

The Family Place PCS
Board Meeting Minutes
August 12, 2020 (Pending Approval)
Virtual Board Meeting held though Zoom

Present: Michael Barnet, Sarah Friedman, Shawn Chakrabati, Mavis Ardon, Ann Barnet, Elaine Weiss, and Natalia Isaza,

Also Present: Board members: Larry Garr, Misbah Ahdab, Haley Wiggins, Laurel Kircher, Patricia Oholeguy, Eileen Suffian, Dr. Bussey, Fernando Saldana, and Ana Acevedo

Notes:

- Michael welcomes everyone.
- Minutes from May 13, 2020 meeting were approved.
- Haley notes that we could use new board members, although now is a kind of hard time. Should be someone who lives in DC.
- Haley presents her report to update the Board on TFP/PCS activities:
 - Given difficult circumstances, we have done well with funding. Approved in July for OSSE grant, \$450,000/year for TFP, will collaborate with PCS.
 - Contractor is working to finish basement renovation to create more classroom space
 - TFP also got renewal from Cafritz for \$5000 more than last year, also from Bloedorn (\$15K), and another \$5K from Rotary Foundation, which hadn't given in past years, and another that has funded us in the past few years (\$25K). Albertson Foundation (Safeway) big new \$25K grant, to provide food to our families, so great timing, very exciting! Also, Jack Anderson contacted her, she thinks they'll also have money available to support our families.
 - They have been able to support families in various ways.
 - A few staffing changes – people had to be let go who hadn't been performing and didn't improve after opportunities. We have several openings:
 - new director position to oversee OSSE grant and family services
 - communications/development associate on TFP side
- Ana provides short presentation about support for families and will share Amazon Wish List so the Board can circulate/solicit donations.
 - We have been supporting all active students (about 150) with food bags to all active plus \$50 gift cards, regularly every 2-3 weeks so they can rely on them. Rental support is determined by case manager – are they behind or struggling to pay, or did not qualify for stimulus or UI. About 24 families per month for rent support. Checks go to management companies when possible, but many students are not living in formal arrangements. We “cover our bases” the best we can, understanding challenges with documentation etc.
- Laurel gave an update on distance learning plan, beginning August 31.
 - Goal is to give students best experience through combination of synchronous and asynchronous learning, ensure teachers can connect with students in small groups without overwhelming them. Also gives students flexibility with timing, which helps with childcare, work, other responsibilities, but still allows them to get support from staff.

- Technology needs: Not all students currently have computers or internet access, we recently hired a technology specialist to support students with connectivity issues. This can be in-person, which was not allowed in spring. This is a huge challenge.
- We did a survey, about 50 have learning device they can use, about 100 do not. We ordered 80 Chromebooks, waiting on 48, have a classroom with 23. We are still exploring how to purchase hotspots to provide them to students. We are also looking at digital options that work well on phones, given that's the reality for many of our students.
- New flexible ESL schedule will enable students to take any level of class at any time of day, which we were not able to do previously (and classes will be very small)! Hired two new FT ESL teachers, to support the schedule and meet new needs.
- Noted that digital literacy efforts will help students far beyond immediate academic impact.
- Fernando presents on admin/logistics issues: We are on track to get 147 approved students, so 100% of funding. There were challenges to pulling together a plan that ensures safety of students, staff.
 - Over 170 interested applicants, so had to develop protocols to bring in small groups, for last three weeks have done via appointments. Max 6-8 students for every 3 hours to do registration, assessments, but comply with protocols – health screenings, temperature checks, etc. -- to receive students. Also purifying the air!
 - 164 students pre-enrolled as of today, working with others in next few weeks.
 - New challenges w/ documentation b/c many lost jobs, so don't have pay stubs etc. Working with them to help them comply.
 - Expect 150 students fully enrolled by first week of class, so meeting our expectations.
 - Lidia has grown tremendously by rising to meet these challenges – “you guys now have one of the best registrars in DC.” The whole team is ready for any emergency.
- Employee benefit policies discussion:
 - Sick and Vacation benefits for part-time employees: PT employees have not been accruing sick or vacation hours, should we let them accrue proportionately? Elaine moves, vote is unanimous.
 - Insurance coverage for spouses and children: TFP has provided health insurance for employee at 80%, but not for spouse or child vs. other non-profits, which offer some for families. Eileen's cost analysis shows covering 50% is just \$1,300 per month (will increase as we hire more people). This benefit will only be available for full-time employees. Sarah suggests we use a broad definition of “family.” Shawn suggests we do a financial assessment in a year, raise to 80% for families and/or part-time if it works for us. Shawn motions for vote for full-time for now (b/c fiscal analysis is done), Elaine seconds. Unanimous approval. When does this go into effect? Now/at next cycle.
- Meeting adjourns at 9:30pm.