

# SOCIAL JUSTICE SCHOOL

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Social Justice Public Charter School Inc. (SJS) - July 2020 Board of Directors Meeting

Agenda

Saturday, July 18, 2020; 9:30 am

**A. Meeting Opening - Board Chair, Ms. James**

**Roll Call; Establishment of Quorum; Call to Order**

**Board Members Present:** Samantha Abrams, Tiffany Clemmons, Rael Nelson James, Derrick Johnson, Justin Jones, Meenakshi Nankani, Lorriane Ramos, Maia Shanklin-Roberts, Aaron Stallworth, Tammy Tuck

**\*All Board Members Present\***

**Staff Members Present:** Myron Long, Executive Director; Reginald Galloway, Director of Operations

The Meeting came to order at 9:38 am.

**B. Receive and Approve Minutes of Previous Board Meetings, held on June 16, 2020**

Motion: Approve Meeting Minutes from June 16, 2020 Board of Director Meeting

Motion Made: Tammy Tuck

Motion Seconded: Samantha Abrams

The motion to Approve the meeting minutes from the June 16, 2020 Board Meeting was unanimously approved at 9:40 am.

**C. Executive Director's Opening and Report - Executive Director, Mr. Long**

Mr. Long led the Board through an opening exercise and gave the Executive Director's Report. Highlights include

- Executive Director: Myron Long
  - Facilities
  - Partnership Development
    - Planned Parenthood
    - Children's Defense Fund - Freedom Schools

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- SY 20-21 Budget
- Director of Operations: Reginald Galloway
  - Student Recruitment/Enrollment
  - Finance
  - Grant Management
  - Insurance
- Instructional (Principal and Director of Student Supports): Brandon Johnson/Michele Gray
  - Continuous Learning Plan
  - Joy and Wellness
  - Staff and Student Culture
  - Family Engagement
  - Summer PD
  - On-Boarding
- Board Comment, Derrick Johnson: An initiative called Reconstruction is launching. Reconstruction's mission and work aligns with SJS' work. Mr. Johnson will send Mr. Long additional information.

Mr. Long reviewed highlights of SJS' progress to date from May 2019. Highlights included:

- SJS gained conditional PCSB approval
- Senior Leadership Hired

## D. Committee Reports/Updates

- a. **Governance Committee Update** - Derrick Johnson
  - i. Board Retreat: Goal is to have board consensus on an August 8th date for annual board retreat.
    - 1. Training options: DC political landscape, budget monitoring training

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2. Goals: Map out SY21 goals, discuss Executive Director goals, professional development goals for staff, curriculum overview, student recruitment

**b. Facilities and Finance Committee** - Myron Long and Meenakshi Nanaki

i. SY 19-20 Review

1. Key Performance Metrics Review

- a. Days of Cash: SJS will end the year with 265 of Days of Cash on-hand.

- i. SJS is \$174k underspent because certain grants will hit next year's budget later in SY 20-21/FY 20-21

- b. Gross Margin: Gross Margin is 40%

- c. Grants Invoiced: 100% of grants have been invoiced.

2. Financials

- a. Revenue: SJS will be receiving additional revenue

- b. Expenses: SJS has saved money in rent expenses

3. Additional Funding

- a. SJS will have additional funding from the following foundations:

- i. CityBridge Education

- ii. CityBridge Family Foundation

- iii. NewSchools Venture Fund

4. Budget Contingencies

- a. Budget Variance: Each version of the budget accounts for a shortfall of 5 students.

- b. OSSE Guarantee: \$500k for costs related to SJS facilities

- c. Citybridge Guarantee: \$250k for costs related to SJS facilities

- d. CityBridge Facilities Grant: \$150k for costs related to SJS facilities

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- Board Comment, Meenakshi Nanaki (Question): Will there be any additional costs associated with the transition to virtual learning?
  - Myron Long: Yes, these costs have already been accounted for including:
    - Curriculum: All curriculum will be online and digitized; texts are all accounted for.
    - Technology: SJS will be learning in an 1:1 environment; every scholar will have a Chromebook
    - PPE: SJS staff has budgeted for PPE using CARES Act Funding
  
- Board Comment, Tiffany Clemmons (Question): Has SJS accounted for specialized services for SPED scholars?
  - Yes, SJS has accounted for costs associated with specialized instruction and services.
  
- Board Comment, Tammy Tuck (Question): What are the timing and staff implications for virtual learning?

## **E. Additional Updates**

### a. Reopening Plans

- i. SJS went through an analysis of its current reopening plan and discussed inequities present in the plan
- ii. SJS heard various feedback from stakeholders:
  1. Parents: Some parents need care for children
  2. Teachers: Concerns for health and Safety
- iii. SJS new model, Real-Time Distance Learning
  1. Instruction delivered on Zoom
  2. Assignments given on Google Classroom
  3. Teachers delivering instruction online through platform
  4. All students getting same lessons at the same time

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5. All lessons will be recorded; all lessons and assignments will be sent home
  6. Plan allows for an easy transition to distance learning model.
- Board Comment, Justin Jones (Question): If DC Mayor recommends the city do full distance-learning, would SJS follow suit?
    - Myron Long: SJS spoke to partner schools and they will be doing full-distance learning with space for limited students. Also, SJS will have space for limited students, prioritizing space for students with unique learning and socioemotional needs.
  - Board Comment, Derrick Johnson: SJS should check-in with Digital Pioneers Academy in their model.
  - Board Comment, Tiffany Clemmons: Review IEP plans to see who needs what.
    - Which scholars have needs for which distance learning would be difficult to provide?
  - Board Comment, Maia Shanklin-Roberts: As a parent, would like to know about virtual learning and plans, if there is a requirement.
  - Board Comment, Derrick Johnson: SJS is competing with other charters for scholars.
  - Board Comment: Rael Nelson James: Wants to see SJS have worst-case scenario planning (building closed).
  - Board Comment, Maia Shanklin-Roberts: How can SJS staff contractually ensure quality of instruction on a virtual learning model?

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- Myron Long: Not in current teacher contract, but will be reflected in evaluation.
- Board Comment, Derrick Johnson: SJS needs to have clear expectations and support for teachers.
- Board Comment, Tiffany Clemmons: Reach out to scholars to see what they need in terms of safety and Crew

### Recruitment:

- Street Team is back on the Streets recruiting families
- SJS is still recruiting families and using family referrals program
- SJS will be doing an ice cream pop-up on next Saturday, July 25th

### Staffing:

- SJS staff is fully hired

### Announcements:

- July 25th: Ice Cream Pop Up
- Canvassing is continuing back
- August 3rd PD sponsored lunch
- August 17th: Ribbon Cutting Ceremony
- August 24th: First Day of School

### F. Adjournment

The main meeting was adjourned at 11:10 am.

### G. The board transitioned into an Executive Session at 11:10 am.

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Saturday, July 18, 2020; 9:30 am

- **Action Items:**

- ALL: Complete survey from Derrick Johnson/Rael Nelson-James on board retreat date/time by COB Monday
- Myron Long:
  - Reach out to Digital Pioneers Academy about Family Communication.
  - Reach out to Paul PCS about virtual learning expectations.
- Derrick Johnson:
  - Send out survey to board to ascertain board meeting date
  - Send out board retreat agenda to board at least one week in advance
  - Request data from Myron and Reggie
- Justin Jones:
  - Organize School Performance Committee Meeting

# SOCIAL JUSTICE SCHOOL

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Social Justice Public Charter School Inc. (SJS) - August 2020 Board of Directors Meeting

Agenda

Tuesday, August 18, 2020; 6:00 pm

**A. Meeting Opening - Board Chair, Ms. James**

**Roll Call; Establishment of Quorum; Call to Order**

**Board Members Present:** Samantha Abrams, Tiffany Clemmons, Rael Nelson James, Derrick Johnson, Meenakshi Nankani, Lorriane Ramos, Maia Shanklin-Roberts, Aaron Stallworth, Tammy Tuck

**Board Members Absent:** Justin Jones,

**Staff Members Present:** Myron Long, Executive Director; Reginald Galloway, Director of Operations

The Meeting came to order at 6:10 pm.

**B. Receive and Approve Minutes of Previous Board Meetings, held on July 18, 2020**

Motion: Approve Meeting Minutes from July 18, 2020 Board of Director Meeting

Motion Made: Samantha Abrams

Motion Seconded: Derrick Johnson

The motion to Approve the meeting minutes from the July 18, 2020 Board Meeting was unanimously approved at 6:12 pm.

**C. Executive Director's Opening and Report - Executive Director, Mr. Long**

Mr. Long gave the Executive Director's Report. Highlights of staff work include

- Operations Manager: Dominique Diggs
  - Purchasing
  - Day to Day School Ops
  - Family Communication
  - Facilities Management



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Agenda

Tuesday, August 18, 2020; 6:00 pm

- Family Engagement Specialist: bria wade
  - Family Engagement/Recruitment
  - Attendance
  - Community Engagement
  - Family Communication
- Brandon/Michele
  - Summer PD
  - Joy/Wellness
  - Student & Staff Culture
- Director of Operations: Reginald Galloway
  - Finance
  - Grant Management
  - Insurance
  - Food Services
  - Health
  - COVID-Prep
- Executive Director: Myron Long
  - Relationship Management
  - Fundraising
  - Advocacy

## **D. Committee Reports/Updates**

- a. **Academic (School Performance) Update** - Myron Long
  - i. Schedule and Waiver
    - 1. Mr. Long presented SJS scholar-activist (student) daily (for Monday, Tuesday, Thursday, and Friday) and Wednesday schedules
- b. **Governance Committee Update** - Derrick Johnson
  - i. DC Open Meeting and Transparency Act
    - 1. New Requirements starting in October 2020

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Tuesday, August 18, 2020; 6:00 pm

- a. This act places SJS and DC charters in-line with other national charters, in that board meetings will be open to parents/guardians and the public.
- b. Starting in October, meeting information must be posted online
- c. Meeting minutes, must be posted online within 30 days of the meeting
- d. SJS board cannot have a quorum. A quorum of SJS board members cannot happen without a public notification.
  - i. Example: Entire SJS board volunteers at the school, this would constitute a board meeting and SJS board would either (1) need to apply for a waiver or (2) let the public know, i.e. give public notice
- e. Board must give the opportunity for the public to offer comments during board meetings (i.e. provide public comment).
- f. Myron and Derrick will send board notice of DC Open Meeting and Transparency Act

Board Comments:

- Mr. Johnson: SJS is in a strong position with respect to this new law due to the community engagement work performed by SJS Staff
- Ms. Nelson James: SJS Board will want to consider what emails they use for board communications

ii. Annual Board Retreat

1. Tentative dates for the SJS Annual Board Retreat are August 28 - 29.

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Tuesday, August 18, 2020; 6:00 pm

2. Goal is to decide the Annual Board Retreat date by the end of the board meeting or within 24 hours
  3. Hope is to hold retreat prior to October when the DC Open Meeting and Transparency Act becomes effective
  - iii. Board Member Agreement
    1. Every board member received an updated board agreement
  - iv. ED Compensation (Closed Session)
    1. ED's compensation will be discussed during the closed session.
- c. **Facilities and Finance Committee** - Myron Long
- i. Finance Report
    1. Finance Report will be shared with finance committee tomorrow
  - ii. Finance Committee Update
    1. Updated budget is based on 60 students
    2. ED Salary adjustment update
    3. There is an increase in the amount of SPED scholars that SJS will serve
  - iii. Motion: To approve updates to FY21 budget with changes  
Made: Tiffany Clemons  
Seconded: Derrick Johnson

Motion to approve budget approved at 6:51 pm.

## E. Additional Updates

- a. Enrollment
  - i. SJS has 49 families enrolled
- b. Hiring
  - i. SJS is fully hired
  - ii. SJS has hired an additional inclusion teacher
- c. Compliance
  - i. PCSB Pre-Opening Checklist
    1. SJS had its pre-opening checklist meeting on Friday, August 14th.

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Tuesday, August 18, 2020; 6:00 pm

2. Mr. Long updated SJS' Board on the board's progress and its outstanding items.

Announcements:

- August 21st: Meet Your Teacher Event
- August 28th: Ribbon Cutting Ceremony
- Week of August 24th: Parent Orientation
- August 31st: First Day of School
- Week of August 24th: Board Sponsored Lunch

Board Questions:

Samantha Abrams: What is the expectation for family computer usage?

Reginald Galloway/Myron Long:

- Devices will have insurance to easily fix and troubleshoot.
- There will be a tier approach to scholar-activist discipline regarding devices.

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Derrick Johnson: What tier of SPED scholar-activists are coming into the building?

Myron Long: Most scholar-activists coming into the building are children of essential workers and those with socioemotional needs.

Recommendation from Derrick Johnson: Make the option to learn in-person available to all SPED scholar-activists.

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Samantha Abrams: Has SJS considered creating pods?

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Myron Long: Some families have independently discussed creating pods, but SJS has not yet facilitated pods

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Maia Shanklin-Roberts: Can we verify that parents/guardians have opted into either in-person or virtual learning?

Myron Long: Yes - Reggie will follow up. Michele is speaking with each family with an IEP to discuss either specific needs and how to deliver services.

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Maia Shanklin-Roberts: If we see disengagement from virtual learning, can SJS require families to come into the school for learning?

Myron Long: Yes - SJS has the flexibility to bring scholar-activists into the building

Recommendation/Question: What are we doing to document that family are aware of what they are agreeing to (intervention plan, virtual learning, in-person learning)

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## F. Adjournment

The main meeting was adjourned at 7:25 pm.

### ● Action Items:

- ALL
  - Write a welcome letter to your assigned SJS teacher/staff member by 8/28/20
- Derrick Johnson:
  - Send out language to DC Open Meeting and Transparency Act

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- Reginald Galloway
  - Follow up and ensure that families have opted into either in-person or virtual learning.
  - Send a reminder to the SJS board to send their welcome letters to SJS staff members.
  - Send board members PayPal link for donation for Staff Lunch
  - Send calendar invites to SJS Board for upcoming events

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**A. Meeting Opening - Board Chair, Ms. James  
Roll Call; Establishment of Quorum; Call to Order**

**Board Members Present:** Tiffany Clemmons, Rael Nelson James, Derrick Johnson, Justin Jones, Meenakshi Nankani, Lorriane Ramos, Aaron Stallworth, Maia Shanklin-Roberts, Tammy Tuck

**Board Members Absent:** Samantha Abrams

**Staff Members Present:** Myron Long, Executive Director; Reginald Galloway, Director of Operations

The Meeting came to order at 9:38 am.

**B. Receive and Approve Minutes of Previous Board Meetings, held on August 18, 2020**

Motion: Approve Meeting Minutes from August 18, 2020 Board of Director Meeting

Motion Made: Meenakshi Nankani

Motion Seconded: Maia Shanklin-Roberts

The motion to Approve the meeting minutes from the August 18, 2020 Board Meeting was unanimously approved at 9:40 am.

**C. Executive Director's Opening and Report - Executive Director, Mr. Long**

Mr. Long gave the Executive Director's Report. Social Justice PCS launched in person school this week (Week of 9/14). The Social Justice School will have a robust after school program for scholars, including a debate club and various other family school activities.

The Social Justice PCS received a "Meet the Moment" grant of \$20,000 from Camelback Ventures to support family engagement, which the school will begin to implement in

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November.

Mr. Long is speaking to political candidates to build awareness for strong middle schools.

Mr. Galloway is working on Social Justice PCS' Enrollment Audit, NSLP application, and Entitlement Grants.

Ms. Gray and Mr. Johnson, the school's Director of Student Supports and Principal (respectively), have been working on Social Justice PCS' instructional model and adapting SPED services to the virtual space.

Ms. Wade, Social Justice PCS' Family Engagement Specialist, has been working to engage Social Justice PCS' families.

Ms. Diggs, Social Justice PCS' Operations Manager has been overseeing Social Justice PCS' facilities work.

Highlights of staff work include:

- Operations Manager: Dominique Diggs
  - Purchasing
  - Day to Day School Ops
  - Family Communication
  - Facilities Management
- Family Engagement Specialist: bria wade
  - Family Engagement/Recruitment
  - Attendance
  - Community Engagement
  - Family Communication
- Brandon/Michele
  - Summer PD



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Saturday, September 19, 2020; 9:30 am

- Joy/Wellness
- Student & Staff Culture
  
- Director of Operations: Reginald Galloway
  - Finance
  - Grant Management
  - Insurance
  - Food Services
  - Health
  - COVID-Prep
  
- Executive Director: Myron Long
  - Relationship Management
  - Fundraising
  - Advocacy

## **D. Committee Reports/Updates**

- a. **Academic (School Performance) Update** - Myron Long
  - i. In-Person Learning and Model.
    - 1. Social Justice PCS has scholars coming into the school building on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, Social Justice PCS has asynchronous learning at home.
    - 2. At any given time, Social Justice only has 14 scholars in the school building at the most.
    - 3. The small number of students helps Social Justice PCS:
      - a. Facilitate Scholar - Teacher interactions
      - b. Assign administrators to help scholars
  - ii. NWEA MAP Testing
    - 1. Social Justice PCS will conduct NWEA MAP testing at home in order to adhere to DC safety guidelines.
  - iii. Attendance Updates

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1. Social Justice PCS' attendance has regularly been at 90%
2. Tech issues were an initial barrier to scholar attendance
3. Wednesday, asynchronous learning has been a challenge
4. Monday, Tuesday, Thursday, and Friday attendance is taken traditionally (scholars are counted based on being present in class)
5. Wednesday attendance is based on completion of work

Question: What has been a barrier to scholars attending school (Maia Shanklin-Roberts)?

Response: Tech issues, login challenges, learning the platform, Internet connectivity, confusion on Wednesday schedules (Myron Long).

Thought: Would recording Wednesday attendance in a different way be helpful? Would tracking scholars logging in to different platforms be helpful and increase the recorded attendance rate (Derrick Johnson)?

Some students may be spending time on Wednesdays attempting work, but their efforts may not be recorded.

Response: Social Justice PCS does this with iReady and Dreambox. This should be combined with completion of work in order to track student productivity (Myron Long).

- iv. 9 Week Plan
  1. Principal Johnson has created a 9-week plan for the first 9 weeks of school
  2. Staff has been monitoring each teacher's classroom - this data is aligned to the Wednesday PD
  3. Teachers call all of the families in the Crew
- v. Questions
  1. Has there been any updates on the school culture? (Derrick Johnson)

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Response: It has been difficult and different for teachers and scholars building relationships because of the online platform (Myron Long).

Scholars are excited to come to the building and families drop off their families early.

Overall, the culture is very positive.

**b. Governance Committee Update - Derrick Johnson**

i. Board Retreat

1. Date: Saturday, September 26th
2. Mr. Johnson is working with Ms. Nelson James to finalize the Board Retreat agenda
3. Sessions will include
  - a. Review of Open Meetings Act
  - b. Presentation from State Board of Education Member Zackary Parker
  - c. Organizing board goals for the year (academic, governance, and financial)
4. Materials will be sent 72 hours prior to the meeting

ii. Board Goals

1. Board Goals will be developed and approved during the September Retreat

iii. Parent Board Member

1. Social Justice PCS is finalizing a plan to recruit and onboard a potential parent board member

**c. Facilities and Finance Committee - Myron Long**

i. Overview:

1. Social Justice PCS is in a strong financial position.

ii. Facilities and Finance Report

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1. Monthly Projections
  - a. Social Justice PCS is still in a strong cash position
  - b. Current spending is in-line with the budget
  - c. Social Justice PCS' budget
    - i. Contingent for 60 students and solvent for 55 students
    - ii. There is a contingency budget for 43 students
2. Projections:
  - a. Days of Cash on Hand: 104 Days of Cash on-hand
3. Changes
  - a. Based on increase of Executive Director Salary
  - b. Costs for Executive Coaching
4. Building an inclusive work environment
  - a. Social Justice PCS is focused ensuring gender-neutral restrooms
  - b. Social Justice PCS would like to include feminine hygiene products in the restrooms
5. COVID-19 Exhibit to the lease
  - a. Social Justice PCS staff and Ms. Shanklin-Roberts reviewed a COVID-19 update to the lease
6. Questions

Is the increase of special education students, reflected in Social Justice PCS' current budget (Derrick Johnson)

Yes, but this does not include at-risk students (Myron Long) .

## **E. Additional Updates**

- a. Student Recruitment Data
  - i. SJS has 49 families enrolled
  - ii. 65% of Social Justice PCS' scholars are identified as at-risk
  - iii. Enrollment Audit

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1. Verifies Demographic and Residency data
- b. Talent
  - i. Unpacking White Supremacy Culture
    1. Social Justice PCS has been spending significant time unpacking how white supremacy culture shows up in online learning

Announcements:

- September 21st: Social Justice PCS testifies at September PCSB meeting
- September 26th: Social Justice PCS Neighborhood Meetup in Southeast, DC
- October 5th: Social Justice Enrollment Audit begins
- October 30th: Enrollment Projections (SY 21-22)
  - Social Justice PCS will be submitting its intended enrollment projections to PCSB and MySchool DC (OSSE)

F. Adjournment

The meeting was adjourned at 10:42 am.

- **Action Items:**
  - Derrick Johnson:
    - Send out retreat materials to board