

## **St. Coletta Special Education Public Charter School Board**

### **Minutes for September 17, 2019 Meeting**

*(Approved at the November 19, 2019 Board Meeting)*

**Present:** Dr. Peggy O'Brien, Francis Campbell, Chip Henstenburg, Josh Lewis, Frances Slaughter, Carla Ware-Easterling. Called to order at 6:35 pm.

**Minutes:** Minutes from the May 22, 2019 Charter School Board meeting were reviewed and a motion was made and carried to approve the minutes as final.

**Financial Report:** The Board reviewed the financial report submitted by Kathy Rowland.

- The June 2019 annual financial report has been submitted to the PCSB. Our first quarter FY20 UPPFF payment has been received. We reviewed the supplemental schedule of functional expenses and discussed general budget planning. The fieldwork for the charter school audit has been completed, no issues were identified during the process and the final report is expected in October. Per the vote in May of the Board of Trustees of SCGW, the remaining balance of the construction bond for the school was paid off and the organization still has adequate financial reserves for cash flow and contingencies.
- Senior staff previously met with the Deputy Mayor for Education regarding program funding. We have a meeting October 7 with a Council aide responsible for the Education Committee to further discuss strategies for supplemental funding.

**Program Update:** Christie Mandeville provided an update on the school program.

- The year has started well. We will be fully enrolled at 250 by October 5. There were some last-minute staffing vacancies that will be filled by next week. There have been no suspensions or expulsions since our May meeting. Given the increasing use of technology in the classrooms, we have changed the AT lab to the Adapted Library and Literacy room.
- We have met all of our charter school goals and the data has been validated. As a prelude to our charter renewal SY20-21, there will be a Quality Site Review 10/21-11/1/19. Staff will also be initiating the process for our NCASE accreditation. OSSE denied our application for Alternate School Designation funding. We are appealing the decision. We are also working with PCSB to address the need for Alternate Assessment 1% cap training. Ms Mandeville also explained how our change of student designations to Ungraded has impacted various data feeds that we are addressing with OSSE. DCPS has eliminated the dedicated LEA position and St Coletta Special Education Coordinators will be trained and act as the DCPS rep. In response to new transparency legislation, St Coletta will develop appropriate policies.

**New Business:**

- Following discussion, a motion was made to designate the February Charter Board meeting as an annual open meeting. The motion was voted on and approved unanimously.
- We discussed the board development and transition activities that have taken place since May. The Board reviewed a written presentation by Capacity Partners summarizing the skills inventory and suggestions for recruiting potential board members. Senior staff has been working on a strategic framework, elements of which will be distributed to the Charter School and SCGW Boards before the November meetings. A search committee has been formed which includes three representatives from the Charter Board, Dr. O'Brien, Mr. Lewis and Ms. Ware-Easterling. No date has been set for the joint board retreat.
- Governance. Francis Campbell was nominated for an additional three-year board term and was approved by vote. A motion was made to contact Don Denton to request that he extend his current board service for a short period as we continue our recruitment for his replacement. The motion was approved and Dr. O'Brien will contact Mr. Denton.

The meeting was adjourned at 7:40 pm.

## **St. Coletta Special Education Public Charter School Board**

### **Minutes for November 19, 2019 Meeting**

To Be Approved at the February 18, 2020 Board Meeting

**Present:** Peggy O'Brien, Chip Henstenburg, Josh Lewis, Frances Slaughter, Carla Ware-Easterling. **Excused:** Don Denton, Francis Campbell. Called to order at 6:35 pm.

**Minutes:** Minutes from the September 17, 2019 Charter School Board meeting were reviewed and a motion was made and carried to approve the minutes as final.

**Financial Report:** The Board discussed the financial report submitted by Kathy Rowland.

- The September 30 (Q1) financial reports have been submitted to DCPCSB. We reviewed the reports as well as the final FY19 SCGW financial activity for the charter school broken down by functional expense allocation. We have received the FY20 1<sup>st</sup> and 2<sup>nd</sup> quarter UPSFF payments based on full enrollment of 250 students. We also received the \$1.8M supplemental payment for FY20 approved by the DC Council. The field audit has been completed and went well. The report has been delayed and will be sent to Board members for review as soon as it is complete. A new CFO for SCGW has been hired, will start work January 6 and attend the next charter board meeting. Senior staff has continued dialog with various agencies to press for increased program funding, most recently the Deputy Mayor for Education and Kathy Patterson.

**Program Update:** Christie Mandeville provided an update on the school program.

- DCPCSB's Quality Site Review took place over the last two weeks and finished with an excellent debrief this morning. The program scored proficient or excellent on the majority of rubric areas. Staff now needs to begin preparing for NCASES review in March/April and some Board members will need to meet with the evaluation team. There was a one-day out of school suspension. There are no current parent complaints. We have one teacher staffing vacancy. Our enrollment audit was completed with a full count of 250 students. We are currently in open enrollment for SY 2019-20. Five students will graduate December 13 and Board members are invited to attend. Senior education staff will present the newly developed St Coletta Functional Life Skills Curriculum at the DC Early Childhood Summit. We are participating in the DC mental health expansion initiative with our staff social workers and families are beginning to make appointments. Our application for Alternate School Designation appeal was denied. There were 3 DCPS due process hearings that were decided in favor of DCPS and St Coletta. We reviewed the recently released DCPCSB School Quality Report.

### **Governance**

- Chip Henstenburg was nominated and voted in for a new two-year Board term. Board development efforts continue. We discussed expanding our membership from 7 to 9 members, reviewed skills that we believe would enhance our strength

and Dr. O'Brien requested all Board members tap their networks for potential candidates.

**New Business:**

- Kaiheem Mason, COO of SCGW, presented the draft final version of the new strategic plan. Board members had already submitted comments on an earlier plan draft. He presented the new mission and vision statements and we discussed the major strategic areas, goals and strategies covered in the plan. The Board complimented Mr. Mason and the leadership team on the development of the plan. The search committee has been formed and will include Peggy, Carla and Josh from the charter board. Their work will get underway after the holidays.

The meeting adjourned at 7:55 pm.