



May'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 May 27, 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 checked="" type="checkbox"/> Miller, David
<input checked="" type="checkbox"/> Brown, Alteria	<input checked="" type="checkbox"/> McWilliams, Trina	<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"/> Patel, Neha	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Bowie, Tobie
<input checked="" type="checkbox"/> Balogun, Shereefat		<input checked="" 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 – 5:55 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

Next Steps: (Task, Assigned To, Checkpoint Date)	Owner	Due Date
<p><u>Enrollment Task Force</u></p> <ul style="list-style-type: none"> ➤ Truancy Incentive Plan ➤ What is the comparison truancy rate with other schools? ➤ How many students are enrolled at Tolson and Lamond for next year? 	Stephanie Minor, Regional Operations Director	June Meeting
<p><u>Instructional Practices for Classroom Teacher</u></p> <ul style="list-style-type: none"> ➤ Share feedback from teachers on the effectiveness of the coaching cycle 	School Leaders, O. Pela and A. Stone	June Meeting
<p><u>Special Education</u></p> <ul style="list-style-type: none"> ➤ Begin thinking about recovery efforts for school year 2021/2022 ➤ Some preschool -3 students remained consistent and they would benefit from brick and mortar returning 2021-2022 	Angela Allen, Regional SPED/ELL Director	June Meeting

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

Owner

Due Date

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

DECISIONS MADE

Decisions Made: (What, Why, Impact)

- ✚ April Board Meeting Agenda
 - Susan Sabella moved to approve the agenda. Alteria Brown second that motion.
- ✚ Motion to adopt the minutes
 - Austin Alderdice approve the minutes. Kerry Smith 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 (Susan Sabella moved to go into a closed session. Austin Alderdice second the motion.)

DISCUSSION

Discussion: (Items/Knowledge Shared)

- ✚ Finance Committee Updates:
 - Budget:
 - Full presentation to the Public Charter School Board at the June meeting for the 2021-2022 School Year budget
 - Current assumption around enrollment of 375 students: net income will be -1.5m. 1.3m of that is one time expenses related to the final payments of Lamond building. The net income net income will be -\$200,000.
 - Ending cash balance as of June 30, 2022 will be 2.5m which equivalent to 75 days of cash on hand.
 - Enrollment
 - Lamond Enrollment Update
 - 4.9% withdrawal rate year to date
 - Highest in Pre-kindergarten 3 through Kindergarten

Discussion: (Items/Knowledge Shared)

- Three students in each pre-kindergarten 3, pre-kindergarten 4 and kindergarten have withdrawn post-audit, one of which was excluded from the Uniform Per Student Funding Formula roster
- One student enrolled post-audit who transferred from Tolson
- Tolson Enrollment Update
 - 10 Uniform Per Student Funding Formula students have withdrawn post-audit, including two students that withdrew in the last month. One of those transferred to Lamond.
 - 2.74% withdrawal rate to date
- Re-Enrollment Update
 - Friendship Public Charter School Acquisition was approved
 - Parents received communication from both Imagine and Friendship Public Charter Schools notifying them as part of the acquisition Pre-k3 to 4th grade families have the right to re-enroll at Friendship. The 5th grade students will need to go back to MySchoolDC and specify Friendship Public Charter School with a transfer preference.
 - My School DC drafted a memo dated 5.27.21. The purpose of this memo s to documented all changes and communication My School DC has made to date in response to the intended closure of Hope Community Public Charter School- Lamond Campus at the end of 2020-2021 school year, and the acquisition of its assets by Friendship Public Charter School-Ideal campus.
 - Sandra Majano will collaborate with Friendship on re-enrollment
 - On May 27, 2021, Ken, Stephanie and Candice met briefly to discuss communication, messaging, and marketing, plans for Town Halls or information sessions to answer questions and/or assist with enrollment related matters.
- Lamond School Year 2021-2022 Re-enrollment Update
 - 0 student matched
 - 0 students waitlisted (Lamond's waitlist has been removed from Hope's MySchool account)
 - 13 students who have accepted offers from other schools
 - 12 students (from Prek-3 to 4th) submitted intent to return
- Tolson School Year 2021-2022 Re-enrollment Update
 - 33 students matched
 - 35 students waitlisted
 - 12 students leaving
- Operations Update
 - Enrollment- Lamond and Tolson will be managed by the respective new partners- Friendship and Phalen Leadership Academies
 - Contracts/Vendors- Phalen Leadership Academies and Friendship are identifying those vendors or services they are interested in maintaining/we will move to terminate or end others accordingly
 - Marketing-Effective immediately, Imagine Schools has been advised to release access to all Hope's marketing channels to Hope Board and its designee, Phalen Leadership Academies (PLA) for Tolson and Friendship Schools for Lamond. Further communication that may be needed to be channeled to the community about the end-of-the year closeout can be done through the Board's designee in collaboration with Stephanie Minor and her designees.
 - Accounts Payable-EdOps will assume the role effective June 1st with all invoices submitted invoice@hopecommunity.anybill.com.
- Financial Update
 - First half of property taxes paid in March (\$94,564.74 Lamond and \$142,576.31 Tolson)

Discussion: (Items/Knowledge Shared)

- Charter School Real Property Tax Rebate Application submitted tomorrow no later than June 1st

+ Facility Updates:

- Facilities Managers monitor inventory of supplies and equipment to ensure consistent cleaning and disinfecting
 - Monitor safe, correct use and storage of cleaners and disinfectants, including storing products securely away from students
- All lavatories are inspected throughout the day and sanitized when necessary
 - Immediately after the facilities are vacated each day, lavatories are sprayed down, using the IonoMax electro static sprayers, utilizing HOCL disinfectant
- Buildings are sanitized daily at the end of each school day utilizing IonoMax electro static sprayers
- Monitor and empty trash cans during breakfast/lunch service in classroom at both campuses
- Disinfect and wipe-down high-traffic areas and touch points throughout the day
- Wednesday Schedule
 - Detailed cleaning: deep cleaning and disinfecting
 - Wet mop all floors and burnish if possible
 - Schedule any vendors who might have to do some work
- 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 9th-June 11th
 - Inventory of Hope Tolson storage units will be completed as part of fixed-assets inventory
 - Excess curriculum and manipulatives, furniture, shelve units, file cabinets, accounting files, musical instruments, sports equipment, technology equipment
- Continued Coordination of site visits with Phalen Leadership Academes and Friendship
- Facilities Information sharing:
 - Floor plans, system drawing and as-built, as requested
 - Environmental assessment records including asbestos management plan records and updates
 - Requested information has been uploaded to PLA's information request portal
- Asbestos containing materials reinspection at Lamond building completed May 5th
 - Asbestos Management Plan reinspection report shared with Board and Friendship Academy
- Imagine's corporate office provided documentation of abatement of asbestos containing materials in the Tolson building in 2006

+ Academic Committee

- General School Year Closeout
 - Lamond
 - Scholar Technology Return: June 21st & June 22nd
 - Scholar Final Testing: June 3rd -June 11th
 - Final Scholar Portfolio: June 16th
 - Staff School Closeout: June 21st & June 22nd
 - Rising 5th and Kindergarten, Social Distance Stepping Up Ceremony: June 17th
 - Final Staff Celebration: June 16th
 - Tolson

Discussion: (Items/Knowledge Shared)

- Scholar Technology Return: June 22nd & June 23rd
- Scholar Final Testing: May 31st – June 11th
- Scholar Portfolio/Articulation Document: (June)
- End of Year Evaluations & Teacher Reflection: (June)
- Socially Distance Stepping Up Ceremony: June 16th & June 17th
- Final Staff Celebration: June 25th
- Monitoring Progress (Instructional Trends)
 - Lamond
 - Virtual Scholar Engagement (Domain 3)
 - Questioning to increase rigor (Domain 3)
 - Virtual Learning Structures and most effective virtual instructional strategies
 - Tolson
 - Scholar Engagement and Total Participation Techniques (Domain 3)
 - Level of Questioning & Discussion Techniques (Domain 3)
 - Hybrid Learning Model and the use of Digital Differentiated Activity Lists
 - Weekly Spotlight on Strategies
- Academic Excellence (Coaching Focus):
 - Lamond
 - Scholar engagement
 - Questions (Bloom's Taxonomy)
 - Virtual Instructional Practice
 - RTI
 - Tolson
 - Student-centered coaching
 - Differentiated Activity Lists
 - Closeout Out Procedures (RTI documentations & scholar portfolios)
 - 8th grade portfolios
- Academic Excellence: Percentages of Teachers on a Coaching Cycle
 - Lamond Updates
 - 30% (5 out of 17) of Lamond Teachers began the school year on a coaching cycle
 - 12% (2 out of 17) of teachers are now on a coaching cycle based on individualized academic goals set for the 2020-2021 school year
 - Tolson
 - 55% (22 out of 40) of Tolson Teachers began the school year on a coaching cycle.
 - 20% (8 out of 40) of teachers are now on a coaching cycle based on individualized academic goals set for the 2020-2021 school year

✚ Special Education

- DC Free & Affordable Summer Programs
 - Shared links for free meals, glaciology and marine programs, Gifted and Talented Summer Programs, Virtual-Campkinda and Mayor browser link to free and low cost summer programs
- Summer -Formal Assessment- Legal Liability
 - The students in Response to Intervention and/or Multi-Tiered System of Support Tier 3 process that have completed Tier 3 are pending formal assessments
 - Formal Meetings are pending Summer Team assignment
 - Identification of Summer Team member I necessary to engage the team with the parents
- Student Support Services
 - Eligibilities
 - Complaint-100%
 - Remaining Meetings- 10

Discussion: (Items/Knowledge Shared)

- Tolson (3 pending) Lamond (1 pending)
- Individualized Education Plan
 - Complaint-100%
 - Remaining Meeting- 10
 - Tolson (0) Lamond (2 pending)
- 504's
 - Complaint- 100%
 - Non Complaint- 0%
- EL Plans-100% Complaint
- Mental -Behavioral- Intervention Health
 - Grandparent Group (both campuses)
 - This group assist grandparents who has taken the role as the main provider for their grandchild(ren)
 - Meet on Wednesdays from 6:00pm-7:00pm weekly
 - Benefits- Amazing topics, Confidential Sharing, Support for the whole family

✚ Governance Committee Updates

- Voting on the candidacy of potential board member Ms. Patel. Austin Alderdice gave an overview about Ms. Patel and recommended her as a great asset to Hope Tolson PCS board. Austin Alderdice gave a motion to vote for Ms. Patel as a board member. Kerry Smith second that motion. All favored. Ms. Patel is a member of the Hope Tolson Board.

✚ Transition Working Updates

- Imagine- Stephanie Minor wanted to say thank you to Jen for providing the tracker. Imagine have been meeting weekly to make sure we are responding and updating all areas of the tacker.
- Friendship- Ken stated the charter was approved by the District of Columbia Public Charter School Board. Friendship as well Imagine sent letters out to parents for next steps. Friendship plan to host several town halls for parents.
- PLA- Alexa Giles will be the instructional specialist at Hope Tolson. She mentioned the three priorities of focus (curriculum audit, cultivating staff and family input) as Hope Tolson partner with Phalen Leadership Academies.

✚ Announcements & Closing:

- Ms. Rebecca read the Resolution and took a vote for the relinquishment at the Lamond Campus. She called on the board members one at a time to vote to support or not to support the relinquishment. Susan Sabella, Austin Alderdice, Kerry Smith, Alteria Brown and Rebecca Doherty voted to support the relinquishment.
- At the June meeting, we will ask Imagine Schools to include in its presentation a handover note for each department. The handover note should include contact information, status of work (where exactly things are), concerns regarding roles and responsibilities, and the actual date and introductory email to every stakeholder before June 30th and acknowledge the organization who will take over.
- Next board meeting Thursday, June 17, 2021 at 5:30.

✚ 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:
