

DCI Board of Trustees
Open Meeting Minutes
Thursday, October 21, 2021

10/21/21 Recording started at 4:35

1. Introduction to the DCI Board - Andrea Lachenmayr, Board Chair
 - a. Individual Trustee and DCI staff intros
 - b. Meeting process
2. Comments from the Community
3. Determination of Quorum: Sarah Snyder, Elani Lawrence, Anna Zawislanski, Jamila Frone, Andrea Lachenmayr, Yuanxia Ding, David Carl, Alexandra Pardo, Shalini Shybut, Leroy Clay, Clinton Randolph
4. Also Attending: Mary Shaffner, Lauren Games, Chris Nace, Melody Maitland, DCI
5. Votes (To be conducted by roll call):
 - a. Approve Previous Minutes: Approved; 3 abstentions
 - b. Founders Status for Deidra Bailey:
 - i. Mary Shaffner recommends that Deidra Bailey be awarded Founders Status as a recognition of her hard work as a founding staff member and founding high school principal.
 - ii. Discussion is held about how to define a founder and whether a vote should be taken today.
 - iii. Members decide to hold on this vote until the governance committee determines a policy for founder status.
 - iv. The Board would like to formally recognize Deidra Bailey for her service to DCI.
 - v. Let the record reflect that Mary Shaffner has suggested that Deidra be awarded founder status.
 1. The Board wants to recognize Deidra's service as well and states that a delay does not diminish the value of her service.
 - vi. Questions:
 1. What governs our authority do to this? Are some people inherently eligible? We do not have a document that outlines in what circumstances we will grant founding status. There is a limit on how many students per year can enter through the lottery with founding status. Most of our founders already have school aged children.
 2. Can we look at what a founder is defined as under the school reform act? It is not defined. There are obviously the people who founded the school, but there are also people who have earned it through their service. Founding board members and the leaders of the member schools are on the list as well. We discussed that we will not use founding status as an incentive to join the board.
 3. Have previous staff members been made founders? Yes, we have founders who are current staff members.

4. Is there discretion here? Can we review this or it is honorary/rewarded? Everyone who is within these guidelines should be awarded this status as well.
- c. Extension of Terms: Shalini Shybut and Sarah Snyder - Approved
 - i. The Board is offering a 3 year extension to both Shalini and Sarah. Both accept the extension of their terms.
 1. The board members will abstain from the votes regarding their own terms.
 - d. \$500 payment to ALL staff for Continued Service in a Pandemic - Approved
 - i. Mary Shaffner recommends a bonus to all staff to recognize their service during this tough time.
 - ii. Discussion: Everyone agrees and supports this bonus. The budget allows for it.
 - e. Approval of Tyrrell Shaffner to do Teacher Appreciation Video - budget \$12,500
 - i. Will be discussed during the Public Affairs Committee Report
 - f. Approval of Virtual Learning Days: Approved
 - i. 11/5 Goal Setting Conferences
 - ii. 11/12 The Day after Veterans Day (in Thursday)
 - iii. 11/22 and 11/23 M/T during Thanksgiving Week.
 - iv. 5/12 and 5/13 Student-Led Conferences
 1. Mary Shaffner recommends holding the goal setting and student-led conferences virtually, as we have done that in the past. Participation has been higher virtually. We are also looking at days around holidays where we expect larger numbers of staff call outs and lower student attendance. We are bringing this to the Board since there is not an official process, we just need to inform the PCSB.
 2. Questions:
 - 5.f.iv.2.1. What are your concerns about doing attendance for virtual classes? There is not a way to capture attendance in a virtual setting unless it is a COVID related quarantine.
 - 5.f.iv.2.2. Is there concern about whether we will get credit for these school days? Kind of, but because we are taking attendance and it is not prohibited, we just want a formal record of the process.
 - 5.f.iv.2.3. Would these be asynchronous? No, these would be synchronous on Zoom.
 - 5.f.iv.2.4. Discussion about getting credit for these days. There is no way to get an answer for doing it this way. We need to have 180 days of school. We will argue that it is an actual virtual learning day, just like during COVID. PCSB has given waivers to the 180 days to schools even before COVID as long as they meet 1080 hours, which we are well above.

6. Introduction of Interim HS Principal Chris Nace

- a. Mary Shaffner is excited that Chris has accepted the position as our Interim Principal. He has over 10 years of experience here, at DCPS, and DC gov. Lots of enthusiasm and a plan
- b. From Chris Nace: Chris has been interim at every job he has had. He is happy to serve the school and support the team as we search for a permanent principal. He plans to always come to the meetings and can take questions. Chris has developed a 30 day plan:
 - i. 30 Day Plan
 1. Step 1: Send a letter to all students, staff, and families introducing himself. This was done on 10/20 with the Board's approval
 2. Step 2: Create space for staff to meet with him both individually and through team events. This has already started with department meetings.
 3. Step 3: Design town halls for families to hear from Chris. This is scheduled for 10/27. He is excited to hear from families and share the plan to move forward with them.
 4. Step 4: Connect with our students by meeting with families. This has already begun and gives the students a chance to speak directly with him and raise student voices about what they would like to see.
 - ii. How to move forward in the high school
 1. Present Level: Sit down with each leader to review data they have on students, analyze successes and challenges, determine areas of growth, and synthesize data in ways that make sense.
 2. Goal: Based on data, individual goals will be set with timelines.
 3. Tracking Data
 - iii. Plan to work with current staff while in the interim role
 1. Respectful treatment of all employees at all levels
 2. Autonomy and independence to make decisions
 3. Opportunities to use their skills and abilities
 4. Management recognition
 - iv. Questions/Comments:
 1. Thank you for the thoughtfulness of planning. Excited for students to have you as a leader.
 2. As parents, thank you.
 3. Congratulations, excited about your enthusiasm.

7. Public Affairs Report - Anna Zawislanski

- a. Anna Zawislanski reported on the following:
 - i. The committee received updates from Cody Long regarding development and partnerships.
 1. Spirit Week/Pep Rally
 2. Alumni outreach
 - ii. Principal transition communications

- iii. Re-invigorating the PTO
 - 1. Five parents will lead the PTO.
 - 2. Meetings are scheduled through the end of the year.
 - iv. DCI Video project Vote - Approved
 - 1. Stress and low staff morale
 - 2. Cash, connection, and kudos
 - 7.a.iv.2.1. Cash - In the form of the approved bonus.
 - 7.a.iv.2.2. Connection - Games, plays, and events to build connection.
 - 7.a.iv.2.3. Kudos - The video highlighting kids' gratitude will be shared with teachers.
 - 3. Video proposal is reasonable for a video project.
 - 4. RFP isn't necessary since the cost is below the threshold. But it is classified as a conflict of interest since the video producer is her sibling.
 - 5. Speed is very important here as staff need the boost before staff appreciation week.
 - v. Brightwood Community Association
 - 1. Mary attended the meeting to discuss the reopening of the school and talk to them about the traffic and parking on 14th and Aspen St. She has reached out for support from the city around safety.
 - 2. Families do double park and we are encouraging people to pick up on Main Drive NW. We need police/parking enforcement to support long term. We are trying to be good neighbors.
8. Governance Report - David Carl, Vice Chair, Committee Chair
- a. David Carl reported on the following:
 - i. Principal transition
 - ii. Committee heads and individual members - Please notify the governance committee if you are going to step down from your position or from the Board.
 - iii. We currently have 12 board members. We can have up to 15 board members and need to have an odd number of trustees.
 - iv. We identified public affairs, development, athletics, French and Spanish language speakers as preferred skills
 - v. We would like to start an Athletic Ad Hoc committee to create a strategic plan for athletics.
 - vi. We will also discuss the founder preference question at the next committee meeting.
9. Opening Committee - Anna Zawislanski, Committee Chair
- a. Anna Zawislanski reported on the following topics:
 - i. Communications around Deidra leaving and the interim principal
 - ii. Potential requirements around mandating vaccinations for ACE activities on top of sports.

1. Mary spoke with staff and leadership here at DCI: If the younger students are able to be vaccinated, we would prefer to require vaccination requirements for ACE clubs. It is a staffing issue.
2. We will also require vaccinations for dances and some school events.
3. Discussion: Council is taking up student vaccine mandates.
- iii. Mayoral Vaccination mandate has also pushed final staff to get vaccinated.
- iv. The opening committee will meet on an as needed basis moving forward.
- v. Questions/comments:
 1. Thank you, the volume has been a lot.

10. Education Committee Report - Shalini Shybut

- a. Shanini Shybut reported on the following topics:
 - i. Principal transition and how to make staff feel supported
 1. Staff appreciation from the board and make connections to staff
 - ii. Data - Metrics that the committee would like to see that is not already in the dashboard include:
 1. Staffing and talent
 2. Facilities
 3. Equity of outcomes
 - iii. The Board's role in looking at data
 - iv. PCSB new accountability framework
 - v. Questions/comments: none

11. Finance Report - Leroy Clay III, Committee Chair

- a. Leroy Clay reported on the following topics:
 - i. Budget
 1. Excellent financial position
 2. We have 175 days of cash on hand.
 3. Out-performing our budget because of the number of staff vacancies and the increased PPP
 - ii. The audit is underway.
 1. Auditors will present at the next committee meeting.
 - iii. Additional curb cut or driveway for SOME has been approved. Our existing driveway will be closed and the new driveway will be the new entrance to our parking lot.

12. Management Report - Mary Shaffner

- a. Mary Shaffner reported on the following topics:
 - i. Already had a discussion COVID Vaccine Policy for ACE
 - ii. Support of staff morale
 - iii. All other topics have been discussed

13. New Business

- a. No new business

14. Next Meeting - November 18th at 4:30pm

- a. Move Thursday Committee Meetings to 11/4 due to Veterans Day.

15. Adjourn Public Session - Approved

DRAFT
DCI Board of Trustees
Open Meeting Minutes
Thursday, November 18th, 2021

1. Introduction to the DCI Board - Andrea Lachenmayr, Board Chair
 - a. Individual Trustee and DCI staff intros
 - b. Meeting process
2. Comments from the Community
3. Determination of Quorum: Andrea Lachenmayr, Anna Zawislanski, Sarah Snyder, Alexandra Pardo, Leroy Clay, David Carl, Elani Lawrence, Clinton Randolph, Jamila Frone, Shalini Shybut
4. Also Attending: Mary Shaffner, Denise Lyons, Lauren Games, DCI
5. Votes (To be conducted by roll call):
 - a. Approve Previous Minutes: Approved
 - i. One abstention
6. Finance Committee Report - Leroy Clay III, Committee Chair
 - a. Leroy Clay reported on the following topics:
 - i. Annual Financial Audit
 1. This year's audit has gone well and is currently being reviewed for a quality check.
 2. There were no significant audit findings.
 3. The team received a clean opinion, which states that the financial statements fairly represent the financial state of the school.
 4. There were no reported proposed adjustments; the auditors did not need us to make any changes or share any new information.
 - ii. Budget
 1. Our budget is still performing well.
 2. This is the first year that we have returns on investments.
 - iii. Questions/Comments
 1. Thank you to the team, Denise, and Mohammad.
 2. Are we worried about the funding situation for the future? We are not concerned about anything in particular as we are in a strong position. In beginning to work on this budget, we are projecting five years in the future. We will have a five year forecast.
 3. What is the timing of the budget process? We are starting to work on the budget now for next year. The ESSER III funding has greatly impacted our budget. We want to better project the yearly salary increases. And we want this year to correctly reflect our funding that we did not account for yet.

4. Denise and her team have been working hard to collect FRL forms so that we can keep our Title I funding. We are seeing fewer families claim FRL status. That impacts all of our other funding. At Risk and Free Lunch is going down. Both an ethical and financial consideration to add an At Risk preference.
 5. Is it the same families that are no longer qualifying for FRL? It's the demographics slowly changing for incoming classes. We did see a shift once Mundo Verde students started coming because their FRL is lower. At least 2 of the member schools are considering the At Risk preference.
7. Education Committee Report - Shalini Shybut
 - a. Shalini Shybut reported on the following:
 - i. Dashboard work
 1. We want to track enrollment, engagement, and attendance. And other trends.
 - ii. PCSB Accountability Framework Changes
 1. Some of these changes may impact our future accountability. Melody Maitland is on the LEA advisory committee.
 - iii. Thank you to the committee members for their work.
 - iv. There will be a report soon on the 2021 IB results.
 8. Public Affairs Report - Elani Lawrence
 - a. Elani Lawrence reported on the following topics:
 - i. Development
 1. Cody Long reported on development and grants. We are in good financial standing which puts us at a disadvantage for most grants.
 - ii. Recruitment
 1. Info Sessions and tours are being hosted in person and on Zoom.
 - iii. A dispatch about vaccination went out to the community to encourage families to get vaccinated.
 - iv. Staff morale
 - v. PTO
 - vi. Adopt a Block
 - vii. Questions/Comments: N/A
 9. Governance Report - David Carl, Vice-Chair, Committee Chair
 - a. David Carl reported on the following topics:
 - i. Prospective board members
 1. We have received a few applications and will be contacting those candidates in the coming month.
 - ii. Amendment of founder designation
 1. DCI would like to give certain staff members who have served at DCI the honorary designation of founders.
 2. Discussion of founding board member vs founder.
 - 9.a.ii.2.1. In the School Reform Act, a founder is defined as someone referenced in the charter.

3. We can designate who we consider to be our founders and if it ever becomes applicable we can sort that out then.
4. Discussion of whether founder is an honorary title and if that gives them lottery preference for a student. The issue of preferences is hypothetical as none of the eligible founders have children at this time.
5. Discussion of “founding staff member” policy instead of “founder” status.
6. Mary Shaffner recommends the designation of founder for Deidra Bailey.
- 9.a.ii.6.1. “Founder” is an honorary recognition and professional designation that is meaningful to DCI and the DC charter sector.
 7. Members would like to add language to say that we will comply with PCSB admissions policy and other applicable laws for lottery preferences.
 8. Vote to adopt the new DCI Founder policy: Approved
- 9.a.ii.8.1. One abstention
 9. Vote to approve Deidra Bailey as a DCI Founder: Approved

iii. Questions/Comments: N/A

10. Athletics Committee Report - David Carl

- a. David Carl reported on the following topics:
 - i. First meeting took place last week
 - ii. The committee is made up of David, Clinton, Leroy, Jamila, Coaches, and Athletic Booster representatives.
 - iii. Questions/Comments:
 1. Will we be discussing buses and facilities in this committee? Can the coaches see the minutes or plan? We will be talking about college recruiting, leagues, facilities, etc. We want to meet with all of the coaches as they are a big part of the strategic plan.
 2. Congratulations to our coaches!

11. Management Report - Mary Shaffner

- a. Mary Shaffner reported on the following topics:
 - i. Athletics
 1. The MS girls won the DC scores charter league, they will play the DCPS winner at RFK tomorrow.
 2. Both HS boys and girls made it to the league finals. The girls came in 2nd and the boys won.
 3. MS Volleyball made it to the PCSAA semifinals.
 4. HS Volleyball won the PCSAA and advanced in the DCSAA tournament.
 5. Esports is doing well.
 6. JV soccer played some amazing games.
 7. Cross country finished 3rd in MS Girls, MS Boys, and HS boys.

8. Flag football did well.
- ii. Kelvin Survey
 1. DCI has experienced a loss of 11 teachers over this school year.
 2. We have found that more people of color are leaving. Sixty two percent of DCI staff are people of color.
 3. Started some initiatives already to help morale and support.
 4. Mary is also meeting with every team to discuss what could help them.
 5. We also reduced structured PD time.
 6. Reduced the load for coaches.
 7. We gave everyone a spot bonus.
 8. We moved to virtual on Thanksgiving days.
 9. All staff have been subbing where we can.
- iii. Thank you for the Founder status for Deidra
- iv. Questions/Comments:
 1. Have virtual days been disruptive for families? Some of both. Other schools are taking time off after the holidays. Parents on the listserv have been supportive of DCI.
 2. How can parents support the staff and teachers right now? Join the PTO, they are already working on this. Be responsive to staff and say thank you!
 3. How can the board support? Morning coffees and visiting the teachers

12. New Business

13. Next Meeting - January 20th at 4:30pm

14. Motion to adjourn public meetings: Approved - ended at 6pm

15. Closed Session - Personnel Matters

- a. **(10)** To discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials, or of public charter school personnel, where the public body is the board of trustees of a public charter school;