18-19 strong for DCI, 1.6 mil left over, positive bond rating, successfully refinanced debt; raised teacher salaries by 10% and reduced loads
 - b. Investment policy: reviewing policy w/ advisor or bank; would likely require X days of cash on hand and invest remaining; all financial info can be found on the PCSB hub and end of year financials are printed out at meeting
 - c. Audit: initial draft of 990 will come by end of Nov, will file for return by Dec w/ IRS
 - d. Vote for Splunk Contract: Unanimously Approved
 - i. Data and info analysis tool, allows us to merge all different systems; employee family member works for the company but works in a different area and would not receive any payment/benefits
 - ii. Question about whether this would help DCI employees to not need to enter info into multiple systems
 - iii. Conflict of interest policy - min is \$25,000
 - e. Facilities & enrollment growth: building already feels tight, supposed to fit over 1400 students, working to secure LAMB space if possible (25,000sqft)

8. Governance Committee - Andrea
 - a. FAC: 25 members, 2 meetings have already occurred, Andrea visited the first meeting, excited to see how the FAC is able to work with the board; regular meeting schedule is in the works; elected by respective teams - each department has 1 rep; teachers working to decide what they want out of the group and a structure that works
 - b. Trustee Recruitment: Parent trustee search has begun, looking for MS or newer parents; focus on a background in education, IB, public affairs, or development but open to all diverse skills
9. Public Affairs Committee - Deanna
 - a. Transparency Issue: discussed choice to testify at City Council and the issue at large, DCI is and wants to be as transparent as possible, follows all compliance laws
 - b. Recruitment Season: feeder schools, buddy days, outreach outside of feeder school community; expanding info sessions to younger grades at feeders; could this information and data be shared with families?; hard for new families to join the community - buddy families or buddy students for families in non-entry years
 - c. Voyager Campaign revamp! How to drive parent involvement and improve the campaign; community based fundraising efforts; discussion of how those funds are used vs what the school contributes for the 9th grade international trips
 - d. Extra push for new trustees with public affairs experience
10. Events:
 - a. Hispanic Heritage Fiesta on 10/24, IB Night in Nov, College Night, HS play in Nov
 - b. Athletics Update
 - c. Question about PTO: first meeting is Nov 7th
 - d. SAT and PSAT was given to HSers yesterday
11. New Business
12. Next Meeting - 4pm 11/21
13. Adjourned - Unanimously Approved