



## June's Board Meeting Minutes

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### *Hope Community Public Charter Schools' Vision and Mission*

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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.

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Meeting date | time June 17, 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 checked="" 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 checked="" type="checkbox"/> Miller, David
<input checked="" type="checkbox"/> Brown, Alteria	<input checked="" type="checkbox"/> Allen, Angela	<input checked="" type="checkbox"/> Minor, Stephanie
<input checked="" type="checkbox"/> Bogle, Dana	<input type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Miller, Travis
<input checked="" type="checkbox"/> Patel, Neha		<input checked="" type="checkbox"/> Bowie, Tobie
<input checked="" type="checkbox"/> Balogun, Shereefat		<input type="checkbox"/> Patterson, William

## AGENDA TOPICS

### Agenda

5:30 pm - 5:40 pm	Call to Order/Roll Call/Approval of Agenda + Minutes	R. Doherty
5:40 pm - 5:45 pm	Old Business (Enrollment, Instruction, SPED)	S. Minor/T. Miller/A. Allen
5:45 pm - 6:05 pm	Finance Handing Over & SY 21-22 Plan (Budget, Operations & Enrollment)	Imagine/EdOps/PLA
6:05 pm - 6:35 pm	Reopening/Facilities Handing Over & SY21-22 Plans (Tolson & Lamond)	Imagine/Friendship/PLA
6:35 pm - 7:05 pm	Academic Updates/Handing Over & SY21-22 Plan (Tolson & Lamond)	Imagine/Friendship/PLA
7:05 pm - 7:35 pm	SPED & ELL Updates/Handing Over & SY21-22 (Tolson & Lamond)	Imagine/Friendship/PLA
7:35 pm - 7:40pm	Governance Committee Updates & Vote on Board Candidate(s)	K. Smith / A. Alderdice
7:40pm - 7:50pm	Transition Working Group	S.Toler/P.Brantley/E.Phalen
7:50pm - 7:55pm	Vote on SY 21-22 Budget	
7:55pm	Announcement & Closing	
8:00pm	<b>Closed Session on Business Matters (Board Only)</b>	

## NEXT STEPS | ACTION ITEMS

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

**Owner**

**Due Date**

<b>Next Steps:</b> (Task, Assigned To, Checkpoint Date)	<b>Owner</b>	<b>Due Date</b>
<p><b><u>Instructional Practices for Classroom Teacher</u></b></p> <ul style="list-style-type: none"> <li>➤ Share feedback from teachers on the effectiveness of the coaching cycle</li> </ul>	O. Pela and A. Stone, School Leader	July Meeting

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

**Owner**

**Due Date**

<b>Next Steps:</b> (Task, Assigned To, Checkpoint Date)	<b>Owner</b>	<b>Due Date</b>

## DECISIONS MADE

**Decisions Made:** (What, Why, Impact)

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- + June Board Meeting Agenda
  - Susan Sabella moved to approve the agenda for this board meeting. Austin Alderdice second that motion.
- + Motion to adopt the minutes
  - Kerry Smith approve the minutes from the May's board meetings. Alteria Brown second the motion.
- + Budget Approval
  - Susan Sabella moved to approve the budget for SY 2021-2022. Austin Alderdice second the motion.
- + Open Meetings Act:
  - Requires a motion to close the open meeting and to go into a closed meeting for business matters
  - Motion was granted (Austin Alderdice moved to go into a closed session. Ms. Patel second the motion.)

## DISCUSSION

**Discussion:** (Items/Knowledge Shared)

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- + Finance Committee Updates:
  - Budget:
    - Enrollment of 375 students for one campus
    - 4.3m of federal revenue coming from ESSER 2 and ESSER 3 funds that we are planning to recognize over the next three years
  - Staffing:
    - Over hiring by four teachers at the start of the year with the assumption they will be absorbed in the classroom
    - Bringing on four reading interventionists- using the ESSER funds towards and setting aside 100k performance-based retention stipend
  - Occupancy
    - Nonrecurring expense to extricate our self from the Lamond lease. That comes to 1.5m.
  - Other usage of ESSER funds:
    - 120k for reading and literacy curriculum
    - 100k for expeditionary learning instructional services
    - 20k set aside to develop personalized learning plan dashboard

## Discussion: (Items/Knowledge Shared)

- Projected ending cash balance as of June 30, 2022 will be 2.9m which equivalent to about 93 days cash on hand.
- Enrollment
  - Truancy Updates
    - Tolson -66.77%
    - Lamond- 53.06%
    - Truancy Comparison for SY 2019-2020 (no updates for 2020-2021)-selected school with similar structure. Tolson was compared to Center City (Brightwood and Congress Heights Campuses), Inspired Teaching Demonstration and Perry Street Prep. Lamond was compared to Elsie Whitlow Stoke (Brookland), Lee Montessori (Brookland), Mundo Verde (Calle Ocho), Sela Public Charter School. Tolson and Lamond were significantly higher in truancy than the other schools.
  - Lamond Enrollment Update
    - 238 projected
    - 201 audited (17 withdrew post audit)
    - 184 current
  - Tolson Enrollment Update
    - 463 projected
    - 365 audited (12 withdrew post audit)
    - 353 current
  - Lamond School Year 2021-2022 Re-enrollment Update
    - Friendship is actively managing and engaged with enrollment at Lamond
    - Imagine (Sandra Majano) continues to support at Lamond
    - 46 enrolled at Friendship Public Charter School, 77 intent to return, 14 leaving
    - Friendship Enrollment Information- 105 families who were actively involved in the registration process. Conducted four meetings over the last two weeks. They have ranged from mornings, afternoons and evenings. In the process of scheduling some Open House materials for the family of Lamond.
  - Tolson School Year 2021-2022 Re-enrollment Update
    - PLA is actively managing and engaged with enrollment at Tolson
    - Imagine (Stephanie and Sandra) continues to support at Tolson
    - 102 submitted an intent to return, 202 have not submitted an intent to return
    - 22 new students, 14 students leaving
    - Phalen Leadership Academies Enrollment Information-took the lead in both enrollment and new enrollment efforts and members of our team making phone calls. We have a in-person event to assist families with re-enrollment. In addition to all our marketing campaigns and advertisement that we have in que.
  - MYSCHOOLDC Overview (TOLSON)
    - 30 Match students
    - 37 Waitlisted Students
    - 14 Leaving Students
  - Operations Update
    - Focus on the Hand-over documents and asset purchased with Federal dollars are the two big rocks and making sure we are addressing them
    - Reviewing the Closing Documents as a follow-up
  - Financial Update
    - Ongoing meetings for the financial turnover
    - Conveying to new vendors of account payable- Dan, Don and Stephanie are working how that transition would like for financial data

## Discussion: (Items/Knowledge Shared)

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- Working on the signature cards for the bank accounts so that can be turnover – Rebecca has given the names of Phalen Leadership Academies members and what role they will play in terms of the bank accounts
- Coordinating with Office of the State Superintendent of Education about advancing Johnny Lin to have access to Enterprise Grants Management System.
- First half of property taxes rebate- Filed 6/16/2021
- School Re-entry Grant was approved on 6/3/2021 for \$193,032.70
- Audit kick off meeting

### ✚ Facility Updates:

- Facilities Team Recognition-recognize and honor the hard work and diligence our team (Facilities Manager and Facilities Team Members) have demonstrated to keep Lamond and Tolson buildings clean and safe throughout the year as well as supporting virtual and hybrid learning.
- Facilities Reopening Budget
  - Projected Facilities Reopening Budget: \$286, 902
  - Actual Facilities Reopening Costs (6.11.21): \$149,816
- Facilities Reopening Budget
  - Projected Facilities Reopening Budget: \$284,777
  - Actual Facilities Reopening Costs (5.21.21): \$147,191
- Hope Community Public Charter School Transition
  - Inventory of fixed assets by Monarch Inventory Services will be completed June 9<sup>th</sup> - June 11<sup>th</sup>
    - Fixed assets inventory shared with Board, Friendship Academy and Phalen Leadership Academies
    - Worked with Principal Pela to identify items to move from almond to Tolson
- Continued coordination of site visits with Phalen Leadership Academies and Friendship Public Charter School
- Walkthrough of Tolson Building Trina McWilliams, new School Operations Manager for PLA on June 3<sup>rd</sup>
- Moving items and materials from the Lamond campus to the Tolson campus scheduled for June 23<sup>rd</sup> - 25<sup>th</sup>
- “Imagine”- branded signage to be removed from exterior and interiors of building June 28<sup>th</sup> - 30<sup>th</sup>
- Facilities and reopening (Lamond)
  - Lamond Camp: Friendship is purchasing and closing on the campus July 15, 2021
  - Friendship Ideal Middle School Campus: Planning and construction continues as we prepare for a July 2022 opening of a state of the art facility (science labs, a makerspace, outdoor educational spaces, classrooms, gymnasium and larger café)
  - Summer Learning Academy will operate June 28<sup>th</sup> - July 30<sup>th</sup>
  - The scholar first day of school is August 23, 2021
- Facilities and reopening (Tolson)
  - The Operation Team is working close with Imagine to ensure we are ready for SY 2021-2022. They are feeling good and no concerns on their end.

### ✚ Academic Committee

- General School Year Closeout
  - Lamond
    - Star Testing Completer June 10<sup>th</sup>
    - Student Portfolios (Pre-k-5 Complete)

## Discussion: (Items/Knowledge Shared)

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- Classroom Breakdown (Ongoing)
- Staff Appreciation outing and Retirement Celebration (June 16<sup>th</sup>)
- Pre-K and 5<sup>th</sup> Grade Stepping up Ceremony, June 17<sup>th</sup>
- Technology and Curriculum submission June 21, 22 and 23
- Staff Last Day, June 25<sup>th</sup>
- Staff Conferences June 21<sup>st</sup> – 24<sup>th</sup>

### ➤ Tolson

- Star Testing Complete June 18<sup>th</sup>
- Staff Close out and Conferences underway
- Last Day for Staff, June 25<sup>th</sup>
- Pre-K-Middle Stepping Up Ceremony, June 17<sup>th</sup>
- Staff Celebration, June 24<sup>th</sup>
- Classroom Closeout (Teacher Checklist)
- Technology and Curriculum Submission June 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup>

## ✚ Special Education

### ➤ Student Records

- Extended School Year records transferred with approval to be received by Friendship on 6/11/2021
- Decisions pertaining to accessing student files was discussed and decided upon by Office of State Superintendent of Education CIO prior to release

### ➤ Formal Assessment (Tolson)

- Summer Assessment Team Needed
- Referrals
  - Tolson-Tier Three Students
  - Lamond- 1 Match student

### ➤ Student Support Services

- Eligibilities
  - Complaint-100%
  - Remaining Meetings- 2
  - Tolson (2 pending) Lamond (1 pending)
- Individualized Education Plan
  - Complaint-100%
  - Remaining Meeting- 2
  - Tolson (2) Lamond (0)
- 504's
  - Complaint- 100%
  - Non Complaint- 0%
- EL Plans-100% Complaint

### ➤ DC Free & Affordable Family Entertainment

- Shared links for summer camp, movies, healthy kid friendly events and Do-It-Yourself programs. This information will be posted on both parent outlets: Class Dojo and Parent Square.

### ➤ Students at Lamond would have to receive their Individualized Educational Plan and will need to provide proof to DC Public Charter School Board on how we communicated the information to the families.

- Friendship (Extended School Year Services)- nine students will be participating from Tolson and Lamond campuses
- Phalen Leadership Academies- Working closely with Imagine and ready to start the school year

## Discussion: (Items/Knowledge Shared)

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### + Governance Committee Updates

- We have another outstanding candidate for the board, Shereefat Balogun. Tonight, we will be voting on the candidacy of Ms. Balogun as a potential board member. She is currently the Chief Legal Complaint Counsel for the State Employees Credit Union of Maryland. She manages all the legal and compliance aspect of the organization. She will be a great asset to the board with her legal background and volunteering her time. Austin made a motion to vote for Shereefat Balogun as a Hope Tolson Board member. Alteria Brown second the motion. Shereefat Balogun was voted in as a Hope Tolson Board Member.

### + Friendship and Phalen Academic Updates

- Friendship- World Class Approach for our scholar- What does the summer look like for team members as they come onboard. Our new families will have 5 weeks experience with Friendship and operate our values and mission for extend school year. All new team members will meet with the HR team August 2<sup>nd</sup> and August 3<sup>rd</sup>. August 4<sup>th</sup> - 6<sup>th</sup> - Friendship Way University. This is when they hear from the founder and complete activities that are grounded in our mission and core values, explore curriculum the neighborhood and their campus. On August 9<sup>th</sup>, they have what is called Standard University. This is where they look deep in the standards as well as other instructional initiatives. Followed by Standard University Campus Level. All team members will report to their campus and get an overview of their school improvement plan for the year and their road to success. The first day of school will be August 23<sup>rd</sup>.
- Phalen Leadership Academies- Using the curriculum audit to identify the needs for teachers and scholars. We are having meetings weekly with the Hope leadership team, Ms. Pela and Mrs. Stone, along with the national team and Trina McWilliams to go over some tactical information. Also, we had our first staff kickoff about the PLA model.

### + Transition Working Updates

- Imagine- Have already addressed updates
- Friendship- Currently 105 Lamond scholars have completed or active in the registration process. The next Parent Advisory Committee meeting will be on June 23<sup>rd</sup> at 5:00pm

### + Announcements & Closing:

- The Hope board decided to use the summer funds to sponsor students who would like to participate in summer programs across the city.
- Next board meeting Thursday, July 22, 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:

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