



April's Board Meeting Minutes

Hope Community Public Charter Schools' Vision and Mission

It is our **VISION** to create a school environment that seeks to help scholars gain confidence and hope for their futures, as they acquire a sense of joy and satisfaction that comes through diligent effort and attention to their daily work.

It is our **MISSION** to shape the hearts and minds of our scholars positively, by providing them with an academically rigorous, content rich curriculum, an environment in which character is modeled and promoted, and a community in which to build trusting relationships with others.

Meeting date | time April 29, 2021 | 5:30 pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 5:30 pm

Meeting adjourned: 7:30 pm

ATTENDEES

HCPCS Board Members	HCPCS Staff Members	Imagine Schools Staff Members
<input checked="" type="checkbox"/> Doherty, Rebecca	<input checked="" type="checkbox"/> Pela, Okiemute	<input checked="" type="checkbox"/> Toler, Shawn
<input checked="" type="checkbox"/> Sabella, Susan	<input checked="" type="checkbox"/> Stone, Ashley	<input type="checkbox"/> Bowman, Donald
<input checked="" type="checkbox"/> Smith, Kerry	<input checked="" type="checkbox"/> Robinzine, Michele	<input checked="" type="checkbox"/> Johnson-Chavis, Tina
<input checked="" type="checkbox"/> Alderdice, Austin	<input checked="" type="checkbox"/> Knecht, Jason	<input type="checkbox"/> Ellis-Hicks, Nashandra
<input checked="" type="checkbox"/> Brown, Alteria	<input type="checkbox"/> Creighton-Wade, Sade	<input checked="" type="checkbox"/> Minor, Stephanie
<input checked="" type="checkbox"/> Bogle, Dana	<input checked="" type="checkbox"/> Allen, Angela	<input checked="" type="checkbox"/> Miller, Travis
	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Bowie, Tobie
		<input checked="" type="checkbox"/> Patterson, William
		<input checked="" type="checkbox"/> Miller, David

AGENDA TOPICS

Agenda

5:30 pm – 5:40 pm	Call to Order/Roll Call/Approval of Agenda + Minutes	R. Doherty
5:40 pm – 5:55 pm	Old Business (Enrollment, Instruction, SPED)	S. Minor/T. Miller/A. Allen
5:55 pm – 6:10 pm	Finance Committee Updates (Budget, Operations & Enrollment)	S. Minor/ S. Sabella
6:10 pm – 6:25 pm	Facilities & School Reopening (Tolson & Lamond)	D. Miller
6:25 pm – 6:55 pm	Academic Committee Updates (Tolson & Lamond)	O. Pela/A. Stone
6:55 pm – 7:10 pm	SPED & ELL Updates	A. Allen
7:10 pm – 7:15 pm	Governance Committee Updates	K. Smith/A. Alderdice
7:15pm - 7:25pm	Transition Working Group	S.Toler/P.Brantley/E.Phalen
7:25pm - 7:30pm	Announcement & Closing	
7:30pm	Closed Session (Board Only)-Board Retreat	

NEXT STEPS | ACTION ITEMS

Next Steps: (Task, Assigned To, Checkpoint Date)

Owner

Due Date

Enrollment Task Force

- The notes from the last board meeting has been delayed with the release with the return of our operation manager. Ms. Minor stated she wanted to leverage her assistance to getting that rolled out.
- Scheduled marketing meeting with both of our turnaround organization (Phalen Leadership Academies and Friendship). Recommendation was to utilize this as a marketing/rebranding and how we can roll out this message with enrollment and the Task Force effort as well.
- The parent surveys will be rolled out after the scheduled meeting with Phalen Leadership Academies and Friendship. The results will be in April.
- Ms. Minor will revisit the incentive plan for truancy with Mrs. Stone.
- Ms. Minor will address truancy rates for both school in April meeting.
- Ms. Minor will report phone call/home visit in April meeting

Stephanie Minor,
Regional Operations
Director

May Meeting

Academic Committee

- What priorities do we need to identify and work around in coaching?
 - Lamond-Continuing engagement strategies (use of tools) with scholar's participation.
 - Tolson- Coaching focus is centered around digital activity list. Teachers are moving into a hybrid model. Instruction and engagement look different so we are modeling and providing support around those areas.

School Leaders, O. Pela
and A. Stone

April Meeting

1.Share out Pre-k through 8 virtual opportunities

Next Steps: (Task, Assigned To, Checkpoint Date)

Owner

Due Date

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DECISIONS MADE

Decisions Made: (What, Why, Impact)

- + April Board Meeting Agenda
 - Susan Sabella moved to approve the agenda. Austin Alderdice second that motion.
- + Motion to adopt the minutes
 - Austin Alderdice approve the minutes. Susan Sabella second the motion.
- + Open Meetings Act:
 - Requires a motion to close the open meeting and to go into a closed meeting
 - Motion was granted (Kerry Smith moved to go into a closed session. Alteria Brown second the motion.)

DISCUSSION

Discussion: (Items/Knowledge Shared)

- + Finance Committee Updates:
 - Days of Cash on hand are 98. They increased 2 from the last report.
 - The gross margin is 14% negative of the revenue from the loss of enrollment of 144.
 - 54% grants have been requested and invoiced
 - EDOPS report that recaps the grants:
 - 1,594,912 – of grants
 - 861,055 – has been invoiced
 - 523,469 – received in cash
 - 337,586 - waiting for
 - 733,856 – yet to be invoiced (Dan is confident that all of the grant funds will be invoiced by September of this year)

🚧 Facility Updates:

- Facilities teams have completed final items for Lamond and Tolson's building reopening for scholars:
 - Deep cleaning, floor burnishing and final classroom set-up in preparation for staff and scholar's return
 - Replacement of any stained or broken ceiling tiles
 - Final touch-up painting of offices in Tolson building
 - Exterior clean up of both campuses completed
- Lamond Building Readiness
 - Completed items:
 - Two additional electro-static misters acquired
 - 500+ cases of Ionopure HOCL disinfectant on hand
 - Plexiglass barriers for scholar and teacher desks delivered and installed
 - Touchless water stations to be delivered and installed in each classroom
 - Touchless hand sanitizers station (wall-mounted and stand model) installed
 - Large trash cans for lunches in classroom
 - Open items:
 - Isolation Room recovery couches pending delivery, shipped on April 23d
 - Large plexiglass health screening barriers still pending delivery
- Tolson Building Readiness
 - Completed items:
 - Acquired one additional electro-static mister
 - 500+ cases of Ionopure HOCL disinfectant in stock
 - Plexiglass barriers for scholar and teacher desks delivered and installed in classrooms
 - Touchless water stations to be delivered and installed in each classroom
 - Touchless hand sanitizer stations (wall-mounted and stand models) installed
 - Touchless hand soap dispensers installed in lavatories and at classroom sink
 - Large trash cans for lunches in classrooms
 - Booms and dustpans for teacher's rooms
 - Additional English and Spanish language signs installed
 - Open items:
 - Isolation Room recovery couches pending deliver, shipped on April 23rd
 - Large plexiglass health screening barriers still pending delivery
- Hope Community PCS Transition
 - Inventory of fixed asset by 3rd party inventory process firm is in process
 - Continuing to coordinate and lead site visits
 - Facilities Information Sharing
 - Floor plans, system drawings and as-built, as requested
 - Environmental assessment records
 - Uploading requested information to PLA's information request portal
 - Asbestos Containing Materials (ACMs) reinspection at Lamond building scheduled May 5th
- Tolson Campus-Site Improvement
 - Acrylic sports court surfacing in school colors (finish around May)
 - Painting of multi-purpose athletic lines in sport-specific colors
 - Installation of bases for basketball goals
 - Install two in-ground basketball goals
 - Install paddling for basketball goal posts
 - Install bicycle rack
 - Complete any punch list items

Discussion: (Items/Knowledge Shared)

Academic Committee

- Displayed student attendance count (absences) for each grade level from the month of August to April
 - Tolson Trends:
 - Majority of grade level absences are resulting from a low percentage of students
 - From January through March, decreases in percentage of individual students absent per month. (PreK3, K, 2nd, 4th, 7th, 8th grades)
 - From January through March, increase in the percentage of individual students absent per month. (PreK4, 1st, 3rd, 5th, 6th grades)
 - Tolson Challenges:
 - For Pre-K scholars, parents express the need for in-person learning due to the challenges with logging scholars on daily and giving support to scholars.
 - Consistent reporting of attendance. Went from >1,000 anomalies with missing attendance to 419.
 - Lamond Trends:
 - Pe-K: High level of absenteeism
 - Kindergarten drop in attendance for the month of April
 - Lamond Challenges:
 - Parents allowing absenteeism due to virtual burnout (next year in person will be focus for families).
 - Kindergarten parents have expressed burnout for their scholars, as well as engagement challenges.
- Hope's Hybrid Re-Entry Updates (Tolson):
 - Glows
 - 34 scholars in attendance
 - Building Readiness and safety measures
 - Staff Preparedness
 - Parental Support & Compliance (Health Screening Forms)
 - Hybrid Handbook for staff & Open House for Families
 - Grows
 - Instructional schedules
 - Maintaining instructional time with new breaks added for handwashing and fresh air
 - Planning for Hybrid instruction
 - Instructional Needs
 - Adjusting lesson pace to the new Hybrid schedule
 - Routine for "in-person" office hours (especially in middle school)
- Hope's Hybrid Re-Entry Updates (Lamond):
 - Glows
 - 16 students in attendance
 - Arrival/dismissal of scholars
 - Parental support
 - Staff support
 - Building Preparedness
 - Grows
 - Getting in the rhythm of new routines
 - Parents of scholars remembering the health form prior to arrival
 - Instructional Needs
 - Balancing Hybrid (in-person) and Home instruction
- Academic Excellence: Coaching Support and School leader Collaboration

Discussion: (Items/Knowledge Shared)

- Lamond Updates (Instructional Leadership):
 - Based on Weekly Check-Ins:
 - Coach and Instructional Leadership Team has shifted focus to RTI, scholar stepping up virtual portfolios, and end of the year academic push (data based) in preparation for fall
 - Professional Development Focus: Student engagement and using data to design quality learning plans and making instructional decisions
 - New: “No Cold-Call Challenge (May 3rd- June 20th) All Scholars Engaged (33% response rate- 85%response rate)
 - Emphasis: Real Time Data Collection (Kahoot, Padlet, Google Slides and White Boards)
- Tolson Updates (Instructional Leadership)
 - Professional Development Focus: Hybrid Activity List to support Student Ownership and Executive Functioning
 - Continue: Engagement in learning and techniques for total participation
 - “Spotlight in Strategies” to showcase and celebrate techniques in the building
- Professional Development Plan/Improving Practices (PLAN- January, DO- February- March, STUDY- March, ACT- May)
 - No updates at this time. We are happy to report out in the month of May for our ACT cycle.
 - School leader-we plan to study our strategies using informal walkthrough data and supplemental data from scholar’s work
 - Coach- facilitating data conversations one on one or with teams and analyzing student data
 - Teacher (peers)- looking at exit tickets and lesson plans. Looking for alignment and to see if students learn what they should have learned.
 - Rise-Up/Academic Excellence Committee- held an Academic Excellence Committee meeting, discuss the coaching cycle, and observed during school leadership meeting where leaders got feedback

Special Education

- Extended 2021/Transportation
 - Local Educational Agency Extended School Year Dates July 6, 2021- July 23, 2021
 - Extended School Year students - (10) students at Tolson and (8) students at Lamond
 - Required Extended School Year student data visible in Office of the State Superintendent of Education- Soft deadline 4/30/2021 Hard Deadline 5/3/2021
 - Office of State Superintendent of Education Extended School Year-Transportation request submitted – 4/30/2021
 - Office of State Superintendent of Education designated 2021-2022 transportation request- New Education Management Organization’s responsibility
- Record Sharing
 - Records can be shared post- Extended School Year 2021
 - Upon enrollment with new Education Management Organization
 - After stage 4 enrollment- confirm enrollment for the upcoming school year
 - Only to Office of State Superintendent of Education trained Local Educational Agency staff
 - Local Educational Agency has 30 days to place self-contained students or create appropriate programs to serve those students
 - All decisions pertaining accessing student files should be discussed with the current Local Educational Agency’s legal counsel prior to access.
- Extended School Year Planning

Discussion: (Items/Knowledge Shared)

- Plan for virtual Extended School Year with current staff- rationale- no changes necessary for Educational Management Organization in Office of State Superintendent of Education. Extended School Year at Friendship will begin after our transitional school year ends.
- Changes in transportation must be completed through Office of State Superintendent of Education and cannot be completed through Statewide Longitudinal Education Data.
- Transition Planning
 - School Year-21/22- Survey parents about school enrollment. Parent have until May 3rd To confirm MyschoolDC lottery acceptance
 - Special Education Director is meeting with undecided parents to encourage re-enrollment
 - Review enrollment data to begin 2021-22 Special Education Planning.
- Mental -Behavioral – Intervention Health
 - Grandparent Group- Planning phases (Group to begin in May 2021)
 - Lamond/Tolson- (2) additional families referred for direct family intervention supports
- Student Support Services
 - Eligibilities
 - Complaint-100%
 - Remaining Meetings- 10
 - Tolson (8) Lamond (2)
 - Individualized Education Plan
 - Complaint-100%
 - Remaining Meeting- 16
 - Tolson (8) Lamond (8)
 - 504's
 - Complaint- 100%
 - Non Complaint- 0%
 - EL Plans-100%
- Next Steps
 - Ages and Stages Questionnaire Data Completed. Assistance from literacy coach and teachers. Statistics presented May 2021
 - Extended School Year Transportation/Pending Locations. Special Education Director and Student Support Coordinator supporting. Due April 30, 2021
 - Extended School Year Summer program. Special Education Director and Education Management Organization Site Confirmation. Due May 3, 2021 Pending Transition Planning

✚ Governance Committee Updates:

- Kerry Smith mentioned several board members term ended or has transition of the board. This means we are seeking new board members. Ms. Smith introduced Nena Patel as a candidate and will vote on her candidacy at a special board meeting. Nena had a chance to introduce herself and gave a quick bio about herself to the team and family.

✚ Transition Working Group:

- Friendship is in process of making their first round of offers (6 teachers and 1 dedicated aide). Plans to give school tours for potential scholars and parents. Friendship is in support of Hope scholars who would like to attend Extend School Year. Submitted an offer with the facility.
- PLA mentioned that there are roughly 65 position at Tolson. Thirty-six individuals who accepted offers. We do a comprehension analysis which includes a culture and climate survey, interview with staff members and observations. PLA will report back with data mentioned above. Mr. Phalen gave thanks to all for their support.

✚ Announcements & Closing:

Discussion: (Items/Knowledge Shared)

- Next board meeting Thursday, May 27, 2021 at 5:30pm.

Closed Session on Business Matters (Board Only)

- Motion to Closed Board Meeting and adjourn the meeting

Parking Lot: (Describe any items that may have been deferred for a later discussion)

MISCELLANEOUS ITEMS

Miscellaneous Items:
