



**MEETING MINUTES  
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD  
REGULAR SESSION**

**January 16, 2020**

**Attendance:**

Trustees: Allison Arnold, Sarah Dillard, Quameice Harris, Anne Herr, Rochanda Hiligh-Thomas, Mizmun Kusairi, Galo Pazmino, Hiram Puig-Lugo, Xiomara Santos, Nitika Tolani

Staff: Dominique Coote, Karen Dresden, Samantha Gaffney, Pam McKinney, Jonathan Weinstein

*Meeting called to order at 6:35 pm.*

**Welcome and Introduction of New Members**

Alison Arnold, Board Chair, welcomed everyone to the first meeting of 2020. The Board welcomed new members, Hiram Puig-Lugo and Xiomara Santos. The Board had approved new members by an email vote earlier in January. Both Hiram and Xiomara have deep connections to Capital City. Hiram is a current Capital City parent. He is also a former board member; he was on the board from 2013-2016 when his older daughter attended Capital City. Xiomara was a member of Capital City's first graduating class in 2012 and she has siblings that still attend. She has been a member of the Development Committee for the past two years and now is our first alumni trustee.

**Mission Moment**

High School Fitness Teacher, Reginald Glass, attended the meeting with his student, Sofia. They shared about their high school fitness course that encourages healthy habits and provides students opportunities to learn about careers in health and fitness. Sofia shared about the deep impact the course has had on her. They highlighted a recent project where students shared their learning with the community and provided a valuable service by conducting health screenings.

**Consent Agenda**

*The Board accepted the Consent Agenda that included the November Meeting Minutes, the January School Report, Upcoming events for Board Members, 1/8/20 Development Committee Minutes, Development Dashboard, 1/7/20 and 12/13/19 School Performance Committee Notes, and 1/8/20 Finance Committee Minutes.*

**Finance: FY18-19 Audit/990**

Finance Committee Chair and Treasurer, Galo Pazmino, presented the FY19 audit. Capital City had a very clean audit with no findings of significance nor material weaknesses reported. The Finance Committee had reviewed the draft audited financials and had no concerns. Board approval of the audit is not required, but we have a practice of asking the Board to accept the audit. Jonathan shared that the 990 is currently in draft form. After the Finance Committee reviews the 990, it will be shared with the Board by email before it is filed.

*The Board voted unanimously to accept the FY19 audit.*

**Head of School Succession Plan**

Alison Arnold, Board Chair, presented the revised Head of School Succession Plan. An earlier draft of the plan was reviewed and discussed at the November meeting. It was updated to provide more clarity on the process if there are internal candidates. The revised draft makes clear that the board can choose to execute a broader search while considering internal candidates.

The question of what the process looks like when there is a sudden, but permanent departure of the HOS was raised and discussed. In this situation the Temporary Absence Plan would be followed while the search is executed. This is explained in the policy.

It was noted that the creation of this policy is a good compliment to the work that the Finance Committee has been doing to update and clarify our policies and processes.

*The Board voted unanimously to approve the Head of School Succession Plan.*

**Development: Supporting One Day Fundraiser**

Quameice Harris, Development Chair, and Pamela McKinney, Development Director shared about the one day fundraiser planned for February 20. They would like to use board pledges as a match to motivate giving on this day. Current pledges/donations are at \$5,320 with two pledges yet to be received. A parent has also agreed to be part of the pledge to help us reach \$10,000 for the match (goal \$20,000 raised). Board members were supportive of this idea. Trustees were encouraged to share the fundraiser with their networks. Miz had great success with this last year and shared some of her strategies.

**Finance: Framing Salary and Leave Policy Revisions**

Karen and Jonathan shared tentative plans for teacher salary increases and changes to family leave policies. We increased teacher salaries in 2018 to be more competitive, but again lag behind since other districts increased their salaries as well. We have done a comparison of our salaries to other districts and recommend an increase of \$2,500 to the base salary. Coupled with a step increase teachers could expect a \$4,500 increase. The cost of providing these raises is estimated to be \$290,000.

Our leave policies haven't been updated for many years. We want to update our policies in response to staff feedback and in light of the new DC Family Leave Act. We are looking at revising our family leave policy to provide four weeks of administrative leave with full pay that could be coupled with the DC Family Leave payments. This would potentially allow staff to take 12 weeks of leave. Staff could use sick/annual leave concurrent with DC Family Leave. We also want to change the rules of our leave plan to allow more flexibility for how the four weeks is used so that staff could choose to take the leave anytime within a year of giving birth. This would allow, for example, a staff member who wants to take their leave after their partner goes back to work to do so and would allow teachers who don't work in the summer to defer their paid leave. Staff members have wanted to see this type of flexibility in our policy. We also want to expand our policy to allow for leave to care for an ill family member.

To ensure that we craft a strong policy, we are looking to engage an HR counsel to help us draft the language. If the Board feels like we are heading in the right direction, we plan to share a high level proposal with staff by early February and get feedback. Then we plan to refine and fully develop policies.

**Governance: Check-In on Governance Goals**

Rochanda Hiligh-Thomas, Governance Chair, reviewed the [SY19-20 Board Goals](#) with trustees. We are making progress on most of our goals.

***The meeting adjourned to Executive Session at 8:25pm***