



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD**

March 18th, 2021

This meeting took place via Zoom due to the Pandemic.

Attendance:

Trustees in Attendance: Alison Arnold, John Campbell, Sarah Dillard, Quameice Harris, Anne Herr, Galo Pazmino, Xiomara Santos, Rochanda Highligh-Thomas, Mizmun Kusairi, Hiram Puig-Lugo, Nitika Tolani

Trustees Absent: None

CCPCS Staff in Attendance: Dominique Coote, Laina Cox, Karen Dresden, Samantha Gaffney, Michelle Johnson, Pamela McKinney, Belicia Reaves, Jonathan Weinstein

Meeting called to order at 6:35pm

WELCOME

Alison Arnold, Board Chair, welcomed trustees, staff, and public attendees to the March Board Meeting.

MEETING AGENDA

The Board unanimously voted to adopt the meeting agenda.

CONSENT AGENDA

The Board unanimously accepted the Consent Agenda that included the January Meeting Minutes, Development Dashboard, Development Committee Minutes (3/10/21), Finance Committee Minutes (3/10/21), School Performance Committee (3/5/2021).

RE-ENTRY/RECOVERY PLANNING: UPDATE ON INITIATIVES, PLANNING, AND DECISIONS

Karen Dresden, Head of School, provided an overview of planning for Quarter 4, summer 2021, and school year 2021-2022. She shared that we are currently operating four learning hubs (early childhood, elementary, middle, and high school), with each hub serving 10 students and supervised by two Learning Hub Supervisors. Three weeks into the opening of the hubs, we have seen evidence of success including much higher

engagement for participating students. Because of the success, we are planning to open six more hubs to start in Quarter 4. In February, we began hosting outdoor activities for Lower School students on Saturdays. Attendance has been strong and we plan to continue these while expanding to include outdoor activities for middle and high school students as well.

Karen shared the vision for planning for next school year, "Capital City is committed to investing the resources needed to support a bold vision for re-entry and recovery rooted in equity and ensuring that all students receive the academic and social emotional support that they needs for their short and long-term success as we emerge from this pandemic." For next school year we want to offer all students the opportunity to return to school in-person. We are looking to increase staff to reduce student:teacher ratios. This will both allow us the flexibility to plan for different modes of instruction while also ensuring that we have sufficient staff to support a strong recovery. While there are many unknowns for next year, we anticipate the need to be flexible and have clear plans for operating models that include 100% in-person, hybrid, and virtual learning depending on metrics, guidelines, and conditions. Cohorting of students is an important aspect of in-person models. This prevents the mixing of students and therefore limits potential for spreading the virus. For MS and HS, teachers would rotate to students and teach a limited number of cohorts. Inclusion teachers and general education teachers would all teach groups that include students with and without disabilities and Special Education Case Managers will be added so that teachers can focus on instruction instead of case management. Adding additional inclusion teachers will increase bandwidth and allow us to move to a recovery model where all core classes are co-taught. A strong re-entry and recovery will require an investment of resources, strong operational systems, building trust with families for in-person return, and staff professional development.

FINANCE COMMITTEE: FY22 BUDGET TIMELINE/PROCESS

Jonathan Weinstein, Chief Operating Officer, and Galo Pazmino, Finance Committee Chair, shared information about the FY22 Budget process. School leaders are working with EdOps to prepare a budget that will reflect programmatic and operational needs. One difference this year is that we anticipate adding a significant number of new positions to support re-entry and recovery. In anticipation of this higher than usual staffing expense, the Finance Committee recommends that the Board meet in early April to authorize the school to commence the hiring process for new staff in advance of the final budget approval in late May.

The Board voted unanimously to add a special meeting in April to consider FY21-22 staffing needs in advance of full budget approval in May. Trustees will be polled for availability and trustees and the public will be notified of the meeting date.

GOVERNANCE: UPDATE ON BOARD RECRUITMENT FOR SY21-22

Rochanda Hiligh-Thomas has begun checking in with trustees about their plans for next school year to inform our recruitment needs. Rochanda shared that we seek to identify

new trustees in the spring with new terms beginning 7/1 and to reach out to her, or Karen, with recommendations of potential new trustees.

The meeting adjourned at 8:18pm



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD**

April 13, 2021

This meeting took place via Zoom due to the Pandemic.

Attendance:

Trustees in Attendance: Alison Arnold, John Campbell, Sarah Dillard, Quameice Harris, Anne Herr, Galo Pazmino, Xiomara Santos, Mizmun Kusairi, Hiram Puig-Lugo, Nitika Tolani

Trustees Absent: Rochanda Hiligh-Thomas

CCPCS Staff in Attendance: Karen Dresden, Samantha Gaffney, Emily Rodegast
Jonathan Weinstein

Meeting called to order at 6:05pm

WELCOME

Alison Arnold, Board Chair, welcomed trustees, staff, and public attendees to the April Board Meeting.

MEETING AGENDA

This board meeting was added to the schedule to discuss staffing related to the SY20-21 budget. The Board unanimously voted to adopt the meeting agenda.

MARCH MEETING MINUTES

The Board unanimously approved the March board meeting minutes

SY21-22 STAFFING/BUDGET: SEEKING APPROVAL TO ADD ADDITIONAL STAFF FOR SY21-22

Karen Dresden, Head of School, shared that the team has been working with Ed-Ops to construct our FY22 budget that will be presented to the board for approval in May. The process has included reviewing spending history, looking at current year projections and outline expectations for next school year. Karen shared that we are looking to add staffing positions to support a safe re-entry and recovery. We are hoping to add 16 new inclusion teachers across our ELA, as well as 5 special education case managers to

support compliance and manage administrative duties. We have also budgeted for four interim classroom teaching positions to allow our Lower School to have three classes of students in grades 1-4, rather than 2 classes. Operationally, we have budgeted for a Director of COVID Re-entry Operations and 5 Covid Re-entry Associates. The anticipated budget impact of these 30 positions will be \$2.6M.

Proposal of new positions:

- LS: 7 inclusion teachers, 4 interim classroom teachers, 1 special education case manager
- MS: 6 inclusion teachers, 2 special education case managers
- HS: 1 math teacher, 1 history inclusion teacher, 2 science inclusion teachers, 2 special education case managers
- Operations: Director of Re-Entry Operations (interim), 5 COVID re-entry operations associates (interim)

Karen shared that given the news that PPF is projected to increase by 3.6% and we are expected to receive \$1.7M in ESSER II funding, we don't anticipate needing to run a deficit. The full budget will be presented for approval at the May 18 Board Meeting.

The Finance Committee met on April 5 to review the draft budget. The committee supports the current budget plan. Galo Pazmino, Board Treasurer, asked the Board to approve the plan to hire additional staff so that school leaders can begin recruiting/hiring for these positions.

The Board voted unanimously to approve the plan for additional spending on staff for SY21-22

The meeting adjourned at 6:50pm.



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD**

May 18th, 2021

This meeting took place via Zoom due to the Pandemic.

Attendance:

Trustees in Attendance: Alison Arnold, John Campbell, Sarah Dillard, Quameice Harris, Anne Herr, Galo Pazmino, Xiomara Santos, Rochanda Hiligh-Thomas, Mizmun Kusairi, Hiram Puig-Lugo, Nitika Tolani

Trustees Absent: None

CCPCS Staff in Attendance: Chip Chase, Dominique Coote, Laina Cox, Karen Dresden, Samantha Gaffney, Wandra Gregory, Michelle Johnson, Belicia Reaves, Emily Rodegast, Jonathan Weinstein

Guests: Palak Shah (Ed-Ops)

MISSION MOMENT

6th Grade teacher, Mark Joyner and 6th Grade student, Moses, shared about their EL Better World Day Project focused on reducing the use of plastic at home and in the community.

Meeting called to order at 6:40pm

WELCOME

Alison Arnold, Board Chair, welcomed trustees and Capital City staff to the May Board Meeting.

MEETING AGENDA

The Board unanimously voted to adopt the meeting agenda.

CONSENT AGENDA

The Board unanimously accepted the Consent Agenda that included the April Meeting Minutes, Development Dashboard, Development Committee Minutes (5/1121), Finance

GRADUATION REQUIREMENTS FOR STUDENTS IN NON-PUBLIC PLACEMENTS

Karen Dresden, Head of School and Wanda Gregory, LEA Director of Special Populations shared that Capital City currently monitors ten students in non-public special education placements. They are considered part of the Capital City LEA, but not part of the Capital City High School. This year, a CCPCS monitored NPP student will be graduating from high school. Capital City graduation requirements are more rigorous than DC graduation requirements because Capital City requires students to complete a senior expedition and additional elective credits. Students in non-publics are focused on meeting DC graduation requirements. By law students attending Capital City LEA must meet our graduation requirements or receive a waiver from the Board. The presented proposal asked the Board to approve a waiver policy that would allow Capital City to waive senior expedition and additional elective requirements for NPP students so that they can graduate by meeting the DC graduation requirements.

The Board approved the waiver policy for students in non-public placements.

RE-ENTRY/RECOVERY: UPDATE ON PLANNING AND DECISION MAKING

Karen Dresden, Head of School, shared a presentation about Re-entry and recovery plans. She shared that these past months we have been immersed in planning for SY21-22 Reentry and Recovery. We recently gathered feedback from family and staff surveys. High level trends:

- 90% of staff are mostly to very comfortable with an in-person return.
- 74% of families are mostly to very comfortable with an in-person return.
- 30% of families indicated that they would prefer a virtual-only option for at least one of their children; the main reasons are concerns about their children getting sick and that their children had done well with distance learning.
- 66% of families indicated that they had mild, moderate, or serious concerns about the social and emotional health and wellness of their children.
- 90% of staff are vaccinated and 68% of families indicated the adults in their household are vaccinated (DC rate is currently 36%)

Karen Dresden shared that after evaluating the space we need to ensure appropriate distance in classrooms (3 feet apart) and for meals (6 feet apart), one of the biggest obstacles is having all weather options for students to eat meals while spaced at least 6 feet apart. We have solved this issue for Lower School with a plan for half to eat in classrooms while the other half is at recess outdoors or in the gym. For Middle School we have a plan for half of the students to eat in classrooms while half eat spaced in the cafeteria during grade level lunch periods. We need a plan for our high school students to eat meals if everyone were in person (in hybrid they can eat in classrooms). Given the number of students, high school also needs additional space for classes and breakout rooms to keep students distanced.

Karen also shared that we are looking at the feasibility of renovating the 6K feet of space adjacent to the cafeteria that is currently used for storage. Additionally we are further analyzing our indoor spaces including the theatre and are looking at the feasibility of outdoor classrooms. We completed a DME facilities survey and we are exploring options for off campus space, but we are not very optimistic that this will be feasible.

We have ordered equipment to facilitate the livestreaming of classes so that home learners will be able to join their peers in the classroom. All of our classrooms will have this technology that will be easily accessible for teachers. We are not sure how many home learners to expect, but the city will be limiting this option to students with verified medical conditions.

For next school year, we will prioritize social and emotional learning and support for all students, meeting students where they are while accelerating their learning, staying true to our model of EL Education and seeking to deliver the programs and structures that are key parts of a Capital City education, and prioritizing staff wellness recognizing that teachers and staff need to be physically, socially, and emotionally well to support students and do their best work.

FY22 BUDGET PRESENTATION

Palak Shah, Ed-Ops, shared a presentation on Capital City's budget for FY22. Key revenue drivers for SY21-22 are the 3.6% increase in Per Pupil Funding as part of the Mayor's budget, ESSER II federal funding of \$1.7M, and an expectation of steady student enrollment. We are projecting a student enrollment of 1003 and a similar number and percentage of English Learners and Students with Disabilities. We plan to add many new staff positions next year to support both re-entry and recovery as was discussed at the April meeting. The budget also includes step increases (\$2,000) for teachers and a 3% increase for non-teaching staff.

The Board approved the FY22 budget.

DEVELOPMENT: UPDATE ON SPRING 2021 DEVELOPMENT ACTIVITIES AND REQUEST FOR BOARD SUPPORT

Quamiece Harris shared that the development team will be hosting a virtual event on June 10th focused on leadership during the pandemic. She urged board members to attend and to invite their contacts who may be interested in our program or even potential board members. Quamiece also reminded trustees that board pledges must be fulfilled before our fiscal year ends on June 30th.

GOVERNANCE: UPDATE ON BOARD

Rochanda Hiligh-Thomas shared that no trustees are rolling off of the Board for SY21-22. Alison will finish her 2-year term as Chair in June. She will step down from the Chair role, but remain on the Board. Nitkia who served as Vice Chair this past year has

offered to be the new Board Chair. Rochanda shared that we want to increase our Board from 11 to 13 members so that each committee has three members. This means recruiting two new members. We plan to approve the SY21-22 board slate at the June meeting.

The meeting adjourned at 8:20pm.