

APPROVED



## E.L. Haynes Public Charter School

# Minutes

### January 2022 Board of Trustees Meeting

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**Date and Time**

Tuesday January 25, 2022 at 6:15 PM

**Location**

E.L. Haynes Public Charter School  
High School PD Room  
4501 Kansas Avenue, NW  
Washington, DC 20011

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**Trustees Present**

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

**Trustees Absent**

L. Jordan, M. McDonough

**Guests Present**

H. Darilek, J. Callahan, K. Wynne, K. Yochum, M. McCabe, R. Hunt Taylor, T. Solomon, V. Carlo-Miranda, Z. Mahon (remote)

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**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 Jan 25, 2022 at 6:25 PM.

**C. Approve Minutes**

J. Edelman made a motion to approve the minutes from December 2021 Board of Trustees Meeting on 12-02-21.

R. Laine seconded the motion.

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

#### **D. Public Comment**

Board Chair Edelman opened up the meeting for public comment. No public comments were made.

## **II. CEO Update**

### **A. CEO Update**

CEO Darilek began her update noting that it was almost the halfway point in the school year. She thanked Board members who attended the holiday celebration with staff.

CEO Darilek focused on "three things to know about what's going on at E.L. Haynes." First, she notified the Board of efforts related to the first phase of updates to the compensation plan. Second, she described how the academic team remains focused on student learning and the academic acceleration pillars, including new tools and resources. Third, CEO Darilek discussed planning for 2022-2023 and key areas of focus, including teacher schedules and physical spaces.

Next, CEO Darilek provided two spotlights. One related to an alumnus who works for the NY Mets and recently shared his experiences with 10th grade students at career day. The second covered technology to promote hybrid learning experiences.

CEO Darilek then provided updates on COVID-19 testing, reflections, and policies and upcoming events, including the virtual celebration of Black History Month.

Last, CEO Darilek reviewed themes and key takeaways from the larger community on compensation. Key themes include (i) prioritizing paying more to those making the least; (ii) not differentiating salaries for advance degrees or performance; (iii) identifying ways to increase planning time and/or flexibility in teacher's schedules; and (iv) ensuring staff has clear and consistent job responsibilities and are paid accordingly.

The Board met in breakout groups to discuss these themes. Breakout groups then shared key points of discussion with the full Board.

## **III. Audit, Finance, and Facilities Committee**

### **A. Approve Revised SY 2021-2022 Budget**

Audit, Finance, and Facilities Committee Chair Greene reviewed key topics discussed at the Committee's most recent meeting. He turned to COO Carlo-Miranda to provide a more in-depth overview.

COO Carlo-Miranda first discussed the budget timeline and key planned activities over the next four months. Referring to the materials provided in advance of the meeting, she then reviewed the revised budget for the 2021-2022 school year, including drivers of revenue and expenditure changes. COO Carlo-Miranda informed the Board of COVID-related investments, including costs related to

nurses, tests, modular classrooms, and supplies. She indicated that some of the costs are offset by grants from the City. CCO Carlo-Miranda then reviewed key metrics under the revised budget, including debt service coverage ratio and days of cash on hand.

CCO Carlo-Miranda asked Board members for any questions on the revised budget. Board members asked questions about the budget and commented on the importance of City resources for COVID expenditures.

N. Greene made a motion to approve the revised budget for the 2021-2022 school year in the form presented in the Board materials provided in advance of the meeting.

A. Smith seconded the motion.

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

#### **IV. Community Relations Committee**

##### **A. Annual Fund Update**

Chief of Staff Callahan provided an update on the Annual Fund. Referring to the materials provided in advance of the meeting, he indicated that the annual fundraising goal for the year had been exceeded.

Chief of Staff Callahan then provided an overview of results from the successful, end-of-year giving campaign.

#### **V. Governance**

##### **A. Update**

Chief of Staff Callahan reviewed current Board recruitment needs, and thanked Board members that have recommended individuals.

#### **VI. School Performance**

##### **A. Update**

School Performance Committee Chair Westendorf discussed the Committee's most recent meeting, during which they focused on the school calendar and the Performance Management Framework (PMF). He turned to Chief Academic Officer Hunt-Taylor to provide more information.

CAO Hunt-Taylor discussed proposed approaches to the school calendar, including year-round programming. CEO Darilek then reminded the Board of uncertainty related to PMF in the context of the school's five-year review.

#### **VII. Closed Session**

##### **A. Closed - Session**

D. McCoy made a motion to enter into a closed session to discuss personnel matters in accordance with DC Code 2-575(b).

E. Westendorf seconded the motion.

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

The Board met in Executive Session to discuss a confidential personnel matter.

#### **VIII. 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 8:03 PM.

Respectfully Submitted,  
D. McCoy

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## E.L. Haynes Public Charter School

# Minutes

## February 2022 Board of Trustees Meeting

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### **Date and Time**

Monday February 28, 2022 at 6:15 PM

### **Location**

E.L. Haynes - High School PD Room  
4501 Kansas Avenue, NW  
Washington, DC 20011

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### **Trustees Present**

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

### **Trustees Absent**

D. McCoy, F. Sutton, L. Jordan, M. McDonough, R. Payes

### **Guests Present**

Alfonso Giscombe (remote), B. Wagner-Friel, Basil Chawkat, Electra Bolotas (remote), Emily Hueber Stoetzer, Erika Thomas (remote), Gwyn Prater (remote), H. Darilek, J. Callahan, Joel Brown, K. Wynne, K. Yochum, M. Boyer, Miles Bradshaw (remote), R. Hunt Taylor, Rae Kuprenis (remote), V. Carlo-Miranda, Zenada Mahon (remote)

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## **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 Monday Feb 28, 2022 at 6:15 PM.

### **C. Approve Minutes**

R. Laine made a motion to approve the minutes from January 2022 Board of Trustees Meeting on 01-25-22.

M. Hall seconded the motion.

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

#### **D. Public Comment**

Staff members Miles Bradshaw, Gwyn Prater, Electra Bolotas, and Rae Kuprenas posed questions for the board regarding COVID-19 procedures, budget transparency, and performance management. CEO Hilary Darilek committed to responding to their questions within a week.

### **II. CEO Update**

#### **A. CEO Update**

CEO Hilary Darilek shared highlights from each campus, and introduced Joel Brown, the new Senior Director of Talent.

Hilary Darilek provided key COVID-19 process updates, including: updated masking requirements, weekly testing procedures, and the test-to-stay policy.

### **III. School Performance**

#### **A. Q2 Dashboard Review**

Board members and guests broke into small groups (both in-person and virtually) to discuss the Quarter 2 Dashboard results. When they returned from small group discussion, members posted burning questions as well as shout outs for progress made. Josh Edelman and Eric Westendorf encouraged all board members and guests to reach out to Rikki Hunt Taylor directly with additional questions, concerns, and shout outs.

### **IV. Audit, Finance, and Facilities Committee**

#### **A. Review Budget Impact of Proposed Compensation Next Steps**

Vanessa Carlo-Miranda presented the current budget planning and the impact of the proposed Teacher Salary Scale. E.L. Haynes staff grounded the Teacher Salary Scale proposal in competitiveness within the DC Market, transparency, fairness and consistency, and sustainability. These guiding principals were a result of surveys conducted of all staff at the beginning of the compensation review.

Staff propose the following:

1. Respond to the EdFuel Equity Audit recommendations (as needed)
2. Align Instructional Aide, Paraprofessional, and Dedicated Aide salaries and job descriptions under the title "Educational Aide"
3. Raise the minimum salary of any full-time staff member to \$40,000 (up from \$36,000)
4. Launch the new Teacher Salary Scale (which includes teachers and instructional coaches) for the 2022-2023 School Year

Board members appreciated how values-driven the process was, as well as the work that the finance team and leadership teams put into developing the model.

#### **B.**

### **Review and Approve New Teacher Salary Scale**

N. Greene made a motion to approve the New Teacher Salary Scale for the 22-23 School Year.

E. Westendorf seconded the motion.

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

#### **Roll Call**

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

### **V. Governance**

#### **A. Trustee Recruitment**

Joe Callahan provided a brief update on current trustee recruitment activities.

### **VI. Community Relations Committee**

#### **A. Annual Fund Report (Included solely as an Informational Item)**

Joe Callahan provided a brief update on Annual giving.

### **VII. Closed Session**

#### **A. Closed - Session**

A. Smith made a motion to Move to closed session to discuss a personnel matter.

E. Westendorf seconded the motion.

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

### **VIII. 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 8:00 PM.

Respectfully Submitted,  
E. Westendorf

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### **Documents used during the meeting**

- February Board Meeting Materials (2.28.22).pdf
- February 2022 Q2 Dashboard from SPC.pdf

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APPROVED



## E.L. Haynes Public Charter School

# Minutes

### April 2022 Board of Trustees Meeting

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**Date and Time**

Thursday April 21, 2022 at 6:15 PM

**Location**

E.L. Haynes Public Charter School  
High School PD Room  
4501 Kansas Avenue, NW  
Washington, DC 20011

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**Trustees Present**

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

**Trustees Absent**

D. McCoy, M. McDonough, R. Payes

**Guests Present**

Alex Baron, Alvin Green, Brittany Grow, Brittany Wagner-Friel (remote), Electra Bolotas (remote), Emily Hueber Stoetzer, Gwyneth Praeter (remote), H. Darilek, J. Callahan, K. Yochum, Latoya Hutchins (remote), M. Boyer, Marcus Peterson (remote), Myles Bradshaw (remote), R. Hunt Taylor, Rob Murphy (remote), V. Carlo-Miranda, Zenada Mahon-Belton

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**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 21, 2022 at 6:19 PM.

**C.**

### **Approve Minutes**

M. Hall made a motion to approve the minutes from February 2022 Board of Trustees Meeting on 02-28-22.

R. Laine seconded the motion.

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

### **D. Public Comment**

Myles Bradshaw shared that the staff members that he has spoken to have expressed concerns in regards to next year's calendar and the lack of Intersession programming and that he would like to continue to engage in further responses to letters previously shared with the board and leadership.

Brittany Grow shared that staff would have liked an opportunity to vote on calendar drafts after providing survey feedback.

Alvin Green shared that a concern for Instructional Assistants (who typically support Intersession) has been how effective has Intersession been for the students. Intersession is also an important opportunity to make additional money. Both factors are important.

Board members expressed an interest in learning more about the staff members' concerns and taking the time in the next year to explore how to effectively implement Intersession programming.

## **II. CEO Update**

### **A. CEO Update**

CEO Hilary Darilek shared what the schools are doing as we enter the 4th quarter of the school year; congratulated Brittany Wagner-Friel who was a finalist in the Washington Post Principal of the year (the ONLY DC principal); and the response leadership received regarding the new instructional staff pay scale. She also shared that enrollment is on track for one of the fastest years ever and the team continues to implement and monitor COVID protocols.

## **III. Governance**

### **A. Trustee Recruitment Update**

Joe Callahan provided an update on the board candidates, including three candidates who have begun interviews and outreach to Middle School Families

## **IV. School Performance**

### **A. Academic Acceleration Highlights**

Eric Westendorf shared that at the last SPC members got to hear updates on college programs, acceleration, and coaching. And we will hear more tonight.

Rikki Hunt-Taylor introduced the three members of the team who are here to share what is happening in the classroom.

Marcus Peterson, MS ELA Coach shared that survey data shows increased feeling of support from teachers. Brittany Grow, Intervention Teacher shared details about how the Elementary School is implementing the multi-tiered systems

of support. Alex Baron, Director of Academic Strategy shared details on the four tutoring programs currently operating within our schools.

Board members and staff engaged in a discussion about what has been successful and how we can build on success and continue to improve for next year, the impacts on student performance, and what these programs look like in classrooms.

## **V. Audit, Finance, and Facilities Committee**

### **A. Review Draft 2022-2023 Budget**

Board member Norm Greene reminded us that tonight's conversation is to help introduce the budget and ask questions, we will not be voting. The budget will be voted on at the May meeting.

COO, Vanessa Carlo-Miranda introduced the 2022-2023 FY budget which continues to hit our major budgetary targets. Takeaways from the budget include:

- Investments in our top three priorities: our people, academic acceleration and wellness, and special education and English Learner students.
- The budget reflect a sustainable approach while investing in our people and academic programs.
- Actively planning for the anticipated funding cliff in FY 2024-25.

The board and staff engaged in a discussion about revenue, expenses, and budget priorities. Board members asked questions which Vanessa committed to following up with answers to later in the interest of time.

## **VI. Community Relations Committee**

### **A. Annual Fund Update and Engagement Opportunities**

Joe Callahan shared that fundraising is doing well, and includes a slight increase due to a new grant. There are a number of opportunities for Board members to participate in school activities.

## **VII. Closed Session**

### **A. Closed - Session**

J. Edelman made a motion to Adjourn to closed session.

M. Hall seconded the motion.

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

## **VIII. 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 8:00 PM.

Respectfully Submitted,  
J. Edelman

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