

December 8, 2021| 8:30am

via Zoom

Board members who were present: Lydia Adelfio, Jerenze Campbell, Charlene Fadirepo, Gretchen Guffy, Betsy Hanlon, Kelli Jareaux, Roneal Josephs, Art Moran, Ammena Nazeen, Meghan Quinn, Neville Waters, JD Wilde

Board members who were absent: Areesah Mobley

CCPCS Staff present: Russ Williams, Laura Berger, Clarice Ulu

## Agenda

- I. Call to Order
- II. Chairman's Remarks
- III. Routine Business
  1. Approval of Minutes
  2. Materials Contract Approvals
- IV. CEO Update
  1. 2021-22 Start of the School Year
  2. Central Office Move /Real Estate Update
  3. Review SY 2021-22 Draft Goals and Approve

BREAK (15 min)

- V. PCSB Charter Renewal Discussion with Laura Berger, Director of Data & Accountability
- VI. Committee Reports
  1. Academic Committee - Gretchen Guffy
  2. Development Committee - Art Moran
  3. Finance Committee - JD Wilde
  4. Governance Committee - Neville Waters
- VII. Executive Session (if needed)

Betsy Hanlon, Board Chair, called the meeting to order at 8:30 a.m.

## Chairman's Remarks

The chairman welcomed everyone to the meeting and informed the board that hopefully by March, COVID-19 will be under control and perhaps we can meet in person.

## III. Routine Business

### Approval of Minutes

**Action Requested:** Approval of Minutes from Special Board Meeting on Real Estate on December 1, 2021.

**Motion approved**

**Action Requested:** Approval of minutes from the Materials Contract Board Meeting on October 26, 2021.

**Motion approved.**

**Action Requested:** Approval of Minutes from September 22, 2021 quarterly board meeting.

**Motion approved.**

**Action Requested:** Approval of Minutes from June 16, 2021 quarterly board meeting.  
**Motion approved.**

Lydia Adelfio made the motion to approve and Kelli Jarreaux seconded the motions.

#### **Resolution to appoint Jerenze to the Executive Committee as the new Chair of the Finance Committee**

**Action Requested:** Resolution for Director of Finance  
Resolution to appoint Jerenze Campbell to a 2 year term  
Ammena Nazeen made the motion and Betsy Hanlon seconded the motion

**Motion approved unanimously**

#### **Recommendation from the Governance Committee to appoint Margaret Horn and Tom O'Hara to emeritus board member status**

**Action Requested:** Emeritus appointment for both Margaret Horn and Tom O'Hara  
Lydia Adelfio made the motion and Ammena Nazeen seconded the motion

**Motion approved unanimously**

**Action Requested:** Approval of R. Williams' 9 (nine) goals as they currently exist, separate them from the Development Committee and the Governance Committee goals, and recirculate to the full board.

Kelli Jarreaux made the motion and Neville Waters seconded the motion

**Motion approved.**

#### **IV. CEO Updates**

Russ Williams gave the following update to the board:

- 2021-22 School Year
- Office Move Update
- Review Goals and Approve

#### **2021-22 School Year**

### **Pre-Holiday Break**

The work has shifted a little because the pandemic creates its own body of work. Starting the school year early helped to reset and set up the schools for success. Everyone has been a little tired of managing all of the COVID matters, but they are continuing to push through for the students and keep the schools safe. We are trying to keep the staff and students positive. The calendar was built with a full two-week winter break so that staff can rest and rejuvenate. We have done a few small things for the campuses, like all staff lunches at each of the campuses, and expect to do a few more things in the new year to lift staff morale.

### **Vaccine Clinics**

The clinics have been successful. Most of the volunteers have been from the Central Office to give staff a break. Brightwood has had both of theirs with great participation. Congress Heights and Trinidad have each had one clinic and expect to have their second ones this evening. There was plenty of foot traffic in Ward 5 and a little less in Ward 8. The vaccine teams have been extremely organized. Due to the uptick in the Omicron virus, the clinics are not just for students ages 5-11, but adults can come and get a vaccine or their booster shots. We are doing what we can to encourage our families to get vaccinated. All of the clinics are open not just to our families, but to all families in the city.

### **Enrollment**

Enrollment is down 1.5%. We are continuing to lose students as they move to Maryland or transfer to another school. As we gear up for the new enrollment cycle, we will approach it differently by doing more outreach and build-in some flexibility for parents. We are planning to have staff participate in the MySchoolDC virtual school fair this weekend, Sat, December 11.

### **HR Staffing**

An assistant principal has been hired at Capitol Hill, Calvin Johnson, a former teacher who was well-liked by all of his students and a great asset. We are glad to have him back. Dr. Demetria Gartrell, who had been acting AP in the interim, has now gone back to her role of supporting the principals, APs and emerging leaders. We are working on a program to help us recruit and attract more teachers. We are currently recruiting for the following:

- Capitol Hill - Interventionist
- Congress Heights - Enrichment
- Petworth - 7 + 8 Humanities
- Shaw - Interventionist + 1st Grade 1A
- Trinidad - 7 + 8 Humanities

### **Student Well Being**

This survey (in conjunction with EmpowerK12) is done three times a year and the mid-year one has just been completed. 10-15% of our students list that they do not feel they belong; and a few have mentioned that some teachers don't show-up with a positive attitude each day. This is feedback that we have shared with our teachers so that they may bring the best versions of themselves to the school each day. The survey has a box the students can check if they want someone to follow-up with them on issues they are facing and those who asked for follow-up will hear back from a counselor or social worker. Jackie Green and the leadership will review the survey data and assimilate it to the board when complete.

A few of the board members would like to see the complete list of questions from the survey to review.

**ACTION:** R. Williams will have L. Berger export all of the data from the student well being survey to share with the board.

There is also a teacher survey done with TNTP that is currently being administered.

**ACTION:** R. Williams will share the data from the teacher survey once it has been analyzed.

The board discussed the possibility of hosting a focus group for the staff, especially the vocal minority who feel they are not being heard. The leadership team takes pride in taking good care of our staff and works to get better outcomes for our kids. It is expected that a survey of the staff will result in expected responses and not be very helpful.

**ACTION:** In lieu of this the board members should visit the campuses after the winter break as a way to get oriented to the work and staff at the schools. R. Williams and C. Ulu will get the visits scheduled during the first few weeks in January.

### **Tutoring**

There are 120 students across campuses who are receiving tutoring services via Maryland Teachers Tutors, BookNook and AARP Senior Corps. We have not been able to get as many tutors as we thought we would for this project. Starting in January, we will provide a stipend to some of our staff who would like to participate in tutoring a few hours a week next year.

### **Staff Well Being**

We have provided a workout platform via Spark; staff will have a longer holiday break; there have been several town halls; we've added a few extra days off for staff; we offer yoga online and in-person.

### Central Office Move and Real Estate Update

#### **Central Office Move**

The Central Office move was a success. The office moved on December 3-4. We are still waiting for a few furniture items held up due to supply chain issues. The new address is 301 N Street, NE, Suite 200, Washington, DC 20002.

#### **ADW Meetings**

Tom O'Hara and R. Williams have meetings scheduled in late December/early January regarding Congress Heights [add a 4th floor for classes and elevate the basement] and a few other campuses. We are looking to extend the leases and get help on construction costs, and get clarity on the Trinidad parcel. One of the original leases' 5 year renewals comes up this January.

#### **Maker Space Update**

We still have not heard back concerning the offer we submitted last week, Fri, Dec. 3, 2021.

**ACTION:** R.Williams will send an email update to the board once he hears back from the broker.

### Review CEO Goals and Approve

#### **CEO Goals**

After a brief discussion of the CEO goals, it was decided to:

- Keep the Academic and Finance goals
- Remove the Development and Finance goals

**ACTION:** The board would like to separate the CEO goals from the committee goals to ensure accountability. They will approve this year's goals and then discuss how these goals should look in the future. The Ad Hoc committee will get this done.

### V. PCSB Charter Renewal Discussion with Laura Berger, Director of Data and Accountability

The 15-year charter renewal is fast approaching. During the SY2022-23 we will apply for our 15-year renewal with the Charter Board (PCSB). Several years ago Center City PCS adopted the Performance Management Framework (PMF) for how charter schools are held accountable. In a typical year PCSB would look at the last five years, but given the lack of data during Covid we are discussing what this may look like with PCSB. PCSB has indicated that they will not issue a PMF this year nor next year which means we will not have the data for school years 19-20, 20-21, and 21-22. We will have data, but not the originally agreed accountability framework for whether or not we have met our goals.

PSCB issued the COVID Impact Policy that allows it discretion in determining if a school has met their goals. The school has to have had an average score of 40% or more. Because of this provision, all of our schools are eligible for renewal based on our prior PMF scores.

This year in preparation for the renewal, PCSB will conduct a qualitative site review. They will come and observe 50% of our core content teachers at each school for 30-45 minutes. Next fall we will submit our actual application for renewal including all of our charter goals, how we meet the COVID-19 Impact Policy as well as our financial position and governance.

## **VI. Committee Updates**

### **Academic Committee - Gretchen Guffy, Chair**

The draft goals are as follows:

1. Support CEO toward enabling student mastery and performance on grade level standards in math and reading.
2. Support the CEO and leadership team of Center City PCS as they work to maintain high daily attendance rates and decrease chronic absenteeism.
3. Support the CEO and leadership team of Center City PCS as they promote strong effective/highly effective teacher retention.
4. Center City PCS will maintain high re-enrollment rates of 85% at each campus and the Academic Committee will support the CEO and leadership team as they ensure families want to return to the school.
5. Support the CEO and leadership team of Center City PCS as they strive to maintain a low out-of-school suspension rate for our students.
6. Center City PCS will consistently engage with families throughout the year through relationship building activities, home visits, and academic partnering activities given the more extensive role caregivers are taking in education. The Academic Committee will monitor the outcomes of these activities.

**ACTION:** The board discussed. We will consider adding a goal for principal retention/succession planning for SY2022-23.

**ACTION:** CEO goals for next year (SY22-23) will include a goal for the 15-year charter renewal (as another goal).

**ACTION:** R. Williams will have the HR Team walk the board/Academic Committee through the teacher retention process to ensure highly effective teachers.

**ACTION:** The board will use part of the February board retreat to discuss Russ' ideal goals

### **Development Committee - Art Moran, Chair**

There are four draft goals this year.

1. Raise \$20,000 which is up from \$15,000 last year.
2. Receive donations from 30 new donors (up from 25).
3. Achieve 100% board participation in giving.
4. Achieve 100% board participation in volunteering. Clarice will provide opportunities for us as they arise.

The Winter Coat Drive went well. We got the kids everything they needed and will showcase it in the December 17 newsletter. Nine out of 12 board members have participated. There are volunteer opportunities at the COVID-19 Pop-ups. We are working with Niya White at Congress Heights to help students with high school supplies as they graduate 8th grade. We are also looking at one on one volunteer tutoring at the campus level.

### **Finance Committee - JD. Wilde, Chair**

Real Estate

The brokers did reach out and have spoken to the selling brokers. The seller's owner team is doing a legal review and the selling owners are hoping to do a best and final round, and we should hear back on Friday or next Monday.

Budget

There are other tools that we can use to fund future real estate.

Audit

We had an audit which went well. It was good and clean.

Goals

1. By June 30, 2022, Center City PCS will have a clear sign from the ADW team on an extension of the building leases and the proposed terms going forward. The importance of this is:
  - a. We have another extension coming up next year
  - b. We want to purchase a building or two
  - c. We are currently responsible for all enhancements to the buildings
2. By June 30, 2022, Center City PCS will achieve a balanced budget unless the board elects to shore up the budget due to the pandemic's impact - in which case this goal will be revisited after that determination has been made.

JD is stepping down as Finance Chair due to more responsibilities at his company. He is moving to the role of CFO there. He will stay in a support role and on the board for the next three years.

**Governance Committee** - Neville Waters, Chair

The board voted unanimously to appoint Jerenze Campbell as the incoming Treasurer to replace JD Wilde mid SY21-22. Ammena Nazeen moved and Betsy Hanlon seconded. The vote passed unanimously.

Tom O'Hara and Margaret Horn have been awarded board emeritus status after serving their nine years. They will attend board events, fundraisers, retreats, etc. They will not be voting members. They will join the other board emeritus members - Jack Griffin, Ralph Boyd and George Brown. Lydia Adelfio moved and Amenna Nazeen seconded. The vote passed unanimously.

The committee will interview board candidate Josh Boots tomorrow via zoom. He brings great knowledge in education and will fill the vacancy due to Margaret Horn's departure. EBP will forward us a few other candidate names at the start of the new year.

As of December 8, 2021, this is the board leadership for the duration of SY21-22

Betsy Hanlon - Chair

Art Moran - Vice Chair

Jerenze Campbell (replaces JD Wilde) - Treasurer

Neville Waters - Secretary

The meeting adjourned without an Executive Session.

**VII. Executive Session**

The board did not hold an executive session.