

## Washington Yu Ying BOT Meeting Minutes

May 10, 2022 6:30-8:30

**BOT Members** : Rob Anderson, Liza Douglas, Paige Hoffman, Marcus Hurley, Amy Lee, Darren Riley, Wendy Rueda, Jose Sousa, Michelle Stuntz, Abi Sze-Levine, Jevon Walton, Lemar White, Kelly Yee, Maquita Alexander (Staff)

Virtual (Zoom)

**BOT Attendees:** Rob Anderson, Liza Douglas, Paige Hoffman, Marcus Hurley, Amy Lee, Darren Riley, Wendy Rueda, Jose Sousa, Michelle Stuntz, Lemar White, Kelly Yee, Maquita Alexander (Staff), Melissa Volpe (Staff)

**Guests Present:** N/A

**Members of Public On Call:** Andrew Shields, Ann Schlegelmilch, John Glover, Tequia Hicks Delgado, Paul Fraioli

**Absent (with notes):**

**Absent (without notes):** Abi Sze-Levine, Jevon Walton

The meeting was called to order by Chairperson Kelly Yee at 6:30 p.m. EST.

The meeting commenced with an overview of the public agenda.

Chair Kelly Yee called attention to the Management Report and the updates on masking and COVID. Beginning on Friday, April 29, 2022 masks were optional indoors and outside. The original date was pushed as the community level was on medium and guidance will be updated based on DC Health and community reports.

- Q: How are things going with shifts in mask guidance? What is the climate like in the parent community?  
A: Right now we are mask optional because the community level is low. WYY is experiencing a COVID surge with a 5.7% positivity rate. The caveat is, if you have a positive case in the student community then you have to wear a mask in the classroom.
- Q: It seems like DC Health has stopped reporting numbers as of April 29th, are the metrics we use based on DC Health or other sources?  
A: DC Health
- Q: Is DC Health a Red, Yellow, Green or are we seeing new numbers that come out internally?  
A: At the last school leader meeting, DC Health did not share that they were not updating numbers but we are aware that there has been approx. a week to two week delay. We can reach out to OSSE and DC Health to make sure data is current to align with how we make our policies.

### ITEMS REQUIRING VOTING

#### [Approval of April 2022 Draft Minutes](#)

No changes to the minutes were proposed by Board Members. A motion to approve the April 2022 minutes was raised by Lemar White and seconded by Darren Riley. Rob Anderson, Liza

Douglas, Marcus Hurley, Amy Lee, Darren Riley, Wendy Rueda, Jose Sousa, Lemar White, and Kelly Yee, voted to approve the meeting minutes. Michelle Stuntz abstained from approving the meeting minutes.

## Committee Updates

### Finance Committee Update - Amy Lee

Trustee Amy Lee shared that the Form 990 was filed and that the committee is currently working on the budget for the 2022-23 school year. Maquita is currently working on the presentation for the priorities which will be shared during the June meeting.

### The Governance Committee Updates were presented by Trustee Darren Riley.

The committee met and discussed the next steps in recruiting for Jevon Walton's position. The committee is looking for someone with financial management and budgeting experience. A letter was prepared to go out to the parent community and is currently in review with Kelly Yee. Interested candidates will be asked to share their resumes in the coming weeks. Board members were encouraged to reach out to any candidates in their networks with the requested experience and to share their information with the Governance Committee.

### The Executive Search Committee Updates were presented by Michelle Stuntz.

Trustee Michelle Stuntz shared that the ED Search Committee is currently deciding which candidates will advance to the semi-final stage. They have down-selected from a large number of applicants who have submitted artifacts and the selection committee will develop recommendations on who will go to the final round and meet with key stakeholders and the Board.

Q: Are we holding off on COO until the CEO is hired or will that process move forward in parallel?

A: We are holding off so the new ED can hire the new COO based on what is in the best interest of the school?

## Public Comments:

- Community member: Why would we look at making a CFO versus a COO?
  - A: Maquita Alexander shared that because we have a very competent Director of Operations, a lot of jobs the COO does on campus are similar to our Director of Operations so there is a possibility for a CFO to do more high level strategic finance and growth. It's an opportunity for the organization to move in a different direction given the strength of the Director of Operations. Chair Kelly Yee added that it all depends on the ED and what is complementary to his or her skill set and their strengths. It all depends on the complementary component of what the executive team will look like;.

## Agenda

### Education Update

Melissa Volpe provided a review of the goals for SY21-22:

- Provide in-person learning for all students in a safe, nurturing environment
- Continue with our robust safety measures and protocols to reduce the spread of germs on campus
- Identify and stop COVID-19 from spreading on campus

#### Year in Review

- Chinese Immersion - To increase oral language opportunities, we've offered morning language lessons every day via Zoom. This is a session families have enjoyed when students are unable to join in-person. To build motivation, we provide students with productive charts to motivate them to achieve behavioral goals and engage students with opportunities to share their learning in Chinese with an audience.
- Learning Environment - To support the physical environment, PreK and Kindergarten classes have trampolines so students have opportunities to be active while indoors. Teachers at all ages incorporate movement breaks into the day. To support cognitive development, with teacher differentiation and intervention struggling students get daily supports.
- Social Emotional Learning - To support belonging, our support services students were placed in classrooms with friends at the start of the year and conduct morning circles in the classroom every day to initiate/motivate belonging. To support relationships, we facilitate peer mediations through restorative circles when students have conflicts to foster relationships with students outside of their preferred friend groups.

#### Challenges and Wins

This year the school faced the following challenges: combatting COVID-19 fatigue, keeping up with frequently changing information from DOH, OSSE, Mayor; balancing COVID-19 operations at school every day. The school also identified the following wins: operating a successful COVID-19 surveillance testing program, community engagement via admin coffee, having 60% of eligible students vaccinated, keeping school running, and eliminating the REEF waitlist.

Looking ahead, the leadership team shared the following upcoming challenges: transition of the Executive Director position, staff changes in key positions that are upcoming or current vacant (especially SPED), COVID-19 operations in the endemic, SOPS - digitizing policies and procedures, rebooting and rebuilding YY academic rigor, staff wellness, student and adult space and ensuring culture is at the forefront of what we do. The school is hopeful to achieve the following wins: maintain clear comms through diverse challenges based on parent feedback, growth in student population as we grow to have 5 Pre-K3 classrooms, adding 2 trailers for adult space which will increase student space, REEF pay raise to attract staff, SAC - revisiting committee to have team-led to receive staff feedback and solution driven.

Melissa Volpe highlighted shifts in the school's community engagement strategy over the course of the pandemic. Specifically, the move to once a month Admin Coffees between leadership and the community - this has allowed families to communicate, collaborate, and connect with the

school. Participation has been consistent and the school has received positive feedback. The school wants to keep and build upon this in SY22-23.

#### Questions from trustees

- Q: Will the space be for staff or adults?
  - A: Staff
  - Q: This will be a consistent working space for staff?
  - A: Yes, and also for staff to have confidential meetings. On the education side, the leadership team has to have parent meetings and trying to find a confidential space to do that is limited. This will also support team building and networking.
- Q: Some of the challenges you mentioned included staffing over the past year and we are anticipating more. I remember hearing how hard it is to staff up REEF, especially during the pandemic, are there other categories of staffing shortages we have not heard as much about or that are looming for next year? What is the plan?
  - A: REEF was a big challenge. We aren't anticipating too much turnover, we have some internal shifts, I don't think it will be a lot of recruitment. We are going to have some openings in learning support and that is a hard position to fill and we have been recruiting for that. Outside of that, we don't anticipate major challenges according to our most recent staff return rate but people do leave in the summer. For now, we feel like we have a solid plan.
  - Q: We have previously had issues with Chinese teachers and visas - do we anticipate any challenges there?
  - A: No, we don't have that many lead chinese teacher openings. That is the beauty of our fellow program. If we have high quality fellows it is a natural progression into good high quality teachers. The broadening of the Chinese immersion market has made it more difficult to attract talent given that our fellow pay may not be as competitive.

#### Comments from the public

Commnet in the chat: The admin coffees are great!

#### Discussion and feedback from trustees

N/A

#### FY 23 Budget Priorities - Maquita Alexander

Maquita Alexander gave an update on the FY23 budget priorities. The budget is still in development with Maquita, Amy, and EdOps.

We are currently budgeting \$14.4M in revenue for FY22, and total expenses are budgeted at \$13.6M. Due to space constraints, YY will need to spend on additional space and some facility upgrades. The school is also adjusting salaries in two areas to address challenging staffing issues. Lastly, we anticipate a rise in occupancy due to inflation and the cost of gas.

The strategic priorities are to ensure students have the space they need to learn and grow - we will achieve that by creating additional space for student learning indoors and outdoors, updating bathrooms on the Pk-3 floor to ensure students have appropriate facility needs and adding a .5 receptionist to support front office operations.

Our student enrollment is anticipated at 600 students, special education has decreased by 2 but we anticipate that increasing, we also anticipate a rise in ELL, and we anticipate that at-risk students will increase.

We are recommending an increase in office support for the next two years to handle attendance.

As we add a new Pk-3 class, we need a new chinese teacher and a new chinese teacher fellow.

We have created 3 pay bands for REEF - that will increase salaries and raise the quality of the program. We are also bringing full time staff who made less than \$40K up to that amount - the current pay impacts our ability to hire quality staff. Currently staff is in between 32K-35K - WYY is currently at the 25th percentile for compensation.

We will be reducing 2 lead teacher positions - the humanities teacher and the permanent long-term sub. We are reducing the number of student support positions from 6 to 2. One will help with culture and 1 with operations.

We anticipate the 2 mobile units will cost between \$250K-290K - this process is driven by the cost of bringing electricity to the campus; the PK3 classroom additions require additional bathrooms - adding 2 bathrooms in classrooms and updating current ones will cost \$80K. We anticipate utilities and other vendors are increasing up to 30%; updates to PK playground will cost \$25,000. We anticipate these numbers will change.

### **Questions from trustees**

Q: Have the trailers been ordered?

A: No, not yet.

Q: Marcus, I know there was an email about the cost of trailers rising eventually. Can you provide feedback on the proposal?

A: I am going to share some feedback on the proposal to ensure the final contract is comprehensive. We do need to move quickly given that many schools may need these and installing them after the start of school will be disruptive. The current plan seems feasible and doable - there are things we can add to control costs on the frontend.

Q: Adding PK-3 is a driver of revenue for PPF, maybe that allows us to budget with a balance, but with space constraints, have we figured out where to put the other classroom given space and when you say some are for learning, would there be a permanent classroom in a trailer?

A: No reef and meal ops will go outside to open a pk-3; we are also packing up the library and making a mini-library which will open space. All learning space and intervention will go outside.

Q: Does that solve 5th grade numbers?

A: Yes.

Q: July date is the date they need to be ordered or on premise?

A: If we act in the next 5-6 days the company is promising by July 1 which will help with moving.

**Comments from the public - N/A**

**Discussion and feedback from trustees - N/A**

Kelly Yee shared her thanks to Maquita for her time and dedication.

A motion was raised for the Board to move to a closed session to hold a strategic conversation about personnel items and business activities in the district by Lemar White and seconded by Michelle Stuntz. It was unanimously approved by all present board members.

The Board returned to an open session and no new topics were raised.

**The meeting was adjourned at 8:24 EST.**

*Note: 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](mailto:opengovoffice@dc.gov).*