



Health/Safety Site Visit Summary for SEED Public Charter School of Washington DC Residential Program

SEED Public Charter School
4300 C Street SE
Washington, DC 20019

The DC Public Charter School Board (DC PCSB) seeks to ensure that public charter schools operating residential programs provide a secure living environment that protects the health and safety of all students, as required by DC Code § 38–1802.04(c)(4). To that end, DC PCSB will conduct at least one scheduled visit to all residential programs annually to assess health and safety.¹ The on-site visit will be conducted by at least one DC PCSB staff member or consultant and will consist of an interview with the personnel directly responsible for the residential programming and facility, and a walkthrough of the school’s residential building(s), although not necessarily on the same day. If residences are located at multiple sites, the visit may take place over multiple days.

The school visit will focus on observing conditions related to health and safety, as outlined in the attached checklist, and may occur during daytime or evening hours. Following the visit, DC PCSB will send a report to school leadership identifying strengths and areas to address. DC PCSB may conduct a follow-up visit or take further action as appropriate to ensure any areas of concern are satisfactorily addressed by the school.

School leaders should provide DC PCSB with a copy of the following documents in advance of the school visit:

- Schedules for the residential program,
- Staff roster for staff involved in the residential program, and
- Any additional documents requested by DC PCSB, which will be shared with the school prior to the visit.

¹ As it deems necessary, DC PCSB may conduct additional on-site visits, either scheduled or unscheduled.

**RESIDENTIAL EDUCATION SITE VISIT SUMMARY FORM
SEED PUBLIC CHARTER SCHOOL OF WASHINGTON DC**

Date of School Visit	October 28, 2019
School Staff Present	Dr. LaMar Bagley, Director of Student Life for Marshall Hall Ken Arndt, Managing Director Brendan Dowd, Campus Operations Manager
Observation Team	Jiselle O’Neal, DC PCSB Sr. Specialist, School Support Ryan Kool, DC PCSB Consultant
Notes from School Interview	<p>The SEED Public Charter School of Washington DC (SEED PCS) has two dormitories, Marshall Hall and Brown Hall, on campus. They house 237 students in grades 8 – 12. The boys reside on three floors in Marshall Hall and the girls reside on four floors in Brown Hall.</p> <p>There is one Student Life Counselor per 12 students in each dormitory. Floors are equipped with single, double, or triple occupancy dorm rooms, common areas, and bathrooms.</p>
Overall Summary	<p><u>Observation Summary</u> DC PCSB staff observed bathrooms on each floor in Marshall Hall and Brown Hall, as well as approximately 28 dorm rooms, and all kitchen areas in Brown Hall. The dormitories were habitable and clean.</p> <p><u>Required Corrective Action</u> SEED PCS must provide its most recent Fire Marshal report to DC PCSB by January 15, 2020.</p> <p>Update: Required documentation received on January 15, 2020.</p> <p><u>Recommended Corrective Action</u> There were several repairs throughout the dormitories that DC PCSB recommends the school make:</p> <ul style="list-style-type: none"> • Marshall Hall 2nd and 3rd floor: ceiling vents were broken and hanging from the ceiling.

	<ul style="list-style-type: none"> • Marshall Hall 3rd floor: floor electrical outlet covers were broken and exposed. • Marshall Hall room 344: the mattress had open seams, and springs and filling were exposed. • Throughout Brown Hall windows in dorm rooms were difficult or impossible to open, leaving ventilation for students not easily accessible. <ul style="list-style-type: none"> ○ The SEED PCS Managing Director stated that the current window cranks are no longer sold and they plan to have new windows installed throughout Brown Hall in the next 24 months. • Brown Hall room 335 and 406: there were broken dresser drawers. • Brown Hall 3rd floor bathroom: observers noted a leaky shower head and small puddle on floor.
Recommendation for Follow-Up Visit²	No

² If DC PCSB staff has any serious concerns, DC PCSB will conduct a follow-up visit to ensure all concerns have been satisfactorily addressed. Failure to address concerns to DC PCSB’s satisfaction may result in further action by the Board.

Health/Safety Site Visit Protocol Observation Checklist

Criterion	Evidence ³	Meets Yes/No	Notes
RESIDENCE IS SAFE AND EQUIPPED TO HANDLE EMERGENCY EVACUATION			
School provides a final report via EpiCenter from the Fire Marshal indicating that it has passed its annual inspection, and that the residence is safe and equipped to handle an emergency evacuation ⁴	N/A	N/A	Due January 15, 2020.
PREMISES ARE HABITABLE AND CLEAN			
Building/Grounds			
Facility is protected from insect (including bed bugs) or rodent infestation (and is treated as needed)	Mattresss are built to protect from bed bugs	Yes	School receives monthly extermination procedures at each building
Facility is appropriately accessible to staff and students	Staff use key cards to access each floor and the elevator	Yes	Dorms are locked until 4:00pm
The living unit (hallways) is provided with emergency lights (such as flashlights, battery operated lanterns) that are in good working condition	Emergency lights visible throughout hallways	Yes	

³ Schools may be asked to provide examples of possible evidence for each criterion in advance of the visit.

⁴ DC PCSB may also contact the Fire Marshal directly as DC PCSB deems necessary.

Criterion	Evidence ³	Meets Yes/No	Notes
All hazardous materials such as matches, lighters, medicines, drugs, cleaning materials, toxic substances, and other such materials are kept in a place inaccessible to students (with the exemption of student usage supervised by staff, e.g., cleaning materials, culinary supplies, etc.)		Yes	
Trash is removed on a regular basis and collection receptacles are stored in noncombustible, covered containers		Yes	
No significant peeling or damaged paint or plaster is present	Minor peeling paint was observed in the bathroom on the 4 th floor of Marshall Hall and 3 rd floor of Brown Hall	Yes	
Space for informal and recreational use by the students is maintained; if applicable, outdoor play spaces with equipment must be in good working condition	<p>Marshall 2nd floor: storage closet was missing a glass window</p> <p>Marshall 3rd floor: some ceiling vents in common areas were slightly broken due to students hanging on them</p>	Yes	SEED PCS staff notified maintenance immediately

Criterion	Evidence ³	Meets Yes/No	Notes
Doors can be opened from both sides for all closets, bedrooms, and bathrooms	Brown 2nd floor: bathroom closet was unlocked and difficult to open/close – apparently due to a broken hinge	Yes	Dorms do not have closet doors
On all exterior windows large enough to be exits that can be opened and doors that may be left open, screens fit, are in good repair, and are removable in emergencies		Yes	
Promotes a smoke free environment		Yes	
Beds/ Bedrooms			
Beds are adequate in height and length for student height		Yes	
Beds are solidly constructed and have a clean, comfortable, nontoxic and fire-retardant mattress capable of being disinfected	The mattress in Marshall Hall Rm. 344 needed replacement, as it had open seams and the springs and filling were exposed	Yes	SEED PCS staff made note to replace immediately
Maintain separate sleeping rooms for boys and girls		Yes	Boys and girls are kept in separate buildings

Criterion	Evidence³	Meets Yes/No	Notes
The mattress of any bed in use is far enough away from the ceiling to allow the occupant to sit up in bed		Yes	
Students are provided with a personal bureau or locker for clothing and personal belongings and a designated space for hanging clothing	Some dressers observed on Brown Hall's 3 rd and 4 th floor had broken drawers	Yes	SEED PCS staff confirmed they would fix those immediately
Every student has a pillow and sufficient covering		Yes	
School does not use temporary bedding such as cots or sleep sofas as beds		Yes	
Kitchen			
Sufficient equipment and clean space for meal preparation, storage, serving, eating, and clean-up of meals		Yes	There are no kitchens in Marshall Hall
Maintain all equipment in working order		Yes	
Student access to the kitchen area and its equipment and tools is supervised age-appropriately	Brown 1st floor: kitchen was not locked per protocol	Yes	There were no kitchen tools seen, as kitchens are mainly used for snacks. Students do not eat breakfast, lunch or dinner in the dorms

Criterion	Evidence ³	Meets Yes/No	Notes
School has a system to access between-meal items which is maintained and is accessible to program residents upon request	Signs were posted on all kitchens in Brown Hall advising when the kitchen was open and who to contact for access	Yes	
The exhaust systems are maintained in safe operating condition		Yes	
Hoods and ducts are maintained free of grease		Yes	
Bathrooms			
No signs of mold or mildew		Yes	
Working toilets, baths, or showers that allow for individual privacy		Yes	
Sinks and bathtubs have hot and cold water and are equipped with slip-proof surfaces	Brown 2nd floor: sink skirt in bathroom was broken	Yes	School reported a replacement had been ordered prior to this observation
Mirrors are secured to the walls at heights appropriate for use by the students		Yes	

Criterion	Evidence ³	Meets Yes/No	Notes
Toilet paper, soap, and other items required for personal hygiene are provided	Brown 2nd and 3rd floors: one toilet paper dispenser on each floor needed replacement (though toilet paper was still available to students)	Yes	
Room Condition			
Sufficient illumination in rooms, corridors, and stairwells to permit safe usage and lighting of exterior areas, hallways during the night		Yes	
Refrain from the use of kerosene or open coil heaters		Yes	

Criterion	Evidence ³	Meets Yes/No	Notes
Windows that can be opened throughout the facility	<p>Marshall: loose window latch in Room 240</p> <p>Brown: Room 319 window could not latch closed; Room 224 window was bolted shut</p> <p>Brown in general: Windows were difficult to operate and limited the normal ventilation of rooms</p>	No	SEED PCS staff discussed that replacing Brown Hall's windows is part of the school's capital improvement plan and could take up to 24 months
Working exhaust fans in the bathroom and kitchen		Yes	
Working air conditioning and heating system	<p>Marshall 2nd and 3rd floors: some ceiling vents were broken and hanging from the ceiling (especially on 3rd floor)</p>	Yes	
Water			
Adequate supply of potable hot and cold running water		Yes	

Criterion	Evidence³	Meets Yes/No	Notes
The residence has sanitary drinking fountains, filtered or bottled water and/or supply of individual drinking cups		Yes	
Ensure that hot and cold water is accessible to the students and is regulated to an appropriate temperature		Yes	