

**Roots Public Charter School**  
**Board Meeting Minutes**

June 9, 2020

**I. Call to order**

Mama Gilda called to order the Board Meeting of Roots PCS at 6:15pm on 06/09/2020 via Telephone Conference.

**II. Roll call**

The following persons were present: (Members) Mama Gilda Sherrod-Ali (Chair), Baba Otto Wilson, Mama Chirece Jones (Parent), Teacher), Mama Gail "Ayodele" Gray (Teacher), Baba Otto Wilson; (Non-members) Mama Bernida Thompson (Principal), Mama Rasheki Kuykendall (Vice Principal), Mama Winni Wright (Administrator), Mama Roseanna Nwaogu (CFO).

Quorum? Yes      X  

**III. Open issues**

- a) Mama Gilda updated BOD on legal resolution regarding student JB
  - (1) Settled June 3<sup>rd</sup> to include 100 hours of tutoring before June 2<sup>nd</sup> of 2021 @ \$55/hr x 100hrs—this due to issues on our end with being in compliance with SPED
  - (2) Board will reevaluate the position of Special Education Coordinator and ensure the new employee is licensed and capable of writing IEP and 504 plans, as well as later discuss any changes to current salaried positions for administrators.
  - (3) Next meeting to be held in August to discuss staff qualifications and duty criteria. Mama Gilda will be added to the hiring committee.
- b) Board discussion of iReady.
- c) No votes taken.
- d) \$370 to be gifted to all Board Members.

**IV. Adjournment**

Meeting adjourned at 6:58.

## ROOTS PUBLIC CHARTER SCHOOL BOARD MEETING

DATE: November 29, 2018

BEGIN TIME: 6:10 p.m.

ATTENDEES PRESENT: (Members): Mama Gilda Sherrod-Ali; Mama Gail Gray, Mama Patricia Mitchell, Baba Cameron Poles, Baba Magnus Hyera & Baba Jesse Sharpe. ABSENT: Baba Otto Wilson. Non-members: Mama Bernida Thompson, Mama Rasheki Kuykendall, Mama Winni Wright, Mama Roseanna Nwaogu, Mama Cherice Jones (PAC president) and Mama Kim Bryant (teacher).

Quorum? Yes   X  

Opening Yes   X  

The meeting was opened with Prayer by Mama Gilda.

### OLD BUSINESS

- Reading of the August 17, 2018 board meeting minutes was done by Mama Gilda. Board made corrections.
  1. Mama Patricia moved that the minutes be accepted as amended
  2. Baba Cameron seconded
  3. Motion carried with no opposition. Minutes signed by BOD Chairperson.

**Board Retreat Report:** Postponed until the next meeting.

### NEW BUSINESS

Issues discussed per agenda:

- a) **New BOD Members** - The board confirmed that Baba Magnus is resigning, leaving *six* members. The BOD must consist of an *odd* number of members. New members suggested: Cherice Jones, Kim Bryant-Hughes & a friend of Mama Gilda's. Baba Magnus motioned that Mama Cherice Jones be accepted by the BOD; Baba Cameron seconded. Mama Kim Bryant read her "*Letter of Commitment*". Baba Cameron made the motion to accept Mama Kim Bryant; seconded by Baba Jesse.
- b) Mama Rasheki discussed the **Ed Fest** for SY 2019-'20.
- c) Mama Rosanne provided the Financial Report.



*Highlights:* \*Baba Jesse asked if we could use the savings in the bank for advertisement? \* Mama Gilda suggested that we use the savings to close the "gap"(the funding to close the gap between **109 & 118** students.)

Mama Patricia motioned that the Financial Report be accepted with corrections. Baba Jesse seconded.

\* Kwanzaa Bonuses: Administration- \$750.00 Teachers-\$ 500.00 Part-time: \$250.00 -(all amounts are **NET**) Baba Cameron motioned that the staff get Kwanzaa Bonuses; Baba Jesse seconded.

Report from **PAC**: All Administrators & BOD Members Introduced themselves. Then the PAC parents introduced themselves. PAC wanted to know the Strategic Plan.

Mama Bernida made the school report. She reported on **1)** the Roots PCS Bequest. **2)**The **Roots PCS 20th Anniversary**. We need sponsors for the cost of this affair at Martin's Crosswinds. **3)** Brandon Todd is giving out coats on Dec.12th. **4)** On Dec.14th the children are going to the UPO Holiday affair. **5)** This year, we will again conduct the Read-a-Thon - fundraiser. **6)** **BLACK SEED** Calendars are for sale. **7)** *Woman of the Year Ceremony*.

PMF Report: **ROOTS PCS** is now **Tier II - YEA!!**

Mama Gilda closed the meeting

Meeting adjourned at 8:33 pm.

**Roots Public Charter School**  
**Board Meeting Minutes**

May 16, 2019

**I. Call to order**

Mama Gilda called to order the Board Meeting of Roots PCS at 6:47pm on 5/16/2019 at 15 Kennedy St. NW, Washington, DC 20011.

**II. Roll call**

-The following persons were present: (Members) Mama Gilda Sherrod-Ali (Chair), Baba Otto Wilson( Community), Mama Chirece Jones (Parent), Mama Kim "Khadija" Bryant (Teacher), Mama Gail "Ayodele" Gray (Teacher), (Non-members) Mama Bernida Thompson (Principal), Mama Rasheki Kuykendall (Vice Principal), Mama Winni Wright (Administrator), Mama Roseanna Nwaogu (CFO)

Quorum? Yes      X  

The meeting opened with prayer by Mama Gilda.

**III. Approval of minutes from last meeting**

Mama Gilda read the minutes from the last meeting (02/13/19).

Board made corrections:

- remove first two sentences that repeat after "**Approval of minutes from last meeting**"
- Page 2 correction: "20<sup>th</sup> year anniversary of Roots Public Charter School"
- Update the Financial Report to include FY 2018. Add: audit was presented and approved by voice vote of board.
- add: to Alleged Newspaper article: "to be published by Washington Post"

1. Baba Otto moved that the minutes be accepted as amended.

2. Mama Ayo seconded minutes be accepted as amended.

3. Motion carried with no opposition. Minutes signed and approved by BOD chairperson, Mama Gilda.

**IV. Open issues**



- a) **20<sup>th</sup> Anniversary** (update by Mama Bernida): \$9,000 has been received, half of goal. Amount includes ticket sales, donations, and ads.

Mama Gilda committed to purchase a private table.

Mama Ayo committed to purchase a private table.

Roots Activity Learning Center purchased a table and paid for all staff to attend.

-Mama Rasheki asks if Roots PCS can pay for all staff, Mama Bernida answered no due to deficit.

Board needs to sale tickets!

- b) **Enrollment** (presented Mama Rasheki):

-83 students enrolled for SY 2019-20

-99 students on waitlist (K-2<sup>nd</sup>)

-115 is the goal. 40 spaces open. 100% confident all spaces will be filled.

-feedback for DC lottery: take students off waiting lists at other schools once they have enrolled.

- c) Baba Stanley has resigned from BOD due to personal issue. One (1) space open to meet Board requirements. Perspective Board member's resume submitted to Board, but vote could not be made; person not physically present..

**-Out of compliance. Need an odd number**

## **V. Financial Report (Mama Roseanna)**

- a) FY '19 report presented:

- Application required for free lunch next school year
- Mama Bernida excused form Page 5
- Church proposal for new rental reviewed.
- Lease agreement continued May 2019-May 2020 at 15 Kennedy St NW, Washington, DC and 6222 N. Capitol St., Washington, DC.

Motioned by Mama Ayo

Seconded by Mama Khadija

Approved and signed by Mama Gilda

Mama Ayo mentioned Pre-primary does not use paper at ALC, Mama Roseanna replied she will let ALC know paper is to be shared.

Mama Ayo took (sec.) proxy for Mama Chirece, who had to leave meeting early.

- Page 7. What budget would look like with 109, 110, 112, 115 students for next school year
- Mama Gilda chose 115 as our projection of students for SY 19-20 which must be turned in June 1, 2019.
- Mama Ayo motioned to move RPCS funds from SunTrust to another institution.
- Vote on pg 9 or 10.
- Mama Gilda motioned to vote to give staff end of year bonus based on amount of surplus at the end of the year. Seconded by Baba Otto.
- Page 10: Change names #7: Linda to Nzingaha and #8 Janine to Muata.
- Review and vote on Income Tax.
- Correction to Report Page 9 and 10: Review Financial and 990. Make correction page 3, change 99 to 109 students.
- Mama Gilda made a motion that corrected financial report be accepted. Seconded by Baba Otto.
- PARCC testing going on now!!
- Sunday June 23, 2019 Appreciation luncheon.

## **VI. Adjournment**

Mama Gilda signed Board meeting agenda. Meeting adjourned at 8:05.



**Roots Public Charter School**  
**15 Kennedy Street NW, Washington, DC 20011**

**Board Meeting Minutes**

November 21, 2019

**1. Call to order**

Mama Gilda called to order the Board Meeting of Roots PCS at 6:19pm on 11/21/2019 at 15 Kennedy St. NW, Washington, DC 20011.

**2. Roll call (For a quorum) and Welcome**

Mama Gilda conducted a roll call. The following persons were present: Gilda Sherrod-Ali (Chair), Chirece Jones (Parent), Kim "Khadija" Bryant-Hughes (Teacher), Jessie Sharpe (Treasurer), Cameron Poles, Otto Wilson (Community), Patricia Mitchell (Via phone) Non-Members: Rasheki Kuykendall, Vice-Principal, Winifred Wright (Director of Program Compliance), Roseanna Nwaogu (CFO), Selena Spencer Lipscomb\* (Prospective Board Member)

\*Mama Selena will be asked to leave during the vote

Quorum? Yes      X  

**3. Opening Prayer:** The meeting opened with prayer by Mama Gilda.

**4. Review Minutes From Last Meeting (August 15, 2019)**

Mama Gilda read the minutes from the last meeting. Board made corrections.

- Pg. 1 – Correct heading should read "Board Meeting Minutes" (change from agenda), Mama Winnie's title is Director of ProgRm Compliance (take out administrator).
- Dollar signs (\$) need to be added in front of the following numbers: \$6,563.41 (pg. 2), \$1.2 million, \$17,000, \$19,930, \$21,462, \$126,562, \$128,987 (pg. 4), \$27,000.00 (pg.5).
- Pg. 3 – Correction: "an iReady program" wide this year...
- Pg. 4 – Make the following correction to the sentences: Everyone will receive a 5% salary increase with the exception of three employees who will receive more than 5%; The motion was moved by Baba Jesse and Second by Mama Chirece.

- Pg. 5 – Correction: Mama Roseanne submitted an RFP and received 12 proposals.

Baba Jesse motioned to accept August 15, 2019 Minutes as amended. Second By Baba Otto. Mama Gilda approved and signed the Minutes as amended.

## 6. Discussion and Vote of New Board Member:

Mama Gilda asked Mama Selena to step out of meeting. Board reviewed letter of interest and Resume of prospective Board Member, Selena Spencer Lipscomb.

It is noted the prospective member has background in fundraising and marketing.

Baba Jesse asks if there are any “isms” or conflicts since Mama Selena is an AKA. Mama Gilda states there is no conflict of interest that there is a shared Sorority.

Mama Selena is brought back in to address the Board.

Mama Selena shares she is a former teacher, has a passion for teaching, a marketing professional with lots of experience including as an entrepreneur

Baba Cameron shares he did a quick Google background check and is impressed by work and experience.

Mama Selena shares more of her professional experience and steps out for vote.

Baba Cameron moves to accept Mama Selena as community based Board Member #9. Baba Jesse seconds motion. There is no opposition from board. Mama Gilda accepts and signs motion.

Mama Selena will be official and a voting board member next Board Meeting.

Board welcomes the newest Board Member.

## 7. Old Business:

- a) **School Enrollment:** Mama Winnie reports Roots PCS is at full enrollment at 120 students. She provides breakdown of students enrolled: 14 English Language Learners, 69 at-risk, 6 Students with disabilities, etc.

At-risk is defined as low-income students, students that receive free or reduced lunch, food-stamps, or are displaced.

Roots PCS receives more funding for “at-risk” students.



- b) **Proxy:** Each Board Member signed and submitted individual proxies to Mama Gilda.
- c) **Financial Report (Mama Roseanna):** Mama Reviews Financial Report November 21, 2019. First budget was based on 109 students.
  - i) Baba Otto asks about liabilities. Mama Roseanna answers that the money not spent is given back therefore making it a liability if unused.
  - ii) Kwanzaa Bonuses: Proposal from surplus. Board discusses increasing Mama Symone's bonus. Board agrees to increase Mama Symone's bonus to \$750 and votes to raise the amount. Baba Cameron motions to amend Kwanzaa bonus for Mama Symone from \$250 to \$750. Baba Jesse seconds motion. There is no objection. Mama Gilda accepts and signs motion to amend Mama Symone's Kwanzaa bonus from \$250 to \$750.
  - iii) Motion to approve RPCS premium insurance. Board reviews premiums. Baba Cameron motions to approve renewal. Baba Otto seconds motion. Mama Gilda accepts and signs renewal for Monthly Premium by Product Per Subscriber.
  - iv) Baba Jesse motions to accept Roots PCS Financial Report as amended. Baba Cameron seconds motion. Mama Gilda signs and approve 11-21-19 Financial Report.

## 8. New Business

- a) **Solar Energy**—Mama Bernida informs Roots PCS Board (tenants) of solar energy contract.
  - i) Mama Gilda asks if there would be any rent increase. Mama Bernida states she is only informing the Board of the contract and changes but there will be no increase or changes to rent.
- b) **Special Education:** Board Chair asks Roots PCS admin to prepare to put policies in place to serve special education students. The plan and policies are expected to be presented at next Board meeting.
  - i) Current student with special education needs having issues. **Behavior Intervention Plan (BIP)** for particular student. Behavior specialist is meeting with him to improve behavior. Mama Gilda requests to be present during next meeting with Parent, Advocate and Admin.

c) **Mama Bernida Announcements:**

- i) iReady has been approved as goal for RPCS. Board is asked to seek community partners to support the school by purchasing engraved brick (\$100/3 lines), and Board is asked to sponsor students in the Read-A-Thon fundraiser.
- ii) Roots PCS has been published as a Tier 2 school.
- iii) Since we are at full enrollment and the budget has increased, so has the professional development.
- iv) EdFest is coming up and enrollment/recruitment is being strategized over the next 3 months.

**9. Adjournment**

Mama Gilda adjourned the meeting at 8:08pm.

Minutes submitted by: Mama Chirece



## ROOTS PUBLIC CHARTER SCHOOL BOARD MEETING

DATE: DECEMBER 1, 2016

BEGIN TIME: 6:30 P.M.

ATTENDEES (Members): Mama Gilda Sherrod -Ali- present; Mama Janine Nixon-present; Baba Jesse Sharpe-present; Baba Otto Wilson-present; Mama Patricia Mitchell-present by proxy; Baba Cameron Poles-present.

Non-members – Mama Bernida Thompson; Mama Rasheki Kuykendall; Mama Winni Wright; Mama Roseanna Nwaogu

Quorum? Yes ☒X\_\_\_\_\_

No \_\_\_\_\_

Opening Yes ☒X\_\_\_\_\_

No \_\_\_\_\_

OPENING PRAYER

MEETING CALLED TO ORDER

Minutes of August 18, 2016 were read, reviewed, amended and adopted as amended and signed by Mama Gilda.

### OLD BUSINESS

1. Mama Roseanna stated that the audit which was done puts us in a Tier 3 Financial Status. Because of the deficit last year Mama Roseanna is now required to do a monthly report instead of a quarterly report . We lost \$18,146 from the The National School Lunch Program. We spent \$110,000 on food but only received \$90,000. During September and October we lost approximately \$3,000 in the free lunch program. We receive \$6.00 per student. The caterer gets less, but if the child is out we lose that money and of course when children are present we get the money.
2. Our Tier 3 will continue until scoring is done by OSSE. We must fulfill OSSE's contract/ procurement, which is for 5 years.
3. Mama Roseanna reviewed the audit report and said that the donations and fundraisers helped us to receive a successful audit.
4. Mama Roseanne reviewed page 4 of the audit report which showed the comparative totals. There was a change in the net assets. We are in the negative because we lost 10 points because we dipped into old money. On page 10, Note 10 is the Retirement Plan. This is the first time this has had to be in the report. Page 11 – Educational Program breakdown; page 12- Measuring of the Internal Control – There is no change which equals to a "clean" audit.

Mama Gilda asked for a motion from the Finance Committee to accept the financial report.

Baba Jesse motioned to have the Financial Report read to be accepted.



Baba Cameron seconded the motion, that the Fiscal-year ended June 30, 2016 Report be accepted.

Motion carried that the Fiscal-year ended June 30, 2016 report be accepted with no opposition.

Revenue for 2016 - There were 118 students present during the audit and 2 absent. We received payment for 116 students which included 4 SPED and 6 ELL. The CPA from OSSE assured Mama Winnie and Mama Roseanna that we (Roots PCS) will get credit for the 2 absent children. They stated that we need to bring documentation to prove that the 2 students are indeed students at Root PCS. Mama Winnie and Mama Bernida stated that this (documentation) was already taken care of. Mama Roseanna asked the auditor to put the information in writing but they said no they would do it by phone. Mama Roseanna stated that she did the budget for 115, 116, and 118 students. She will finalize the budget when she gets the 118 approval.

Mama Roseanna explained the \$3, 124 being the facility amount. She went over "Other general expenses" for the 116 which included bonuses, raises, or any increments that had to be factored in. If we get 118 students the surplus amount will increase to \$55,000. In case NSL program amount goes higher the \$55,000 will resolve it. Discussion and clarification was done on the 5% factored raise, the end of the year leave of \$30,000 and vacation time. Performance raises were already factored in, in case the board approved it.

Baba C. Poles motioned to increase teacher's merit pay salary up to 2.5%. There was no opposition and the motion was carried.

We will only spend the operating account money \$248,355 which is the current year's money.

Finally Mama Roseanna reviewed and explained the Balance Sheet which were the Assets and Liabilities.

Masa Gilda asked for a motion to accept the financial report as provided.

Baba Jesse: Motioned

Mama Janine: Seconded

Masa Gilda: The December 1 Financial Report provided by Mama Roseanna was carried with no opposition and the motion carried.

Report from Administration, regarding enrollment and reconciliation of enrollment. There were so few discrepancies, validation was done by phone. OSSE will have the final say. Right now they can't validate the 118 count, but they will confirm on December 8, 2016.

Mama Roseanna asked for an increase in her salary of \$20,800 due to the increased amount of duties she has to perform.

Baba C. Poles motioned to increase the CFO's salary by an additional \$20,800 for FY2017.

Baba Jesse seconded.



No opposition the motion was carried.

Mama Bernida asked the board to provide money to convert needed VHS tapes to DVD's for the students.

Baba Magnus Hyera motioned to provide \$1,000 to the school, to convert VHS tapes to DVD's.

Mama Janine seconded

No opposition made. Motion carried.

Meeting adjourned at 8:10 p.m.

Next meeting: February 16, 2017 2 6:00 p.

ROOTS PUBLIC CHARTER SCHOOL  
15 Kennedy Street, NW, Washington, DC 20011

BOARD MEETING AGENDA  
FOR QUARTERLY BOARD MEETING, August 15, 2019

**1. Call to order**

Mama Gilda called to order the Board Meeting of Roots PCS at 6:23 p.m. August 15, 2019.

**2. Roll call (For a quorum) and Welcome**

**Members present:** Gilda Sherrod-Ali (Chair), Chirece Jones (Parent), Kim Bryant-Hughes (Teacher), Gail Stewart Gray (Teacher), Otto Wilson via phone (Community), Jesse Sharpe (Treasurer), (Non-members) Bernida Thompson (Principal), Rasheki Kuykendall-Walker (Vice-Principal), Winifred Wright (Administrator), Roseanna Nwaogu (CFO).

**Quorum?** Yes X No \_\_\_

**3. Opening Prayer by Mama Bernida Thompson**

**4. The Board reviewed the minutes from the last meeting (May 16, 2019).**



### **Board made the following amendments:**

Minutes should reflect that Mama Bernida was excused during the discussion of page 5 of the lease agreement.

Minutes should reflect that the lease agreement should be from May 2019 thru May 2020.

Minutes should reflect that the Board chose 115 as our projection of students, not just Mama Gilda.

Baba Jesse Sharpe moved that the minutes be accepted as amended. Mama Kim Bryant-Hughes seconded.

Motion carried with no opposition. Minutes signed and approved by BOD chairperson, Mama Gilda Sherrod-Ali.

### **5. OLD BUSINESS**

- Mama Bernida has pictures from anniversary
- School did well on anniversary celebration( profit 6,563.41)
- School enrollment 120 students as of today.
- Mama Rasheki reported that most are returning families. New students are primarily from Pre-K 3&4 and K kindergarten.
- Mama Gilda suggested that we develop new strategies to retain students and ensure their families are happy at Roots.
- Mama Gilda reported that there were no complaints about Roots sent to DCPCSB.
- Mama Rasheki reported that there has been no release of PARCC scores as of yet. The public release is scheduled for Monday, August 19<sup>th</sup>.
- Mama Gilda asked if we were still a Tier 2 school and Rasheki confirmed.
- Mama Gilda suggested that students get better acclimated with testing.

- Mama Chirece asked if students had access to the computers to practice and Mama Rasheki confirmed.
- Mama Rasheki explained that the teachers provide students with PARCC release test items for practice and preparation. We are asking to use a iReady school wide this year. Administrators will spend more time in the classroom with teachers.
- Baba Jesse asked where the students were low academically. Mama Rasheki said in ELA and writing.
- Mama Chirece suggested that tips be given to parents to help support their children. Mama Gilda strongly agreed.
- Mama Rasheki felt that critical thinking skills are extremely important as well.
- Mama Gilda reported that Kim Holloway is no longer with us. We tried to work with her for the four years that she was here. Some things got better and others did not.
- Mama Gilda reminded everyone that board information is confidential.
- Mama Chirece stated on behalf of PAC that they want to work with the administration to be proactive in making sure that the newer and younger teachers are provided the support needed to ensure a successful school year.
- Mama Chirece asked if teachers are observed and evaluated especially the new teachers.
- Mama Bernida and Mama Rasheki explained that during a teacher's first 2 years, evaluations are done in November and June. After the third year evaluations are annual. However, on Tuesdays and Thursdays, the principal and vice-principal will observe and support teachers and students throughout the day.
- Mama Kim said that the SPED teacher also coaches the teachers during collaboration.



## **6. New Business**

### **Roseanna's Financial Report**

Made corrections on General and Administrative Expense

- Credit card statement and other expenditures were received in August, after the fiscal year ended. This will be reflected on the IRS 990 for 2018. The correct amount will be sent to the auditors.
- End of last year 1.2 million in reserves
- Accounts receivable is 17,000
- Liabilities is far less than our assets
- PCSB Administrative Fee changed from 19,930 to 21,462
- General Expenses changed from 126,562 to 128,987dollars.
- Everyone will receive a 5% salary increase with the exception of three employees who received minimum wage increases.
- Motion to approve these projected salaries based upon if we have at least 115 children.
- So moved by Mama Jesse and Mama Chierce

### **Administration Report**

- iReady will be paid with the money from the former curriculum software, Study Island and Continuum.
- The board set the calendar for the upcoming school year. We will meet quarterly every third Thursday of August, November, February, and May.
- We will have a new After school program for kindergarten students at the (Calomiris) YMCA.
- We will reach out to the new perspective board member
- Roots was granted permission by DCPCSB to amend the charter goals for our ELA assessment for K-2. Instead of Continuum, we will use iReady as school wide benchmark tool.

- Due to extreme technical difficulties with Continuum, our online assessment tool, Roots was unable to provide DCPCSB with ELA assessment data for K-2 students. However, we were not penalized due to the technical issues with the company.
- We would like to request the Board's permission to change to iReady.
- The Board took a vote to adopt iReady as a measuring online assessment tool.
- Baba Jesse set the motion, Mama Ayo seconded.
- New janitorial services for Kennedy Street are needed. Mama Roseanne submitted an RFP and received 12 proposals. The administrative team will choose from the top three. The estimated cost is 27,000.00. We can change in 30 days if we are not pleased with the service.

**Meeting adjourned at 8:03 p.m.**