

APPROVED



E.L. Haynes Public Charter School

Minutes

E.L. Haynes March 2021 Board Meeting

Date and Time

Tuesday March 23, 2021 at 6:15 PM

Trustees Present

A. Smith (remote), D. McCoy (remote), E. Westendorf (remote), J. Edelman (remote), K. Simmons (remote), L. Carlton (remote), L. Jordan (remote), M. Hall (remote), M. McDonough (remote), N. Greene (remote), R. Payes (remote), T. Gibian (remote)

Trustees Absent

S. Shah

Guests Present

A. Ray Cavanagh (remote), D. Moore (remote), H. Darilek (remote), J. Callahan (remote), K. Yochum (remote), R. Laine (remote), S. Smither Wulsin (remote), V. Carlo-Miranda (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Edelman called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Tuesday Mar 23, 2021 at 6:18 PM.

C. Approve Minutes

M. Hall made a motion to approve the minutes from the E.L. Haynes February 2021 Board Meeting on 02-25-21.

A. Smith seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Edelman Aye

Roll Call

A. Smith	Aye
S. Shah	Absent
L. Jordan	Aye
E. Westendorf	Aye
R. Payes	Aye
L. Carlton	Aye
M. Hall	Aye
K. Simmons	Aye
T. Gibian	Aye
M. McDonough	Aye
N. Greene	Aye
D. McCoy	Aye

D. Public Comment

II. Management Updates

A. CEO Update

CEO Darilek began her update noting that it has been one full year since campuses closed and the shift to virtual learning. She discussed the launch of the first full LIONS (Learning Individually on Site) classroom, and shared reflections from a recent meeting she had with a 9th grade student, who despite never meeting an E.L. Haynes staff member in-person, feels deeply connected to E.L. Haynes. She welcomed staff members and families in attendance at the meeting.

Next, CEO Darilek shared updates from each school:

- Instead of missing another year of the Elementary School musical, the students will participate in a Zoom-musical or Zoom-sical in April.
- A chess team has been formed at the Middle School and they compete against other schools in the city.
- The High School had its first-ever George Washington University Trachtenberg Scholarship award winner. Additionally, two esports team have recently been launched at the High School.

CEO Darilek then updated the Board on COVID-19 vaccines, the 2021-2022 school year calendar, and enrollment for the 2021-2022 school year. With respect to enrollment, she compared the demand report rankings for the 2020-2021 school year and the 2021-2022 school year, and indicated that demand is down across the city .

Last, CEO Darilek previewed a health and safety video about efforts to prepare for in-person classes.

III. Audit, Finance, and Facilities Committee

A. School Year 2021-2022 Budget Planning

Audit, Finance, and Facilities Committee Chair Greene asked COO Carlo-Miranda to provide an update on the school year 2021-2022 budget. COO Carlo-Miranda began by reviewing the timeline for the budgeting process, which anticipates Board approval during the May meeting.

She then provided the Board an update on federal funds allocations under the Elementary and Secondary School Emergency Relief Fund ("ESSER"), including

ESSER I, II, and III. COO Carlo-Miranda reviewed allowable uses under ESSER I and II, discussed proposed uses of ESSER I and II funds at E.L. Haynes, and indicated there would be state-level reporting on the use of funds. She next provided an overview of ESSER III, and noted that at least 20% of funds under ESSER III must be used for learning loss interventions.

In response to questions from the Board, COO Carlo-Miranda commented on ESSER I funds spent or obligated to date. She also noted considerations related to sustainability of new full-time positions funded with ESSER funds after the 2023-2024 school year.

COO Carlo-Miranda reviewed next steps, including finalizing the plan for the use of federal funds, providing 12-month employee salary increase letters, and making final full-time employee decisions. In response to another Board question, CEO Darilek and COO Carlo-Miranda commented on city-wide discussions with their peers about these funds.

IV. School Performance Committee

A. Q4 Plans and Draft Recovery Plan

School Performance Committee Chair Westendorf provided updates on fourth quarter plans and recovery priorities. He noted the substantial efforts of working groups to gather and analyze feedback and information that is constantly changing. Additionally, Chair Westendorf commented on the continued alignment with values set forth at the beginning of the pandemic.

Referring to the materials provided in advance of the meeting, he described the rationale for the fourth quarter plan for the Elementary school, and reviewed the approach to increase in-person play for all students, while inviting a limited number of pre-K through 4th grade students to attend in-person four days per week.

Committee Chair Westendorf then highlighted the rationale for the fourth quarter plan at the Middle and High Schools. He described the LIONS classrooms approach (which will serve a limited number of students) and structured in-person afternoon activities.

COO Darilek previewed proposed criteria for selecting students for the limited in-person opportunities, including special learning needs, attendance data, assessment data, engagement in virtual learning, and teacher recommendations.

Next, Committee Chair Westendorf provided an overview of the draft recovery plan, including the rationale for the plan and key priorities. Priorities include: coaching and training for teachers, addressing learning loss through interventions and support, student mental health and wellness, family engagement, and staff wellness.

The Board met in small groups to discuss the fourth quarter and recovery plans.

V. Governance Committee

A. Staff Trustee Process Update

Governance Committee Chair Jordan reminded Board members to provide recommendations for trustee positions. She then reported that interviews had begun for staff trustee positions, with a goal to bring the Committee's selection to the Board in April or May.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,
D. McCoy

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

APPROVED



E.L. Haynes Public Charter School

Minutes

E.L. Haynes April 2021 Board Meeting

Date and Time

Thursday April 22, 2021 at 8:45 AM

Trustees Present

A. Smith (remote), D. McCoy (remote), E. Westendorf (remote), J. Edelman (remote), K. Simmons (remote), L. Carlton (remote), L. Jordan (remote), M. Hall (remote), M. McDonough (remote), N. Greene (remote), R. Payes (remote), S. Shah (remote), T. Gibian (remote)

Trustees Absent

None

Guests Present

A. Baron (remote), A. Kramer (remote), E. Hueber (remote), H. Darilek (remote), J. Callahan (remote), R. Laine (remote), V. Carlo-Miranda (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

J. Edelman called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Thursday Apr 22, 2021 at 8:49 AM.

C. Approve Minutes

E. Westendorf made a motion to approve the minutes from E.L. Haynes March 2021 Board Meeting on 03-23-21.

A. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Hall Aye

Roll Call

A. Smith Aye
L. Jordan Aye
T. Gibian Aye
D. McCoy Aye
R. Payes Aye
K. Simmons Aye
L. Carlton Aye
N. Greene Aye
M. McDonough Aye
J. Edelman Aye
S. Shah Aye
E. Westendorf Aye

D. Public Comment

II. Management Updates

A. CEO Update

CEO Darilek began her update noting that it was the start of the fourth quarter of the school year. She welcomed High School Principal Hueber Stoetzer back from maternity leave, and thanked Assistant Principal Clarke for her commitment and strong leadership during Principal Hueber Stoetzer's leave. CEO Darilek noted the recent Chauvin verdict, and remarked on opportunities to show support of students and staff as they processed the verdict.

She then recognized and acknowledged the tremendous amount of work accomplished by leadership and staff at all of the schools:

- At the Elementary School, leadership and staff accomplished the goal of offering in-person instruction to two classrooms per grade level four days a week, without compromising the quality of virtual learning for students that will stay home. Additionally, play dates for elementary school students have begun.
- The Middle School held a family meeting after the Chauvin verdict to honor the moment and assess family needs.
- Accomplishments at the High School include instituting creative schedules, preparing for in-person AP classes, and commencing sports programs.

Last, CEO Darilek provided updates on enrollment, screening testing, recent testimony she provided on the PCSB's proposed at-risk preference process, and announcements from the Mayor on UPSFF and expectations for schools during the 2021-2022 school year.

III. Governance Committee

A. Staff Trustee and Recruitment Update

Governance Committee Chair Jordan provided an update on recruitment, and requested that Board members provided candidates for consideration. She informed the Board that the staff trustee will be voted on in May.

B. Trustee Nomination for Consideration - Richard Laine

Committee Chair Jordan presented Richard Laine as a nominee for the Board's consideration. Referring to the materials provided in advance of the meeting, she briefly provided background on Mr. Laine. Governance Committee Chair

members provided feedback on their discussions with Mr. Laine, and the benefits he will bring to the Board.

L. Jordan made a motion to adopt the following resolutions.

E. Westendorf seconded the motion.

WHEREAS, Article III of the bylaws of E.L. Haynes Public Charter School states that the Board of Trustees shall elect trustees of the corporation; and

WHEREAS, Article III in the bylaws further state that

Board members will be elected by a majority of the quorum present;

- Trustees are first elected to serve one, three-year term, then re-election for a second consecutive three-year term;
- Trustees may elect to remain on for one additional year to support the board transition to term limits; and,
- Terms ordinarily start on July 1 and end on June 30;

BE IT RESOLVED, that the Board of Trustees hereby appoints Richard Laine as member of the Board of Trustees of Euphemia L. Haynes Public Charter School; and

FURTHER RESOLVED, that these Resolutions shall be effective as of July 1, 2021, unless rescinded by subsequent action by the Board of Trustees. The board **VOTED** unanimously to approve the motion.

Roll Call

M. McDonough Aye
L. Jordan Aye
R. Payes Aye
D. McCoy Aye
E. Westendorf Aye
T. Gibian Aye
J. Edelman Aye
S. Shah Aye
M. Hall Aye
L. Carlton Aye
N. Greene Aye
A. Smith Aye
K. Simmons Aye

IV. Development Committee

A. Update

Development Committee Chair Shah reported that the fundraising goal has been exceeded for the school year. She turned to Senior Director, Development and Communications Callahan to provide additional information on development activities.

V. School Performance Committee

A. Academic Strategy Update and Plans for Acceleration

School Performance Committee Chair Westendorf noted that the Committee's last meeting focused on the following areas: (i) academic strategy and (ii) accelerated learning and wellness strategy.

The Board first broke into small groups to discuss their observations with respect to the academic strategy. Small groups then shared key questions and

observations discussed. In response to the questions, CEO Darilek and Principal Resident Baron discussed efforts to make the strategy come to fruition and teacher involvement in content and planning.

Next, the Board broke into small groups to discuss the accelerated learning and wellness strategy. CEO Darilek and Mr. Baron responded to small group questions and observations on sustainability of the strategy, pace of change, and wellness and trauma-informed instruction, among other topics.

VI. Audit, Finance, and Facilities Committee

A. School Year 2021-2022 Budget Planning

Audit, Finance, and Facilities Committee Chair Greene noted that the Committee has been focused on the funding of strategies discussed by the School Performance Committee. He turned to COO Carlo-Miranda to provide additional detail.

COO Carlo-Miranda reviewed the budget timeline, noted that the PCSB extended the budget deadline, and provided an update on budget projections.

She reviewed the assumptions embedded in the budget and end of year targets for days of cash on hand, debt service coverage ratio, and starting and ending bank balance.

Next, COO Carlo-Miranda discussed the alignment of the budget to strategic priorities in academics, talent, and operations. She covered new and additional investments in each area, including the proposed amounts allocated in the budget.

CEO Darilek and COO Carlo-Miranda responded to numerous Board questions related to the proposed budget, including questions regarding allocation amounts for family engagement, the impact of the enrollment spike this year, the use of intervention teachers, and new roles being funded by federal funds in light of future funding cliffs. CEO Darilek requested that Board members send any additional questions that they have before the May Board meeting.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 AM.

Respectfully Submitted,
D. McCoy

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

APPROVED



E.L. Haynes Public Charter School

Minutes

E.L. Haynes May 2021 Board Meeting

Date and Time

Tuesday May 25, 2021 at 6:15 PM

Trustees Present

A. Smith (remote), D. McCoy (remote), E. Westendorf (remote), J. Edelman (remote), K. Simmons (remote), L. Carlton (remote), L. Jordan (remote), M. Hall (remote), N. Greene (remote), S. Shah (remote), T. Gibian (remote)

Trustees Absent

M. McDonough, R. Payes

Guests Present

A. Kramer (remote), A. Schlick (remote), B. Wagner-Friel (remote), E. Hueber Stotzer (remote), G. Navidi-Kasmai (remote), H. Darilek (remote), J. Callahan (remote), K. Yochum (remote), R. Hunt Taylor (remote), R. Laine (remote), S. Smither Wulsin (remote), V. Carlo-Miranda (remote), Z. Mahon (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Edelman called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Tuesday May 25, 2021 at 6:17 PM.

C. Approve Minutes

A. Smith made a motion to approve the minutes from E.L. Haynes April 2021 Board Meeting on 04-22-21.

L. Carlton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

E. Westendorf	Aye
A. Smith	Aye
D. McCoy	Aye
M. McDonough	Absent
L. Carlton	Aye
S. Shah	Aye
L. Jordan	Aye
J. Edelman	Aye
M. Hall	Aye
N. Greene	Aye
T. Gibian	Aye
R. Payes	Absent
K. Simmons	Aye

D. Public Comment

II. Management Updates

A. CEO Update

CEO Darilek began her update honoring the anniversary of George Floyd's murder and E.L. Haynes' commitment to equity. She expressed excitement about students returning to school in-person, and asked each principal to share campus highlights from the third quarter.

- Middle School Principal Mahon discussed the LIONS classrooms, informed the Board that teacher enthusiasm remains high, and discussed a recent career day held at the Middle School.
- Elementary School Principal Wagner-Friel discussed the successful Saturday soccer program, during which many elementary school students participated representing the entire community. This program successfully provided time for students and parents to engage.
- High School Principal Hueber Stotzter remarked on her excitement for upcoming award ceremonies to celebrate student growth and achievements at all High School grade levels.

CEO Darilek then provided updates on in-person learning next year consistent with City guidance, the OSSE Continued Education Plan, the COVID-19 testing screening program, updates to the PCSB's at-risk preference process, vaccine rates for staff based on anonymous surveys, and enrollment for the 2021-2022 school year.

III. Development Committee

A. Update

Development Committee Shah reported on the success of fundraising as compared to goals, reminding the Board that fundraising amounts have exceeded goals.

IV. Governance Committee

A. Staff Trustee for Consideration

Governance Committee Chair Jordan reminded Board members to provide recommendations for potential candidates for the Board. She then welcomed staff trustee candidate Gaberella Navidi-Kasmai.

L. Jordan made a motion to to adopt the following resolution.

J. Edelman seconded the motion.

WHEREAS, Article III of the bylaws of E.L. Haynes Public Charter School states that the Board of Trustees shall elect trustees of the corporation; and

WHEREAS, Article III in the bylaws further state that

- Board members will be elected by a majority of the quorum present;
- Trustees are first elected to serve one, three-year term, then re-election for a second consecutive three-year term;
- Trustees may elect to remain on for one additional year to support the board transition to term limits; and,
- Terms ordinarily start on July 1 and end on June 30;

BE IT RESOLVED, that the Board of Trustees hereby appoints Gaberella Navidi-Kasmai as member of the Board of Trustees of Euphemia L. Haynes Public Charter School; and

FURTHER RESOLVED, that these Resolutions shall be effective as of July 1, 2021, unless rescinded by subsequent action by the Board of Trustees. The board **VOTED** unanimously to approve the motion.

Roll Call

A. Smith	Aye
S. Shah	Aye
M. Hall	Aye
K. Simmons	Aye
M. McDonough	Absent
L. Jordan	Aye
J. Edelman	Aye
E. Westendorf	Aye
R. Payes	Absent
N. Greene	Aye
D. McCoy	Aye
L. Carlton	Aye
T. Gibian	Aye

B. Board Meeting Calendar for SY 2021-2022

Governance Committee Chair Jordan then asked Board members for feedback on their preferences for morning meetings or evening meetings.

V. School Performance Committee

A. Review and Discuss Q3 Dashboard

School Performance Committee Chair Westendorf noted that the Committee focused on alumni and the third quarter dashboard at its most recent meeting.

He turned to Chief Academic Officer Hunt, who asked the Board to break up into small groups to discuss data related to alumni. Board members shared themes from their small group discussions, including themes related to data collection and the need to obtain additional data on non-persistence, benchmarks for other DC public schools, and whether the focus should be solely a college pathway or

broader to include other career pathways or other post-secondary credentials outside of college.

The Board broke into small groups again to discuss the third quarter dashboard, including community survey results.

VI. Audit, Finance, and Facilities Committee

A. Review and Approve School Year 2021-2022 Budget

Audit Committee Chair Greene indicated that the Board will be requested to vote on the budget for the 2021-2022 school year. He noted that the materials provided in advance of the meeting included the multi-year budget and encouraged the Board members to reach out to him or COO Carlo-Miranda with questions. He then turned to COO Carlo-Miranda to review the proposed budget for the 2021-2022 school year.

COO Carlo-Miranda first reviewed updated budget projections for revenue, expenses, and end of the year targets for days of cash on hand and the debt service coverage ratio. Next, she discussed revisions to budget priorities in the areas of academics, talent, and operations. In response to a question from a Board member, COO Carlo-Miranda discussed increases in health care costs. She then reviewed allocations for proposed investments.

N. Greene made a motion to approve the SY 2021-2022 budget in the form presented to the Board.

D. McCoy seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Hall	Aye
R. Payes	Absent
T. Gibian	Aye
N. Greene	Aye
L. Jordan	Aye
A. Smith	Aye
J. Edelman	Aye
D. McCoy	Aye
M. McDonough	Absent
E. Westendorf	Aye
S. Shah	Aye
K. Simmons	Aye
L. Carlton	Aye

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,
D. McCoy

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.



E.L. Haynes Public Charter School

Minutes

E.L. Haynes June 2021 Board Retreat - Business Meeting

Date and Time

Friday June 11, 2021 at 9:10 AM

Location

E.L. Haynes Middle School

Trustees Present

A. Smith, D. McCoy (remote), E. Westendorf, G. Navidi-Kasmai, J. Edelman, L. Carlton, L. Jordan, M. Hall, N. Greene (remote), R. Laine, R. Payes (remote), T. Gibian

Trustees Absent

K. Simmons, M. McDonough, S. Shah

Guests Present

H. Darilek, J. Callahan, K. Yochum, R. Hunt Taylor

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

J. Edelman called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Friday Jun 11, 2021 at 9:26 AM.

C. Approve Minutes

E. Westendorf made a motion to approve the minutes from E.L. Haynes May 2021 Board Meeting on 05-25-21.

L. Jordan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Hall Aye

L. Jordan Aye

Roll Call

E. Westendorf	Aye
L. Carlton	Aye
A. Smith	Aye
N. Greene	Aye
S. Shah	Absent
R. Payes	Aye
R. Laine	Aye
J. Edelman	Aye
M. McDonough	Absent
T. Gibian	Aye
D. McCoy	Aye
K. Simmons	Absent
G. Navidi-Kasmai	Aye

D. Public Comment

II. Governance Committee

A. Board Term Renewals and Extensions

Governance Committee Chair Jordan reviewed term extensions and renewals for certain Board members as provided in advance of the meeting. Board members indicated no objections to the proposed term extensions and renewals.

The Board then discussed potential candidates for Board succession planning.

E. Westendorf made a motion to adopt the following resolutions.

L. Carlton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. Gibian	Aye
K. Simmons	Absent
E. Westendorf	Aye
R. Laine	Aye
A. Smith	Aye
J. Edelman	Aye
D. McCoy	Aye
M. McDonough	Absent
R. Payes	Aye
M. Hall	Aye
G. Navidi-Kasmai	Aye
S. Shah	Absent
N. Greene	Aye
L. Jordan	Aye
L. Carlton	Aye

B. Board Meeting Calendar for SY 2021-2022

Governance Committee Chair Jordan updated the Committee on feedback received on whether to have evening meetings or a split between morning and evening meetings. Board members provided feedback supporting evening meetings for the next school year.

III. Audit, Finance, and Facilities Committee

A. SY 2021-2022 Signature Authority (Board)

CEO Darilek reminded the Board that during this time of the year, the Board is typically asked to approve signature authority and to reconfirm conflicts of interest obligations.

She referred to the signature authority resolutions provided in advance of the meeting.

R. Laine made a motion to adopt the following resolutions.

N. Greene seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

K. Simmons	Absent
J. Edelman	Aye
N. Greene	Aye
S. Shah	Absent
L. Jordan	Aye
A. Smith	Aye
D. McCoy	Aye
M. Hall	Aye
L. Carlton	Aye
T. Gibian	Aye
R. Laine	Aye
R. Payes	Aye
G. Navidi-Kasmai	Aye
M. McDonough	Absent
E. Westendorf	Aye

B. SY2021-2022 Signature Authority (Staff)

IV. School Performance Committee

A. At-Risk Preference Discussion

Referring to the materials provided in advance of the meeting, CEO Darilek provided an update on legislation related to "at-risk" students, which provides a preference for "at-risk" students in the school lottery. This at-risk preference would be effective for the 2022-2023 school year. CEO Darilek reviewed the definition of "at-risk", current statistics for E.L. Haynes students meeting this definition, and how these statistics compare to other schools in the city.

CEO Darilek provided the schools preliminary thoughts and recommendations with respect to this opting-in to this preference. Board members provided feedback on potential approaches.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:05 AM.

Respectfully Submitted,
J. Edelman

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