



## MINUTES

### THE SEED School of Washington, D.C.

May 28, 2020  
9:00 A.M. EST

#### **Attendance:**

##### Directors

Angelita  
Buckman Vasco  
Fernandes Huck  
O'Connor Lesley  
Poole  
Desa Sealy  
Ken Slaughter  
David Steinberg  
Raj Vinnakota  
Eric Vinson

##### Staff

Ken Arndt  
Mecha Inman  
Keniq Coney  
Kendra Johnson-Tesch  
Jubria Lewis  
Brian Rahaman  
K. Coney

##### Secretary of the meeting

Vita Makle

#### **Call to Order**

Ms. Desa Sealy, Board Chair, called the meeting to order at 9:09 AM. Ms. Sealy welcomed everyone to the meeting.

#### **Consent Agenda**

A motion was made to approve the Minutes of March 5, 2020; the board minutes were passed unanimously.

#### **Shareholder Resolution – Re-Appointing Board of Trustee(s)**

Resolved Effective May 28, 2020, a motion was made to re-elect the following Board member: Mr. David Steinberg. The motion was approved unanimously.

Resolved That the officers of this corporation are, and each acting alone is, hereby authorized to do and perform all such acts, including the execution of all documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions.

Further

Resolved That any actions taken by such officers prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed, and approved as the acts and deeds of this corporation.

**Head of School Update**

Ms. Mecha Inman called the Board's attention to the slide presentation regarding the *Waiver Request* for scholar Sean Smith attended a Nonpublic School and who is still a SEED DC scholar.

**Waiver Request**

Pursuant to The SEED School of Washington, DC’s (SEED DC) policy related to graduation requirement waivers for students attending Nonpublic Schools, SEED DC is requesting a waiver of the following graduation requirements for Sean Smith, a student with an IEP attending a Nonpublic School to graduate with the Class of 2020.

SEED DC Requirement	Nonpublic Credit/Course Completion
3 credits of World Language	2 Credits of World Language
2 Credits of Careers Preparatory	2 Credits of Career Preparatory courses: Personal Awareness .50 Career Exploration .50 Employability Skills .50 Foundations of Technology .50

According to the DCPCSB “If a school has school-specific graduation requirements that are equivalent to or surpassing those outlined in the DCMR and the school grants students waivers from a school-specific graduation requirement, then the criteria to receive a waiver must be included in the school’s graduation requirements (or other policy formally approved by the school’s board) and the school’s Board of Trustees must approve each student waiver.”

SEED DC Board will accept the nonpublic credits completed in the above table as evidence of completion of requirements for a Washington, DC High School Diploma from The SEED School of Washington, DC.

A motion was made to approve the *Waiver Request* for Sean Smith passed unanimously.

Ms. Inman informed the Board that she would like to frame the discussions from now until 10:45 am, before the executive session, on the following topics:

- Ending on March 13<sup>th</sup> as it related to our School Improvement Plan
- Data that can or cannot be captured
- How scholars are trending for this school year
- Remote Learning and transition to summer and planning for the future.

### **School Improvement Plan (SIP) 2.0**

Dr. Jubria Lewis reported on wrapping up the SIP 2.0. Dr. Lewis shared that the School Support Team presented five options to each of the schools within the Network on how to shift and pivot targets and strategies outlined below:

- End some of the targets and strategies effective March 13<sup>th</sup>
- Reprioritize the targets and strategies as it relates to schools local authorizers, framework, or any financial implications

Dr. Lewis reported that the School Support Team shared with the new incoming and current head of school what the SIP 3.0 will look like. The plan will be more comprehensive and robust. Dr. Lewis shared that the following targets and strategies have been added to the SIP 3.0:

- Offer Tier support systems
- College Readiness Planner
- Special population target (students with IEP/504 Plan and ELL)
- Title I elements

Dr. Lewis concluded that both the current and new incoming head of school approved the development and implementation of the SIP 3.0 strategies and targets for SY20-21.

### **Targets**

Ms. Inman reported on targets for Student Life programming – Social and Emotional Learning and Coaching.

- DAPS/YAPS – the survey is broadly to understand how scholars feel in their environment and the student life program. These targets cannot be assessed for the full school year due to the COVID-19 pandemic for the goals SEED DC had set.
- Coaching – focused on 9<sup>th</sup> grade scholars. Data will be shared in the fall.
- Suspensions – SEED DC cannot assess and collect data for reducing suspensions for the full year according to the goals SEED DC had set, but certainly, the school can only access the data before March 13<sup>th</sup>.
- Office of the State Superintendent of Education (OSSE) and The Public Charter School Board (DCPCSB) neither entity will be assessing LEA's for their Performance Management Framework (PMF) for the SY19-20.

### **Academics**

Ms. Inman reported that SEED DC is trending and their aspirational goal of 75% of scholars showing growth improvement on the MAP assessment. Subsequently, 50% of scholars would go up one level on the PARCC exam. Ms. Inman reiterated to the Board that the MAP data is used to gauge SEED DC's performance on the PARCC assessment. Ms. Inman shared that since the PARCC assessment was not administered this school year SEED DC would not be able to assess the PARCC goal.

Ms. Inman reported that 53% of SEED DC's 9<sup>th</sup> grade scholars are on track to graduate in 4 years. Ms. Inman shared that SEED DC is at a standstill given this current environment, (e.g. grading policy, the work, and how we are allowing in the time we are offering for scholars to make up work). Ms. Inman reported that SEED DC could not currently gauge the 9<sup>th</sup> grade on-track data. Further, Ms. Inman said that 9<sup>th</sup> grade on-track data would be shared with the Board in the fall. Ms. Sealy expressed her concern around the percentage of 9<sup>th</sup> grade on track. Ms. Sealy shared that the Board was informed that that percentage of 9<sup>th</sup> grade on track scholars would be much stronger, and as of March 13<sup>th</sup> the number is still too low.

Ms. Inman reported to the Board, high-level MAP data - Year-to-Year MAP data. SEED DC had significant growth in all content areas – math, reading, and language, from Fall-to-Spring, excluding 8<sup>th</sup> grade class in language. Further, she shared SEED DC exceeded the national norming sample. As far as Achievement Percentile, SEED DC is not reaching the national norming samples. While SEED DC is showing improvement in Growth Percentile there is still an opportunity to excel in academic Achievement Percentile. Ms. Inman said that SEED DC is trending in the right direction as far as growth. Ms. Inman indicated that the new incoming head of school would need to leverage and maximize growth and accelerate achievement.

### **College Access and Success**

Ms. Inman shared with the Board that tomorrow is College Signing Day for seniors. She expressed her excitement and asked the board members to please sign on to SEED DC's website by 12 pm to watch the announcement of where seniors will be attending colleges/universities for the next school year. Ms. Inman shared that she has received complex feedback from the Class of 2020 seniors regarding SEED DC's graduation, prom, and celebratory events that would have normally taken place for them. Ms. Inman highlighted that staff has tried to love on SEED DC's seniors due to COVID-19 during these unprecedented times. Ms. Inman shared that the school has celebrated the seniors for the entire month of June on SEED DC's social media sites, distributed surveys, and made personal phone calls home to families. Ms. Inman announced to the Board to honor the Class of 2020, SEED DC would be hosting virtual graduation on June 13<sup>th</sup> at 10 am on YouTube platform.

Ms. Inman reported that SEED DC currently has thirty seniors on campus, two (2) Nonpublic placements students on the graduating list for the Class of 2020. Unfortunately, there are six scholars slated in need of additional support to graduate this school year. In addition, Ms. Inman reported, to date, there are thirty-one (31) scholars graduating in June and one scholar that she's hopeful will graduate in August.

### **Spring 2020 Remote Learning Plans & Progress**

Ms. Inman reported on SEED DC's remote learning plans and progress, distribution of technology and hotspots, and offering two 30 minutes classes per week (virtual learning), and five hours of work for each class uploaded to Google Classroom. SEED DC uses the following platforms for virtual instruction: Zoom for the virtual classroom and Google Classroom for work submission and interaction with teachers. Ms. Inman shared the full academic day and Student Life programming schedule is from 8 am – 8 pm.

More importantly, Ms. Inman reported that SEED DC created its own attendance data collection tools for remote learning. These data indicate that over the last few weeks, scholars monitor attendance trends (e.g. scholars classroom participation, and the average of scholars submitting classroom assignments).

Ms. Inman shared below the following wins and areas of concerns during remote learning:

### Wins

- Staff Collaboration across the 24 hour program
- Resilience and Tenacity Staff have shown
- Creation of the Master Schedule
- Creation of Attendance Team/Schedule
- Counseling Services & Tele-therapy for scholars with 504 Plan/IEP's
- Creation of new Grading Policy leaning towards equity but holding scholars accountable to do the work
- Catapulted staff members to engage with technology and lean into their discomfort with technology

### Deltas

- Online fatigue for staff and scholars
- Ability to engage scholars (6 concerns and 1 major concern out of 216 scholars)
- How do you engage in wellness?
- Grading Policy
- Learning loss during the COVID-19 environment

Ms. Poole shared that the idea that SEED DC has had some contact with all scholars deems rare. Ms. Poole shared according to the report from the DC PCSB for schools across the District; scholar engagement has been a struggle for LEA's due to most families not having any contact with their schools or teachers within the last seven weeks. The conversation ensued.

### **2020 Summer and 2020-2021 School Year Planning**

Mr. Brian Rahaman reported on the transition of the outgoing head of school to the incoming head of school. Mr. Rahaman shared the following developments that have taken place thus far.

### The transition from Mecha to Brian

- Remote Learning – Challenging but is wavering through it
- Increased communication and information sharing
- Joint decision on pertinent information as it relates to ending the school year and setting up for 2020 summer planning and the 2020-2021 school year.
- Transition senior leadership team meetings to Mr. Rahaman to lead



Mr. Rahaman shared the following three (3) transition priorities for the 2020-2021 School Year.

- Staffing for the next school year
  - Budget process
  - How many teachers are needed in each content area?
  - The hiring of a new principal (the decision will be made by the second week of June)
- Summer program planning
- Planning for the 2020-2021 school year

Mr. Rahaman reported that Employee Agreements would be sent out next week or the week after. Further, Mr. Rahaman said that some staff members had expressed their concern of uncertainty regarding whether they will be invited back.

Mr. Rahaman reported that he would work in collaboration with Dr. LaMar Bagley, Director of Student Life, on some role and responsibilities within Student Life Programming to be modified given the new environment.

Mr. Rahaman shared his vision on the framework for the 2020 Summer Program Planning initiatives. Mr. Rahaman said that the order in which he shared the level of priorities is the ranking of importance for the next steps.

- Academic Intersession
- Summer School Planning
- Credit Recovery Program
- Summer Enrichment Program

Ms. Pooled asked Mr. Rahaman to flush out his thinking within the next couple of weeks regarding remote learning as to what resources are needed and the cost to implement with excellence. Ms. Poole suggested that Mr. Rahaman, Ms. Sealy, and her discuss the needs and cost at the end of July.

Mr. Rahaman shared with the Board in preparation for the 2020-2021 school year he has thought about the following possible scenarios that may affect student engagement, attendance, and staff retention.

- The ability to provide a virtual program with fidelity to allow flexibility to do things in person
- Parents deciding they don't want to send their scholars back to school despite schools being open
- Staff members with underlying health conditions
- Staff members with children in other school district and those school districts are closed and they can't come in and do not have childcare
- Positive case in SEED DC's community



Mr. Rahaman reported to the Board that a parent engagement survey would be sent out to families to find out their areas of concern around remote learning as well as returning their child(ren) to school as it relates to SEED DC's reopening plan. Mr. Rahaman also reported that a survey would be sent to staff regarding specific circumstances and needs related to the reopening plan.

Mr. Rahaman ensured the Board that the creation of the SY2020-2021 program, the priority would be to protect the safety of SEED DC's scholars and staff.

Further, Mr. Rahaman highlighted his vision to the Board on the following priorities for the 2020-2021 school year.

- Ensure quality curriculum and effective instruction
- Improving student culture – reducing the number of fights
- Conflict resolution
- Social and Emotional skills
- Effective Learning – evaluate progress
- Wrap around the 24 hour program

### **Finance Update**

Mr. Ken Arndt reported on the FY21 budget. Mr. Huck O'Connor shared that the Finance Committee met and reviewed the budget in detail and recommended approval of the budget. Mr. Arndt reported Year-to-Date through March 2020, the school budgeted for 250 scholars and 57 SPED, resulting in 236 scholars and 47 SPED that resulted in a \$1.2M reduction in funds.

Mr. Arndt reported on Interest Income and shared that the school's Investment account shows a loss on the stock market. Subsequently, the school is starting to show an increase in monies. Currently, the school is at a \$600,000 loss for March 2020.

Mr. Arndt reported from a balance sheet standpoint regarding cash the school is in good standing. Mr. Arndt said that the BB&T loan is down at \$2.3M.

Mr. Arndt also reported on the projected year-end balance due to COVID-19 expenses have decreased by \$200K a month. From a net income perspective, the school will be in good standing with the Debt Covenant.

A motion was made to approve the *SY20-21* budget passed unanimously.

Mr. Arndt reported to the Board that SEED DC applied for the PPP (Payroll Protection Program) and was awarded \$1.491M. SEED DC is meeting the criteria to ask for forgiveness. The small business association provided guidance that SEED DC has conformed too, but there are other considerations to look into. The conversation ensued.



### **Capital Projects**

Mr. O'Connor reported that SEED DC has \$5M in cash on the Balance Sheet at the end of Fiscal 20-21. The school can pay down the debt of \$2.1M. The debt burden is manageable. The thought is doing a major project at SEED DC for SY20-21 for aesthetics. Mr. O'Connor recommended forming a Capital Sub-Committee of the Board. This is a good opportunity to add new board members with expertise in construction, architectural, and capital expenditures to present ideas to the full Board. Management will be expected to weigh in regarding the final approval of any future development. No action is required at this time. The conversation ensued.

### **Adjournment**

The meeting was adjourned at 11:00 AM.

### **Executive Committee**

The Board met in executive session from 11:00 AM – 11:30 AM.