



## August Board Meeting Minutes

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### ***Hope Community Public Charter Schools' Vision and Mission***

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It is our **VISION** to create a school environment that seeks to help scholars gain confidence and hope for their futures, as they acquire a sense of joy and satisfaction that comes through diligent effort and attention to their daily work.

It is our **MISSION** to shape the hearts and minds of our scholars positively, by providing them with an academically rigorous, content rich curriculum, an environment in which character is modeled and promoted, and a community in which to build trusting relationships with others.

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Meeting date | time August 28, 2020 | 4:00pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 4:08pm

Meeting adjourned: 5:34pm

### **ATTENDEES**

HCPCS Board Members	HCPCS Staff Members	Imagine Schools Staff Members
<input checked="" type="checkbox"/> Doherty, Rebecca	<input checked="" type="checkbox"/> Rashed, Haroon	Toler, Shawn
<input checked="" type="checkbox"/> Cody, Christopher	<input checked="" type="checkbox"/> Pela, Okiemute	<input checked="" type="checkbox"/> Bowman, Donald
<input checked="" type="checkbox"/> Harris, Orinthia	<input checked="" type="checkbox"/> Stone, Ashley	Johnson-Chavis, Tina
<input checked="" type="checkbox"/> Sabella, Susan	<input checked="" type="checkbox"/> Robinzine, Michele	<input checked="" type="checkbox"/> Ellis-Hicks, Nashandra
Sigman, David	<input checked="" type="checkbox"/> Creighton-Wade, Sade	Minor, Stephanie
<input checked="" type="checkbox"/> Alderdice, Austin	<input checked="" type="checkbox"/> Allen, Angela	Miller, Travis
<input checked="" type="checkbox"/> Brown, Alteria	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Bowie, Tobie
<input checked="" type="checkbox"/> Bogle, Dana		Patterson, William

## AGENDA TOPICS

### Agenda

4:00 pm – 4:05 pm	Call to Order/Roll Call/ Previous Minutes	R. Doherty
4:05 pm – 4:10 pm	Old Business + Norms/Expectations	C. Cody/R. Doherty
4:10 pm – 4:25 pm	Finance Updates/Budget + Enrolment	S. Sabella/Imagine
4:25 pm – 4:35 pm	Facility Updates	Imagine
4:35 pm – 4:50 pm	SPED Updates	Imagine
4:50 pm – 5:20 pm	School Updates: SY19/20	D. Bogle/Imagine
4:50 pm – 5:20 pm	School Plans & Priorities: SY20/21	D. Bogle/Imagine
5:20 pm – 5:30 pm	<b>Closed Session (Board Only)</b>	
	Adjourn (Next Virtual Board Meeting – September 18 <sup>th</sup> at 4pm)	

## NEXT STEPS | ACTION ITEMS

**Next Steps:** (Task, Assigned To, Checkpoint Date)

	Owner	Due Date
<b>Enrollment</b> - Conduct a trend analysis on enrollment	Enrollment Manager	September Meeting
<b>Enrollment</b> - Develop a recruitment plan from now until count day	Regional Operations Director	September Meeting
<b>Enrollment</b> – Develop a Marketing Plan that the Board requested months ago	Regional Operations Director	TBD
<b>Budget</b> – Develop 2 budget scenarios given the enrollment decline	Regional Operations Director	September Meeting
<b>Facilities</b> - Find out the costs of making the buildings pandemic-compliant and determine the next steps on liaising with the Landlord	Facilities Director	September Meeting
<b>SPED</b> –	SPED Director	September Meeting
<ul style="list-style-type: none"> <li>- Gather baseline data on the students who did not receive packets during the pandemic</li> <li>- List of students that did not get packets in the COVID-19 crisis</li> <li>- Create a cohesive RTI Team for both campuses that will carry out the process with fidelity</li> <li>- Baseline data for RTI to be given to the board</li> </ul>		
<b>School Updates</b> - Send Vacancy Announcements to the Board to share within their network	School Leaders + HR	Monday, Aug. 31
<b>School Updates</b> - Send monthly Google calendar invitation of school activities to the Board	Regional Office Manager	Ongoing
<b>Staff Turnover</b>	Regional HR Director, Tina	October Meeting
<ul style="list-style-type: none"> <li>- Research how staff vacancies can be turned into consultant positions with the intent to hire currently</li> </ul>		

## Next Steps: (Task, Assigned To, Checkpoint Date)

Owner

Due Date

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teachers to fill these roles while searching for full time staff

- Provide updates on the exit interviews to investigate why staff are resigning
- Provide 3-5-year trend analysis on staff turnover and internal promotion

## DECISIONS MADE

### Decisions Made: (What, Why, Impact)

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#### ✚ Facilities:

- o We need to follow-up with the landlord and other necessary parties on the possibility of getting a rent abatement especially in view of the costs of HVAC and other pandemic-compliance requirements.

#### ✚ School Updates:

- o The Board needs advance notice on school activities. A calendar of school-based activities should be shared via Google calendar on the 30<sup>th</sup> of the preceding month.
- o School Policy - Computers will be assigned to families who have completed their enrollment paperwork.

## DISCUSSION

### Discussion: (Items/Knowledge Shared)

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#### ✚ Finance Updates/Budget + Enrollment:

- o Tech. distribution was only open to those families who had completed enrollment forms
- o 464 students out of 609 students are on the OSSE verified list, which mean we need one document to complete enrollment.
- o 327 Students on the Tolson's OSSE Verified List (Not including students who have withdrawn)
- o 137 Students on the Lamond's OSSE Verified List (Not including students who have withdrawn)
- o There are 54 new students at Hope Community PCS:
  - 23 new students at Tolson
  - 31 new students at Lamond
- o We are below projected enrollment & no students remain on the waitlist:
  - 57 Students short at Tolson, if no other students withdraw
  - 37 students short at Lamond if no other students withdraw
- o About 40 students from Tolson and 30 from Lamond have left in the past academic year.
- o Now that the question about how parents found out Imagine has been added to the form on MySchoolDC, it will be worth finding out why they joined the school.
- o We need 2 budget scenarios given the school's enrolment.

## Discussion: (Items/Knowledge Shared)

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- Monthly update on the budget due to continued fluctuation in enrollment and staff changes.
- June – continued savings due to the following:
  - Salary vacancies
  - Low numbers of summer school staff
  - Spring PD cancelations due to quarantine
  - Food service savings due to quarantine
- July – activities
  - SORE Grant of \$200k was awarded
  - Audit was completed in mid-July

### ✚ Facility Updates:

- There is a need to make some HealthSuite Considerations by renting a trailer space or carving out space in the building
- UVC lighting will be needed to be pandemic-compliant
- The restrooms will need to have lids and auto-disinfectants installed
- First round of personal protective gear was ordered
- Social distancing schedule has been put in place
- Bathroom capacity for social distancing is currently being evaluated
- Upgrading HVAC system is a Big-Ticket Item: team is currently seeking outside counsel for the best quality cleaning and training.
- At the Tolson campus, Hanover Group will pay for site improvements. Initial pavement to be completed by mid-October, with a completion date of December.

### ✚ SPED Updates:

- A series of SPED PDs were conducted
- Currently in compliance in spite of staff vacancies

### ✚ School Updates:

- Imagine has hired the LEA Director who will be introduced at the next meeting.
- The PD Plan for this academic year is yet to be shared.
- Teacher turnover is high. Within 48 hours, there were 4 resignations in Tolson. **What were their roles?**
- There are also 4 vacancies in Tolson:
  - 2 self-contained SPED Teacher,
  - Instructional Coach;
  - 5/6 Social Studies Teacher,
  - Pre-k Teachers.
- There are vacancies in Lamond:
- Concerns were raised about how the parent communication platform/software was being used to inform parents on teacher turnover.
- Research how staff vacancies can be turned into consultant positions with the intent to hire currently teachers to fill these roles while searching for full time staff
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## Parking Lot: (Describe any items that may have been deferred for a later discussion)

### ✚ Facilities:

- **Rent Abatement:** After we have done the cost analysis of what it will take to get the buildings compliant, discuss a strategy to liaise with the Landlord regarding these upgrades.

## Discussion: (Items/Knowledge Shared)

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- **COVID-19 Cleaning Protocol** needs to be established and put in place.
- **Feasibility of an isolated health suite** at both campuses needs to be researched and reported to the board.
- + Professional Development Plan:
  - We need to discuss the status of developing and implementing this **PD plan**.
- + SPED:
  - We need to find out how many of the students who did not get their packets are SPED. Then, come up with a **plan on how to service them**.

## MISCELLANEOUS ITEMS

### Miscellaneous Items:

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- + Board Meetings:
  - **Board Meetings + Site Visits** - When we are back onsite, it is likely that we would alternate between in-person and virtual meetings. During the month when we have a virtual meeting, Board Members will conduct at least one site visit and send an email about their observations.
  - **Virtual Meetings** - Every meeting will have the option to join virtually.