

St. Coletta Special Education Public Charter School Board

Minutes for May 19, 2020 (Virtual) Meeting

Approved at the September 15, 2020 Board Meeting

Present: Peggy O'Brien, Francis Campbell, Chip Henstenburg, Josh Lewis, Frances Slaughter and Carla Ware-Easterling. Also present: Sharon Raimo, Christie Mandeville, Kaiheem Mason, Michael Olivarri and Kathy Rowland. Called to order at 6:30 pm.

Minutes: Minutes from the February 18, 2020 Charter School Board meeting were reviewed and a motion was made and carried to approve the minutes as final.

Financial Report: Mr. Olivarri presented the financial report. Financials for the quarter ending March 31 have been submitted to PCSB. Our FY 19 FAR reporting score was 86. We received the Q4 UPSFF payment. Our form 990 return was submitted. The Board reviewed the SCGW statement of school-wide operations for the first three quarters of the FY. There are no financial issues or concerns—revenues are on target, we are operating within budgeted expenses and we have sufficient cash flow.

The Board discussed the FY 21 budget. Ms. Rowland continues to update it regularly given the uncertain environment and we discussed the strategies to maintain a balanced budget for the coming year. We used a 4% increase in the UPSFF but the final city budget has been delayed. No staff have been terminated. The budget will be tight, but we can meet our program requirements. Staff continues to work with the Deputy Mayor for Education and the DC Council to obtain an increase in the funding weight for special education services but we do not anticipate any supplemental funds for the next FY. SCGW received a \$3.4M loan from the Payroll Protection Program that represents 8 weeks of payroll and benefits for the entire organization. Based on the program guidelines, we anticipate the loan will be converted to a grant and we will return any excess funds. The FY 18 Medicaid cost report is substantially complete. We are preparing to submit the FY 19 cost report.

Program Update: Ms. Mandeville provided an update on the school program. She presented the key elements of the school's Distance Learning Plan for instruction, teacher support, therapy services, behavior supports and IEPs. Generally things seem to be going as well as can be expected and we have received positive feedback from families. We have been in touch with all of our families, but a few are less engaged on a continuing basis. DCPS has not yet announced their reopening plan but our staff is working on several reopening scenarios for the school. The Board commended all staff for their excellent work under very difficult circumstances.

PCSB has temporarily waived all goals and accountability plans. Our NCAES accreditation expires July 1 but the review visit has been put on hold. Our accreditation will be extended. While the program was open, there were no suspensions or expulsions. A virtual lottery was held last week and 7 students were chosen. Graduation will be celebrated online.

CEO Search: Sharon Raimo will officially announce her retirement with a letter to the community and key stakeholders next week. On May 12, both boards held a virtual session

to discuss the announcement plan and follow up. Following the announcement, there will be 4 virtual town hall sessions for staff and the families of St Coletta students and each adult program to answer any questions. The search committee has engaged DRi to lead the search effort and they will begin public outreach once Sharon's announcement is made. We reviewed the proposed timeline for the search process. Ms. Raimo has agreed to stay on to support the transition process until after the new CEO is on board.

Other Business: Dr. O'Brien read our resolution of gratitude to Kathy Rowland, retiring CFO of SCGW. All Board members offered congratulations and best wishes after more than 15 years of invaluable and tireless service to St Coletta of Greater Washington, our students and families.

Governance: We continued our discussions on board recruitment and development. Dr O'Brien urged members to work their networks for potential candidates. We would like to add up to 3 new members over time. Dr. O'Brien's term will expire at the September meeting. Mr. Lewes' term will expire at the December 2020 meeting.

The meeting adjourned at 7:40 pm.