

APPROVED



## E.L. Haynes Public Charter School

### Minutes

#### E.L. Haynes July 2020 Board Meeting

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**Date and Time**

Thursday July 23, 2020 at 8:30 AM

**Location**

Virtual Meeting

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**Trustees Present**

A. Smith (remote), E. Westendorf (remote), J. Edelman (remote), L. Carlton (remote), L. Jordan (remote), M. Hall (remote), M. McDonough (remote), N. Greene (remote), S. Shah (remote), T. Gibian (remote), T. Wincup (remote)

**Trustees Absent**

C. Lujan, D. McCoy, K. Simmons, R. Payes

**Guests Present**

A. Schlick (remote), Aashish Parekh, B. Wagner-Friel, Barrie Moorman, Emily Hueber Stoetzer, H. Darilek (remote), J. Callahan, Joe C, R. Hunt Taylor, Zenada Mahon

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

J. Edelman called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Thursday Jul 23, 2020 @ 8:34 AM.

**C. Approve May 21, 2020 Minutes**

E. Westendorf made a motion to approve the minutes from Board Meeting on 05-21-20.

A. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Approve June 12, 2020 Minutes**

T. Wincup made a motion to approve the minutes from Board Meeting on 06-12-20.

M. Hall seconded the motion.

June 2020 Minutes approved pending update to the budget approval process that specifically states "including 3% contribution for all employees participating in the 403(b) program" The board **VOTED** unanimously to approve the motion.

#### **E. Public Comment**

None.

### **II. Management Updates**

#### **A. CEO Update**

Board Chair Edelman acknowledged and congratulated the team on the increase in AP scores. CEO Darilek then expressed her appreciation for Board participation over the summer in connection with planning activities, as well as her deep gratitude for school leadership teams and their work to plan and remain flexible. She reminded the Board that there are two weeks until the newest staff members join for orientation, and three weeks until all staff return. She then shared key highlights from each campus, including:

- **2020 Advanced Placement (AP) Results:** Students finished AP classes online and teachers adapted very quickly to the new approach for administering the test. Passing AP scores increased as compared to 2019.
- **Staff Forums:** CEO Darilek and school leaders hosted staff forums with each campus after announcing the virtual start to the 2020-2021 school year to solicit feedback on next steps.
- **High School:** 9th grade Summer Bridge programming has been provided virtually and is off to a strong start.
- **Middle School:** The Middle School team is working to find creative solutions to support the Extended Year Program, and teachers are excited about opportunities to be creative and support students virtually.
- **Elementary School:** Teams at the Elementary School are thinking a lot about how to support our youngest learners, especially given unique challenges with virtual learning.

CEO Darilek next provided an update on enrollment and staffing. She noted efforts to complete and submit a plan to OSSE by early August articulating the school's approach for educating students next school year aligned to federal requirements. Last, CEO Darilek shared that school leaders will be hosting a cross-campus family forum to discuss the decision to remain virtual at the start of the next school year and encouraged Trustees to join upcoming all-staff meetings.

### **III. Development Committee Update**

#### **A. Annual Fund Update**

Joe Callahan, Senior Director of Development and Communications, provided a high-level update on the annual fund, noting the following key highlights:

- The revised fundraising goal to reflect the current environment and shift to individual giving due to the inability to host an annual event.
- The strong financial position as of the end of the year, driven by government funding and the successful 15-year anniversary event.

### **IV. 2020-2021 Planning**

#### **A. Decision/Rationale for Selected Approach**

Chairman Edleman commended the team on their thoughtfulness and thorough approach to making the reopening decision

Hilary Darilek, Chief Executive Officer provided additional context on the why E.L. Haynes will continue with virtual learning until November 6 and provided a detailed overview of the process that school leaders used to ultimately make the decision.

She shared that the process started in June with working groups talking through a variety of hybrid-model options to align with OSSE, CDC, and DOH safety guidelines and simultaneously planned plan for families who opted to remain entirely virtual. She shared that the ultimate factors that contributed to the decision to remain virtual were the decision of surrounding districts to start virtually (Montgomery, Prince George's, Arlington), and the increase in COVID-19 cases the week of July 15.

She informed the Board that with the Mayor's announcement to postpone city-wide decision additional two weeks E.L. Haynes leadership decided it was best for it's community to move forward with sharing a final decision. She shared that E.L. Haynes leadership is still very committed to trying to bring students in-person at some point next year when it is safe, and still committed to identifying some ways to bring students in small-groups for in-person activities.

She then gave an overview of how the E.L. Haynes community gave input throughout the planning process and shared back themes/data from working groups, surveys, and community conversations. She emphasized that safety is and will continue to be E.L. Haynes' top priority and school leaders commitment to equity.

She shared an overview of next steps which included distribution of tech devices to every E.L. Haynes student, distribution of "hot-spots" as needed to families, exploring potential child care options for staff to allow them to fully participate in virtual learning supports, and launching a staff survey to get more information from staff on their individual circumstances, health risks, and thinking on returning in-person. She then updated Trustees on specific workstreams and milestones related to ReOpening Planning as of July 23, 2020.

Aashish Parekh, EL Teacher posted question about option to return in-person before November 6, and possibility to bring back certain segments of students who may benefit more so from in-person support. Hilary Darilek, Chief Executive Officer shared that school leadership and working groups were exploring opportunities to bring small groups of students in-person but at this point everyone will start with virtual instruction.

Trustee Shah, asked if meal distribution through November given continuation of 100% virtual learning. Vanessa Carlo-Miranda, Chief Operation Officer confirmed that pending final confirmation from OSSE that meal distribution would continue and will likely adhere to the same schedule.

#### **B. Themes from Staff and Family Feedback**

CEO Darilek gave an overview of the themes from the staff and family surveys administered by E.L. Haynes and the city in June 2020 and how those results were considered during the planning and decision-making process.

### **V. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,

A. Schlick



## E.L. Haynes Public Charter School

# Minutes

## E.L. Haynes August 2020 Board Meeting

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### Date and Time

Tuesday August 18, 2020 at 6:00 PM

### Location

Virtual Meeting

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### Trustees Present

A. Smith (remote), D. McCoy (remote), E. Westendorf (remote), J. Edelman (remote), K. Simmons (remote), L. Carlton (remote), L. Jordan (remote), M. Hall (remote), M. McDonough (remote), N. Greene (remote), R. Payes (remote), T. Gibian (remote)

### Trustees Absent

C. Lujan, S. Shah, T. Wincup

### Guests Present

A. Schlick (remote), B. Wagner-Friel (remote), E. Stoetzer, H. Darilek (remote), J. Callahan (remote), S. Hunt, V. Carlo-Miranda, Z. Mahon

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

J. Edelman called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Tuesday Aug 18, 2020 @ 6:00 PM.

### C. Approve July 23, 2000 Minutes

J. Edelman made a motion to approve the minutes from E.L. Haynes July 2020 Board Meeting on 07-23-20.

M. Hall seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **D. Public Comment**

## **II. Management Updates**

### **A. CEO Update**

CEO Darilek began her update by recognizing that it was the first in-person Board meeting of the 2020-2021 school year, with new staff onboarding occurring the prior week and the first all-staff meeting held the day prior. She thanked Board members who were able to participate in REES sessions last week, and asked them to share impressions from the sessions. CEO Darilek also asked Board members that participated in the recent all-staff session to share their feedback on the sessions. She then shared creative messages developed by the staff for students to celebrate the start of the school year.

Next, CEO Darilek highlighted efforts by campus leaders to support staff in the virtual environment:

- Elementary School teachers read *A Talk to Teachers* by James Baldwin and made commitments to creating equitable opportunities and being anti-racist.
- At the Middle School, Principal Mahon create a Bitmoji landing page to share information with staff.
- Every High School staff member is assigned to a staff advisory group, and these groups will get together in the mornings to share information. Additionally, staff has been connecting via Padlet.

Last, CEO Darilek provided updates on the distribution of technology (including computers and hotspots), enrollment, the submission of a learning plan to OSSE, and goal setting for 2020-2021.

In response to a question from a Board member, the principals shared their impressions on staff at the start of the current, virtual school year. In response to a question from Board Chair Edelman, Board members shared aspirations for the 2020-2021 school year.

### **B. Development Update**

Senior Director Development and Communications Callahan provided an update on the annual fund. The school has started to receive grants for the school year and is waiting to hear back on other applications. The development team has begun to create this year's appeals strategy.

### **C. School Year 2020-2021 Updates**

CEO Darilek provided an update on planning for the 2020-2021 school year. She first shared key findings from the family virtual learning survey, including the need for additional resources and training on the platforms and technology to be used for virtual learning; a desire for academic and community engagement as health conditions allow; and requests for additional communication from the school.

CEO Darilek then shared progress in key areas:

- With respect to academic planning, Staff Institute schedules have been finalized, a new learning management system will be launched, and each campus is preparing a "school in a box", among other items.
- In the area of Health, Safety, and Technology, a building access policy has been launched to allow staff members to access the buildings, a series of safety protocol videos is being created, and efforts have started to set-up a bilingual helpdesk.

- For Talent, a partnership with One Medical has been shared with the staff, accommodation requests have been launched for "high risk" staff, and efforts to gather information from staff on ongoing needs continue.

Next, CEO Darilek provided highlights on the Continuous Learning and School Recovery Plan submitted to OSSE and the PCSB. She described key themes related to instructional delivery, assessment and promotion, technology, whole student support, attendance, and family engagement.

Board members asked numerous questions, including questions about the likely approaches of other schools, technology contingency planning, family outreach, and key metrics and expectations on student engagement.

#### **D. Governance Updates**

CEO Darilek provided an update on the Open Meetings Act, which becomes effective on October 1, 2020. She noted requirements under the Act.

### **III. Executive Session**

#### **A. Executive Session of the Board of Directors**

The Board met in Executive Session with CEO Darilek to discuss matters of mutual interest.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:27 PM.

Respectfully Submitted,  
D. McCoy