

Meeting of the LAMB Board of Directors

6 PM, Via Zoom Conference, 13th July 2020

Board Members Present: Roxana (Chair), Suzanne (Vice Chair), John (Treasurer), Jen (Secretary), Ericka, Alan, ElShadey, Najia, Laura, Renee

Board Members Absent: None

Staff Present: Charis Sharp (Executive Director), Brian Nielsen (CFO), Lainie Santos (Principal), Maria-Jose Carrasco (Chief of Staff)

Agenda

1. Meeting called to order at 6:02pm.
2. Roxana welcomed everyone and thanked the Administrative team for thorough reports and advance time to review.
3. Discussion and Approval of Meeting Minutes
 - a. Minutes for the June 28, 2020 special meeting were moved for approval by John, seconded by Renee, and approved.
 - b. Minutes for the June 1, 2020 meeting will be addressed at the next meeting to give further time for review.
4. LAMB Reports and Action Items
 - a. ED Report
 - i. Roxana thanked Charis for the detailed ED report sent to Board in advance, which gives the Board an opportunity to focus on clarifying questions.
 - ii. Charis provided an update on moving into the 14th Street building, noting that everything is proceeding as planned. Offices should be ready by August 10, the Certificate of Occupancy should be in hand on the 14th, and move-in date for staff is on the 17th. There was a stop work order today related to permitting sidewalk work.
 - iii. Charis detailed the current reopening plan, which is still being finalized, and related health and safety protocols. Plan to operate a hybrid model with in-class instruction two days a week and option for distance only learning.
 1. Ericka asked if there would be health and temperature checks each day and Charis say there would be.
 2. Alan asked if the administrative team has explored extending the learning day beyond 3pm. Charis said that the staffing plan hasn't been finalized yet but that would likely be too long for the regular classroom teachers.
 3. Jen asked about the plans of peer schools, some of which are starting the year distance-only, and the effect on LAMB teachers. Charis and Maria Jose discussed the staff survey and encouragement of staff to discuss needs with administrative staff. The all-virtual time, currently planned for two weeks, may be extended.

4. Roxana noted concerns about teaching language complications with masks and also cautioned about being too definitive with families when plans are still subject to change. Lainie said that LAMB was purchasing masks with clear plastic pieces for the mouth for teachers and there will be training regarding extra emphasis on speech and making sure presentations are clear. Lainie also noted that at the beginning of the school year the focus will be on social-emotional well-being. Lainie also noted that the draft letter to families note that the all-virtual timeline may be extended and there may be staggered starts.
5. Suzanne encouraged the administrative team to explain to the community how much work has been done to make the plans and said that the team should be proud of everything they've considered in making the plans. Suzanne also questioned plan to wait on announcing to families to align with DCPS, and the administrative team noted that the extra few days will be helpful in seeing what other schools are doing and also to put more firm plans together.
6. Jen suggested starting a FAQ document for families and was told that that was underway.
7. Roxana noted that the Board wanted to see the final letter to the community prior to it going out, as these plans go beyond operational decisions.
8. ElShadey asked about plans for parents that cannot do all-virtual. Charis noted that the city is offering city-supervised learning hubs using community centers and libraries. Charis discussed that LAMB is also trying to figure out if we can offer an all-day option for some families separately from the classrooms but noted staffing needs and health logistics may make that difficult. Maria Jose discussed the family fund that was created to support the most at-risk families. ElShadey said she is interested in learning more about the plans for the lower age group, high risk, and special needs; and she would also like more details about health measures and screening documents.
9. Laura noted that there should be a plan in place if a teacher changes their mind or gets sick.
10. Alan asked what we have learned about what works for students and parents with distance learning. Lainie discussed the first phase which is current efforts to review online platforms – focusing on what works best with LAMB's model, feedback from parents, and feedback from teachers. She also discussed efforts to align distance learning time with age considerations and increasing one-on-one and small group activities. She noted that the next phase is aligning curriculum – ties across classrooms and across levels to ensure no gaps. And ensuring we can go virtual at any moment, and that virtual learning will be robust. Next steps will be training for parents, especially for primary students.
11. Roxana asked how the new family engagement role fits in. Lainie said that the family engagement coordinator is assisting in questions from families. Maria Jose also noted that there will be a focus on staff wellness.
12. Jen said that from her perspective as a parent, the spring virtual learning went well and got even better over time. She thanked the team, and especially Lainie, for all the work that went into the virtual effort.

LAMB Board Minutes

July 13, 2020 [FINAL: Approved August 17, 2020]

- b. Approval of FY 2021 Proposed Budget
 - i. Brian and John delivered a FY 2021 Proposed Budget presentation that was sent to the Board for review in advance.
 - ii. Board members asked questions regarding depreciation, bonuses and salary increases, 401k discretionary contributions, PPP loan forgiveness, PPP loan utilization, and retaining part-time staff during the pandemic.
 - iii. **VOTE:** Laura moved to approve the FY 2020 Proposed Budget, Suzanne seconded, and there was unanimous approval.
 - iv. Roxana thanked the team for the hard work putting the budget together.
- c. Facilities Committee
 - i. Suzanne updated the Board on the renovation of the 14th Street property, including LEED certification efforts, the transportation plan, and the LAMB community committee.
 - ii. Alan noted that proper HVAC systems are important in the fight against COVID, and Brian said they are also looking at the SD property to ensure acceptable standards.
- d. Governance Committee
 - i. Ericka discussed an additional Board candidate, John Sanchez, that the committee would like the Board to consider. She discussed his previous interviews with her and the Governance Committee, and his background including being a native Spanish speaker from Peru with a long history of youth and advocacy work relevant to family engagement efforts at LAMB.
 - ii. **VOTE:** Ericka nominated John Sanchez to the LAMB Board, Jen seconded, and the vote passed unanimously.
- e. School Performance Committee
 - i. Laura discussed that the committee has met three times recently, to discuss possible dashboards and what should be measured. They want to track and share student academic performance, school climate, staff support and performance, and possibly family retention and enrollment. They also want metrics to track performance against goals.
 - ii. They will be providing the Board with a full list of the assessments currently in use.
 - iii. There was a discussion regarding the Strategic Plan update provided to the Board in advance of the meeting. Alan noted a lot of the goals are activity based and do not measure effectiveness, and he suggested putting metrics in place to measure effectiveness. John commented that we need to better understand the flow from the big picture down to the metrics. Najia noted that a lot of the work the committee is doing related to the dashboards may be the same type of aspects measuring with the strategic plan.
- f. Development Committee
 - i. Renee discussed that they'd like to expand the committee by 5-6 members, including two non-staff parents. The head of the PTO has been part of the discussion and will be part of the committee.

LAMB Board Minutes

July 13, 2020 [FINAL: Approved August 17, 2020]

- ii. Renee said that work will begin soon on a SWOT analysis that will be the basis for a strategic development plan. Najia noted that they have begun talking about initial goals, but they have more work to do.
- iii. Charis discussed the current Arriba campaign and encouraged all Board members to give so there is 100% board participation. Jen reminded Board members of the option to give an automatic donation monthly.

g. Finance Committee

- i. John noted that the underwriter process for the 14th Street Property is underway, and another resolution for bond financing is likely.
- ii. John questioned the administrative team about the discussion last meeting related to potentially tapping into the reserves. Brian discussed that they are in discussions with the underwriter regarding best path forward. Jen explained that the Board wanted a resolution if going to be utilizing reserve funds and Brian said he would follow up.
- iii. Alan said it was important to recognize all the work Brian has done the past month, called it “absolutely phenomenal.” John remarked that Brian also completed the 401k audit review.
- iv. John noted that the monthly financials were also in the read-ahead material.

5. The LAMB Board went into Executive Session at 8:23pm.

6. The Board adjourned at 9:00pm

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This is a true representation of the July 13, 2020 Meeting of the LAMB Board of Directors.



Jennifer L. Carrier
Secretary, LAMB Board of Directors