



August Board Meeting Minutes

Hope Community Public Charter Schools' Vision and Mission

It is our **VISION** to create a school environment that seeks to help scholars gain confidence and hope for their futures, as they acquire a sense of joy and satisfaction that comes through diligent effort and attention to their daily work.

It is our **MISSION** to shape the hearts and minds of our scholars positively, by providing them with an academically rigorous, content rich curriculum, an environment in which character is modeled and promoted, and a community in which to build trusting relationships with others.

Meeting date | time August 28, 2020 | 4:00pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 4:08pm

Meeting adjourned: 5:34pm

ATTENDEES

HCPCS Board Members	HCPCS Staff Members	Imagine Schools Staff Members
<input checked="" type="checkbox"/> Doherty, Rebecca	<input checked="" type="checkbox"/> Rashed, Haroon	Toler, Shawn
<input checked="" type="checkbox"/> Cody, Christopher	<input checked="" type="checkbox"/> Pela, Okiemute	<input checked="" type="checkbox"/> Bowman, Donald
<input checked="" type="checkbox"/> Harris, Orinthia	<input checked="" type="checkbox"/> Stone, Ashley	Johnson-Chavis, Tina
<input checked="" type="checkbox"/> Sabella, Susan	<input checked="" type="checkbox"/> Robinzine, Michele	<input checked="" type="checkbox"/> Ellis-Hicks, Nashandra
Sigman, David	<input checked="" type="checkbox"/> Creighton-Wade, Sade	Minor, Stephanie
<input checked="" type="checkbox"/> Alderdice, Austin	<input checked="" type="checkbox"/> Allen, Angela	Miller, Travis
<input checked="" type="checkbox"/> Brown, Alteria	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Bowie, Tobie
<input checked="" type="checkbox"/> Bogle, Dana		Patterson, William

AGENDA TOPICS

Agenda

4:00 pm – 4:05 pm	Call to Order/Roll Call/ Previous Minutes	R. Doherty
4:05 pm – 4:10 pm	Old Business + Norms/Expectations	C. Cody/R. Doherty
4:10 pm – 4:25 pm	Finance Updates/Budget + Enrolment	S. Sabella/Imagine
4:25 pm – 4:35 pm	Facility Updates	Imagine
4:35 pm – 4:50 pm	SPED Updates	Imagine
4:50 pm – 5:20 pm	School Updates: SY19/20	D. Bogle/Imagine
4:50 pm – 5:20 pm	School Plans & Priorities: SY20/21	D. Bogle/Imagine
5:20 pm – 5:30 pm	Closed Session (Board Only)	
	Adjourn (Next Virtual Board Meeting – September 18 th at 4pm)	

NEXT STEPS | ACTION ITEMS

Next Steps: (Task, Assigned To, Checkpoint Date)	Owner	Due Date
Enrollment - Conduct a trend analysis on enrollment	Enrollment Manager	September Meeting
Enrollment - Develop a recruitment plan from now until count day	Regional Operations Director	September Meeting
Enrollment – Develop a Marketing Plan that the Board requested months ago	Regional Operations Director	TBD
Budget – Develop 2 budget scenarios given the enrollment decline	Regional Operations Director	September Meeting
Facilities - Find out the costs of making the buildings pandemic-compliant and determine the next steps on liaising with the Landlord	Facilities Director	September Meeting
SPED –	SPED Director	September Meeting
<ul style="list-style-type: none"> - Gather baseline data on the students who did not receive packets during the pandemic - List of students that did not get packets in the COVID-19 crisis - Create a cohesive RTI Team for both campuses that will carry out the process with fidelity - Baseline data for RTI to be given to the board 		
School Updates - Send Vacancy Announcements to the Board to share within their network	School Leaders + HR	Monday, Aug. 31
School Updates - Send monthly Google calendar invitation of school activities to the Board	Regional Office Manager	Ongoing
Staff Turnover	Regional HR Director, Tina	October Meeting
<ul style="list-style-type: none"> - Research how staff vacancies can be turned into consultant positions with the intent to hire currently 		

Next Steps: (Task, Assigned To, Checkpoint Date)

Owner

Due Date

teachers to fill these roles while searching for full time staff

- Provide updates on the exit interviews to investigate why staff are resigning
- Provide 3-5-year trend analysis on staff turnover and internal promotion

DECISIONS MADE

Decisions Made: (What, Why, Impact)

✚ Facilities:

- We need to follow-up with the landlord and other necessary parties on the possibility of getting a rent abatement especially in view of the costs of HVAC and other pandemic-compliance requirements.

✚ School Updates:

- The Board needs advance notice on school activities. A calendar of school-based activities should be shared via Google calendar on the 30th of the preceding month.
- School Policy - Computers will be assigned to families who have completed their enrollment paperwork.

DISCUSSION

Discussion: (Items/Knowledge Shared)

✚ Finance Updates/Budget + Enrollment:

- Tech. distribution was only open to those families who had completed enrollment forms
- 464 students out of 609 students are on the OSSE verified list, which mean we need one document to complete enrollment.
- 327 Students on the Tolson's OSSE Verified List (Not including students who have withdrawn)
- 137 Students on the Lamond's OSSE Verified List (Not including students who have withdrawn)
- There are 54 new students at Hope Community PCS:
 - 23 new students at Tolson
 - 31 new students at Lamond
- We are below projected enrollment & no students remain on the waitlist:
 - 57 Students short at Tolson, if no other students withdraw
 - 37 students short at Lamond if no other students withdraw
- About 40 students from Tolson and 30 from Lamond have left in the past academic year.
- Now that the question about how parents found out Imagine has been added to the form on MySchoolDC, it will be worth finding out why they joined the school.
- We need 2 budget scenarios given the school's enrolment.

Discussion: (Items/Knowledge Shared)

- Monthly update on the budget due to continued fluctuation in enrollment and staff changes.
- June – continued savings due to the following:
 - Salary vacancies
 - Low numbers of summer school staff
 - Spring PD cancelations due to quarantine
 - Food service savings due to quarantine
- July – activities
 - SORE Grant of \$200k was awarded
 - Audit was completed in mid-July

✚ Facility Updates:

- There is a need to make some HealthSuite Considerations by renting a trailer space or carving out space in the building
- UVC lighting will be needed to be pandemic-compliant
- The restrooms will need to have lids and auto-disinfectants installed
- First round of personal protective gear was ordered
- Social distancing schedule has been put in place
- Bathroom capacity for social distancing is currently being evaluated
- Upgrading HVAC system is a Big-Ticket Item: team is currently seeking outside counsel for the best quality cleaning and training.
- At the Tolson campus, Hanover Group will pay for site improvements. Initial pavement to be completed by mid-October, with a completion date of December.

✚ SPED Updates:

- A series of SPED PDs were conducted
- Currently in compliance in spite of staff vacancies

✚ School Updates:

- Imagine has hired the LEA Director who will be introduced at the next meeting.
- The PD Plan for this academic year is yet to be shared.
- Teacher turnover is high. Within 48 hours, there were 4 resignations in Tolson. **What were their roles?**
- There are also 4 vacancies in Tolson:
 - 2 self-contained SPED Teacher,
 - Instructional Coach;
 - 5/6 Social Studies Teacher,
 - Pre-k Teachers.
- There are vacancies in Lamond:
- Concerns were raised about how the parent communication platform/software was being used to inform parents on teacher turnover.
- Research how staff vacancies can be turned into consultant positions with the intent to hire currently teachers to fill these roles while searching for full time staff
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Parking Lot: (Describe any items that may have been deferred for a later discussion)

✚ Facilities:

- **Rent Abatement:** After we have done the cost analysis of what it will take to get the buildings compliant, discuss a strategy to liaise with the Landlord regarding these upgrades.

Discussion: (Items/Knowledge Shared)

- **COVID-19 Cleaning Protocol** needs to be established and put in place.
- **Feasibility of an isolated health suite** at both campuses needs to be researched and reported to the board.
- ✚ Professional Development Plan:
 - We need to discuss the status of developing and implementing this **PD plan**.
- ✚ SPED:
 - We need to find out how many of the students who did not get their packets are SPED. Then, come up with a **plan on how to service them**.

MISCELLANEOUS ITEMS

Miscellaneous Items:

- ✚ Board Meetings:
 - **Board Meetings + Site Visits** - When we are back onsite, it is likely that we would alternate between in-person and virtual meetings. During the month when we have a virtual meeting, Board Members will conduct at least one site visit and send an email about their observations.
 - **Virtual Meetings** - Every meeting will have the option to join virtually.