

St. Coletta Special Education Public Charter School Board

Minutes for November 19, 2019 Meeting

(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 1st and 2nd 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.

St. Coletta Special Education Public Charter School Board

Minutes for February 18, 2020 Meeting

To Be Approved at the May 19, 2020 Board Meeting

Present: Peggy O'Brien, Francis Campbell, Chip Henstenburg, Josh Lewis, Frances Slaughter. **Excused:** Carla Ware-Easterling. This meeting was open to the public with 3 community attendees. Called to order at 6:30 pm.

Minutes: Minutes from the November 19, 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 prepared by Kathy Rowland and presented by Michael Olivarri.

- Kathy Rowland is working with Mr Olivarri to complete the transition of her CFO duties prior to retirement. The December 2019 (Q2) financial reports have been submitted to DCPCSB. We reviewed the reports as well as the SCGW detailed financial activity for school-wide operations as of December 31, 2019. There are no issues or concerns and our revenues are on target with the budget. We have sufficient cash flow and are operating within budgeted expenses for the period. Our FY 19 FAR reporting indicated a score of 84.1, which is the highest possible based on our reporting. We have received our Q3 UPPFF payment and currently have no issues with payments. We will be preparing our FY 21 budget using the 2.3% rate increase recommended by MSDE. We are on extension to file our Form 990 and a draft will be sent out for review as soon as it is ready. The FY 18 Medicaid cost report audit is underway with fieldwork scheduled to begin in March. Senior staff has planned additional outreach to continue pressing for increased program funding to offset the cancelled gap payment.

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

- There were no suspensions or expulsions since November 2019. We currently have two teacher vacancies. This is the open enrollment period for SY 20-21. Our NCASES review will take place this spring and we are currently performing self-study. We will have 14 graduates this term with graduation scheduled for July 17. Today was a staff development day including sessions on play-based instruction, trauma informed practices and teacher leadership training. Parent teacher conferences are underway and individual parent training sessions continue.
- We received our Quality Site Review report from DCPCSB. Narratives were uniformly strong, there were no complaints and we discussed ways that our program can be positively designated within the constraints of the review guidelines. OSSE's school report card is now public. We have one due process hearing pending with DCPS.

New Business:

- Christie presented our LEA Strategic Plan to the Board and reviewed the various goals and measures. After discussion, a motion to approve the Strategic Plan was made and carried.
- A resolution of gratitude to Don Denton, recently retired charter board member, was read and unanimously approved. He was a dedicated member for 12 years.
- The Board agreed to schedule an additional meeting to move forward on recruiting additional members. Dr. O'Brien distributed the list of skills that we developed for consideration as we identify potential new members and will follow up with an email to schedule a date. Our goal is to increase the regular membership from 7 to 9 members.
- Public comments from the community attendees were invited.

The meeting adjourned at 7:25 pm.