



**July Meeting of the Board of Trustees of
DC Scholars Public Charter School (DCSPCS)
Thursday, July 16, 2020
4:30 pm via Zoom Conference Call**

DC Scholars PCS Board of Trustees Attendees: Bob Weinberg, Erica Jackson, Crystal Williams, Andrew Ellenbogen, Jacquelyn Lendsey (until 4:50 pm), Peter Kolker, Evan Piekara, Maegan Marciano (5:00 pm).

DC Scholars PCS Team Members: Business Manager Emily Stone (until 5:26 pm), Associate Director of Finance and Development Keven Cotton (until 5:26 pm), Executive Director Jennifer Leonard (5:00 pm), Head of School Izabela Miller (5:00 pm).

EdOps: Finance Specialist Vickie Ho.

- I. Welcome
 - a. Call to Order: Meeting was called to order by Mr. Weinberg at 4:32 pm.

- II. Approve Meeting Minutes
 - a. June 17, 2020 Meeting
 - i. Mr. Weinberg called for a motion to approve the minutes of the June 17, 2020 Board Meeting. Ms. Williams moved to approve the minutes. Mr. Kolker seconded. **The minutes of the June 17, 2020 Board Meeting were approved unanimously.**

- III. Chair Report
 - a. Mr. Weinberg acknowledged Ms. Tameka Martin's contributions to the Board over the past seven years.
 - b. Mr. Weinberg announced that Timmecca Wilson resigned Tuesday, July 14th, effective immediately. Mr. Weinberg acknowledged Ms. Wilson's contributions to the Board over the past two years.
 - c. Mr. Weinberg acknowledged Mr. Ellenbogen's contribution and leadership in the refinancing process.

- IV. Finance Committee
 - a. Refinance Update



- i. Mr. Ellenbogen provided an update on the school's refinance.
- b. SY 20-21 Contracts for Approval
- i. Preferred Meals
 1. The Board had no questions or concerns about the Preferred Meals contract. Mr. Weinberg called for a motion to approve the Preferred Meals contract. Mr. Kolker moved to approve the Preferred Meals contract. Ms. Piekara seconded. **The Preferred Meals contract was approved unanimously.**
 - ii. Capitol Document Solutions
 1. The Board had no questions or concerns about the Capitol Document Solutions contract. Mr. Weinberg called for a motion to approve the Capitol Document Solutions contract. Mr. Ellenbogen moved to approve the Capitol Document Solutions invoice. Mr. Kolker seconded. **The Capitol Document Solutions contract was approved unanimously.**
 - iii. ACS/Inspiroz Chromebook Invoice
 1. The Board had no questions or concerns about the ACS/Inspiroz Chromebook invoice. Mr. Weinberg called for a motion to approve the ACS/Inspiroz Chromebook invoice. Mr. Kolker moved to approve the ACS/Inspiroz Chromebook invoice. Ms. Lendsey seconded. **The ACS/Inspiroz Chromebook invoice was approved unanimously.**
 - iv. Selective Insurance
 1. The Board had no questions or concerns about the Selective Insurance contract. Mr. Weinberg called for a motion to approve the Selective Insurance contract. Mr. Ellenbogen moved to approve the Selective Insurance contract. Ms. Jackson seconded. **The Selective Insurance contract was approved unanimously.**
 - v. Leonard & Associates
 1. Conflict of Interest Disclosure
 - a. Mr. Weinberg disclosed that since Jennifer Leonard was Executive Director and key personnel of school in SY19-20, she is a conflicting interest party. Mr.



Weinberg outlined the steps the Board and staff took to ensure the contract was awarded fairly, including posting a public notification for the Sole Source contract, reviewing and negotiating a scope of work, and reviewing compensation for similar roles at other DC charter schools. The proposed contract is for Leonard and Associates to fulfill to executive positions at DC Scholars – Executive Director and Director of Finance and Operations. Mr. Weinberg shared that there was not a financially feasible way for the school to fill both the Executive Director and Director of Finance and Operations roles with one person through a request for proposals. It would be financially burdensome to the school to do so.

- b. The Board acknowledged and waived the Conflict of Interest.
 2. Mr. Weinberg called for a motion to approve the Leonard & Associates contract for Executive Director and Director of Finance and Operations services. Mr. Piekara moved to approve the Leonard & Associates contract. Ms. Jackson seconded. **The Leonard & Associates contract was approved unanimously.**
- vi. Growth MindED Consulting
1. Conflict of Interest Disclosure
 - a. Mr. Weinberg disclosed that since Nicole Bryan was Interim Head of School and key personnel of school in SY19-20, she is a conflicting interest party. Mr. Weinberg outlined the steps the Board and staff took to ensure the contract was awarded fairly, including posting a public notification for the Sole Source contract, reviewing and negotiating a scope of work, and reviewing compensation for a similar role at other DC charter schools. Mr. Weinberg shared that there was not a financially feasible way to accomplish a smooth transition of leadership and train the new Head of School through a request for proposals. It would be financially burdensome to the school to do so.
 - b. The Board acknowledged and waived the Conflict of Interest.



2. The Board had no questions or concerns about the Growth MindED Consulting contract. Mr. Weinberg called for a motion to approve the Growth MindED Consulting contract. Ms. Williams moved to approve the Growth MindEd Consulting contract. Mr. Piekara seconded. **The Growth MindED Consulting contract was approved unanimously.**
- c. FY21 School Budget
 - i. Mr. Ellenbogen explained the FY21 budget process and key assumptions.
 - ii. After discussion followed, Mr. Weinberg called for a motion to approve the FY21 school budget. Mr. Ellenbogen moved to approve the FY21 budget. Mr. Kolker seconded. **The FY21 school budget was approved unanimously.**
 - d. May 2020 Close Financials
 - i. Mr. Ellenbogen provided an update on the school's May 2020 Financials.
- V. Governance Committee
 - a. Ms. Williams provided a verbal Governance Committee update. Discussion followed.
 - VI. Academic Committee
 - a. Ms. Jackson provided a verbal Academic Committee update. Discussion followed.
 - VII. Head of School Support Committee
 - a. The Head of School Support Committee did not provide an update.
 - VIII. Development Committee
 - a. Ms. Marcano provided a verbal Development Committee update. Discussion followed.
 - IX. An Executive Session with the Executive Director and Head of School began at 5:26 pm.
 - X. Closing
 - a. Mr. Weinberg thanked everyone for their participation. The meeting was adjourned at 6:25 pm.



**August Meeting of the Board of Trustees of
DC Scholars Public Charter School (DCSPCS)
Thursday, August 13, 2020
5:00 pm via Zoom Conference Call**

DC Scholars PCS Board of Trustees Attendees: Bob Weinberg, Erica Jackson, Jacquelyn Lendsey, Peter Kolker (6:23pm), Andrew Ellenbogen, Evan Piekara.

DC Scholars PCS Team Members: Associate Director of Finance and Development Keven Cotton, Head of School Izabela Miller.

- I. Welcome
 - a. Call to Order: Meeting was called to order by Mr. Weinberg at 5:04 pm.

- II. Approve Meeting Minutes
 - a. July 16, 2020 Meeting
 - i. Mr. Weinberg called for a motion to approve the minutes of the July 16, 2020 Board Meeting. Mr. Kolker moved to approve the minutes. Ms. Jackson seconded. **The minutes of the July 16, 2020 Board Meeting were approved unanimously.**

- III. Governance Committee
 - a. Employee Policies
 - i. The Board had no questions or concerns about the SY20-21 Employee Policies. Mr. Weinberg called for a motion to approve the proposed SY20-21 Employee Policies. Ms. Jackson moved to approve the proposed SY20-21 Employee Policies. Ms. Lendsey seconded. **The SY20-21 Employee Handbook was approved.**

 - b. Student Attendance Policy:
 - i. The Board discussed the SY20-21 Student Attendance Policy. Mr. Weinberg called for a motion to approve the attendance policies, provided that the recommended changes to the



Attendance policies are made. Ms. Jackson moved to approve the proposed SY20-21 Student Attendance Policy. Ms. Lendsey seconded. **The updates to the SY20-21 Student Attendance Policy were approved.**

c. Parent Board Members

- i. Mr. Weinberg called for a motion to elect Tiffianne Hudnall to the DCSPCS Board. Mr. Kolker moved the motion. Ms. Jackson seconded. **Ms. Hudnall was unanimously elected as a Member of the DC Scholars PCS Board.**
- ii. Mr. Weinberg called for a motion to elect Porchia Nixon to the DCSPCS Board. Mr. Kolker moved the motion. Ms. Jackson seconded. **Ms. Nixon was unanimously elected as a Member of the DC Scholars PCS Board.**

IV. Development Committee

- a. Mr. Piekara provided a verbal Development Committee update. Discussion followed.

V. Finance Committee

- a. Mr. Ellenbogen provided a verbal Finance Committee update.
- b. Jones, Lang, and Lasalle (JLL)
- c. Mr. Weinberg called for a motion to delegate authority to the Finance Committee to negotiate and reach agreements with Building Pathways and JLL on behalf of DC Scholars. Mr. Kolker moved the motion. Ms. Lendsey seconded. **The motion to delegate authority was unanimously approved.**
- d. Capitol Document Solutions
 - i. The Board had no questions or concerns about the Capitol Document Solutions contract. Mr. Weinberg called for a motion to approve the Capitol Document Solutions contract. Mr. Kolker moved to approve the Capitol Document Solutions contract. Ms. Lendsey seconded. **The Capitol Document Solutions contract was approved unanimously.**

VI. Head of School Update

- a. Ms. Miller provided an update on SY20-21. Discussion followed.



VII. Closing

- a. Mr. Weinberg thanked everyone for their participation. The meeting was adjourned at 6:27 pm.