



**BOARD OF DIRECTORS  
MEETING MINUTES  
(1st Quarter)  
1240 Randolph Street, NE  
Washington, D.C. 20017  
Saturday, September 19, 2020**

Agenda: [https://docs.google.com/document/d/1T7SDvg5uQAQBATke2P\\_MQXht2KXAT-BNsBJvn5Jy11c/edit](https://docs.google.com/document/d/1T7SDvg5uQAQBATke2P_MQXht2KXAT-BNsBJvn5Jy11c/edit)

A virtual meeting of the Board of Directors (hereafter the “**Board**”) of Shining Stars Montessori Academy Public Charter School (hereafter “**Shining Stars**” and “**School**”), was held on, September 19, 2020 from 9:05 a.m. -12:15 p.m.

**Directors Present**

Anthony King, Esq  
Kamal Wright-Cunningham, PhD  
Aldel Brown  
Willa Golden  
Tatiana Laborde  
R. Rodriguez-Garcia (ex-officio)

**Directors Absent**

Shawn Samuel

**I. Introduction - A. King (Board Chair)**

- Meeting called to order by Mr. Anthony King (Board Chair).
- The meeting is held virtually via Google Meet.
- Mr. King noting there was a quorum, called the meeting to order at 9:00 a.m. A quorum of directors was present, and the meeting, having been duly convened, proceeded with the business.
- R. Rodriguez recorded the meeting.

**II. Public Comment**

- The September 19, 2020 meeting of the Board was open to the public.
- No members of the public were present, and no public comment was made.
- This time is reserved for citizens, employees, and representatives of school groups to address the Board on items that are not on the agenda. By law, the Board

cannot take action upon or discuss items that are not on the approved agenda but welcomes your comments. Persons addressing the Board are asked to state their names and whether or not they are a resident of the district. The Board Chair reserves the right to limit comments from the public as well as the amount of time spent on any one topic.

### **III. Old Business**

- There was no old business.

### **IV. Consent Agenda**

- Mr. King called for a motion to approve the consent agenda.
- Mrs. Harris seconded the motion. The items on the consent agenda were unanimously approved. The consent agenda items included:
  - Minutes for the June 2020 meeting
  - August 2020 end of month financials

### **V. Term Appointments**

- None to expire this school year.

### **VI. Selection of Board Secretary**

- The Executive Director will continue as Acting Secretary until further notice.

### **VII. Executive Director's Report**

A. Monthly Summary Report to the SSMA Board of Directors consisted of the following:

1. Academic
2. Financials
3. Non-Academic
4. Facilities/Operations Update
5. Donations to SSMA as of 9/19/2020
6. OMA Board Training -10/9/20
7. Parent Engagement
8. Member Reports

#### **1. Academic**

- The Principal and Assistant Principal will begin in classroom observations this week.
- Meeting with each teaching team once a week.
- Met with all Primary and Lower Elementary teams and/or Guides.
- Classroom Assistants are currently meeting with Guides to learn how to teach/check for understanding virtually.
- Our own Montessori baseline assessments have begun, so we can individualize

learning.

- Montessori Academy Monday's will be every Monday Evening - 9/14 topic was Independence. Check News & Notes.

### **Special Education & ELL Services**

- SPED/ELL Student Roster Complete
- Caseload assignments for service providers
- Parent Introduction emails sent
- Home Language Surveys reviewed, and info updated
- ASQ Surveys reviewed and info updated
- Continual ASQ follow up with new PK-K families
- SPED Recovery Planning Meeting Calendar in works
- ELL/SPED student assessments starting next week (Language Screeners and family interviews/CORE Math and Reading)

### **Item: Assessment Schedule & Test Security**

- Upper Elementary: Sept. 21-25, 2020 (This is very tentative)
- Lower Elementary: Sept. 28 - Oct. 2, 2020
- Primary: Oct. 5 – 9, 2020

### **Item: English- Spanish Immersion Program**

- **Action Plans - Expansion Plans SY 21-22** - This year we have averaged 80 families seeking admission to our immersion program. A team is being formed to plan for expansion to double the number of Primary immersion classrooms to four and the Lower Elementary to 2 LE immersion/3 English only.

- **Montessori Guide, Administrator Training & Certification & Professional Development Opportunities for staff and administrators** - Six staff will be seeking or completing AMS/AMI/ MACTE Montessori guide and and/or administrator certification during SY20-21.

## 2. Financial

- The number days of cash is 92, which is well above the recommended 60 days.
- Staffing costs are about \$180k below budget, which is roughly equivalent to 5 staff.
- Federal Grants applications and Revenue:
  - Last year, we submitted and received more than \$272,202 in federal grants via OSSE. By the end of the first quarter of 2020, we will have submitted \$146,338.91 in grant requests as of 9/18/2020.
  - The SY-20 audit will begin next week.

## 3. Non-Academic

- Enrollment Update as of 9/10: Below, please find our latest enrollment numbers. The updated information is as of close of business Thursday, September 10, 2020.

- SSMA Total Enrollment number for students who have completed their residency paperwork is: 296.
- Total Enrollment number for families who have verbally confirmed attendance is: 298.
- The grade-level breakdown of the two numbers above, as well as target enrollment numbers and “Gap to Target” numbers.

**The table below shows you the grade-level breakdown of the two numbers above, as well as your Target enrollment numbers and "Gap to Target" numbers.**

	<i>This is the # of students PCSB has set as target enrollment #s</i>	<i>This is the # of families who have been in direct contact with school staff and confirmed attendance</i>	<i>This is the # of families who have submitted all residency documentation</i>	<i>this # is target minus parents contacted</i>	<i>This is the # of families contacted minus students who have completed residency materials</i>
Grade	Target	Parents Contacted & Confirmed	Residency Documents Submitted	Needed - Students to meet target	Needed - Students to provide residency documents
Pre-K3	63	52	52	11	0
Pre-K 4	61	55	53	6	2
K	35	48	48	-13	0
1	32	32	32	0	0
2	31	38	38	-7	0
3	32	25	25	7	0
4	25	31	31	-6	0
5	7	12	12	-5	0
6	7	5	5	2	0
<b>TOTALS</b>	<b>293</b>	<b>298</b>	<b>296</b>	<b>-5</b>	<b>2</b>

\*Source: SSMA Student Enrollment Tracker 20-21 SY Gsheet, Residency Documentation Collection Tabs, counted via color-coding

**TOTALS<sup>1</sup>    293        298        296        -5        2**

4. Facilities /Operations Update

- **PPEs** - Sufficient supplies.
- **Setty Associates Return to School CLEAN Air Assessment Report for Shining Stars (8/11/2020)** - The Capital planning budget options range from \$39,000 to \$117,000.
- Roof Repair-Begins 9/25/2020 (delayed by contractor).
- Meals - Breakfast and lunch -served every Tuesday and Thursday from 9 a.m. -2 p.m.; Multi-pack meals.

5. Open Meeting Act [OMA]

- OMA Training for Board of Trustees will be on Friday, October 9, 2020 at 7pm.

<sup>1</sup> Source: SSMA Student Enrollment Tracker 20-21 SY G-sheet, Residency Documentation Collection Tabs, counted via color-coding.

## 6. Parent Engagement

- Interviewing for new parent liaison (Bilingual preferably) position.

## 7. Member Reports

- Mrs. Laborde spoke briefly about the creating of a landing page on the website to raise funds to support the continued use distribution of tool kits with Montessori learning kits, replacing damaged, loss or damaged devices. Page will go live during the first week of October.

## **VIII. Executive Session**

- The Board went into Executive Session to discuss Shining Star's 10th Year Renewal Prep.

## **IX. Adjournment**

- There being no further business to come before the members, the meeting was adjourned by Mr. King at 12:15 p.m.