



March's 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 March 25, 2021 | 5:30 pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 5:30 pm

Meeting adjourned: 7:00 pm

ATTENDEES

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

AGENDA TOPICS

Agenda

5:30 pm – 5:40 pm	Call to Order/Roll Call/Approval of Agenda + Minutes	R. Doherty
5:40 pm – 5:55 pm	Old Business (Enrollment, Instruction, SPED)	S. Minor/T. Miller/A. Allen
5:55 pm – 6:10 pm	Finance Committee Updates (Budget, Operations & Enrollment)	S. Minor/ S. Sabella
6:10 pm – 6:25 pm	Facilities & School Reopening (Tolson & Lamond)	D. Miller
6:25 pm – 6:55 pm	Academic Committee Updates (Tolson & Lamond)	O. Pela/A. Stone
6:55 pm – 7:10 pm	SPED & ELL Updates	A. Allen
7:10 pm – 7:15 pm	Governance Committee Updates	K. Smith/A. Alderdice
7:15pm - 7:25pm	Transition Working Group	S.Toler/P.Brantley/E.Phalen
7:25pm - 7:30pm	Announcement & Closing	
7:30pm	Closed Session (Board Only)-Board Retreat	

NEXT STEPS | ACTION ITEMS

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

Owner

Due Date

Next Steps: (Task, Assigned To, Checkpoint Date)	Owner	Due Date
<ul style="list-style-type: none"> The notes from the last board meeting has been delayed with the release with the return of our operation manager. Ms. Minor stated she wanted to leverage her assistance to getting that rolled out. Scheduled marketing meeting with both of our turnaround organization (Phalen Leadership Academies and Friendship). Recommendation was to utilize this as a marketing/rebranding and how we can roll out this message with enrollment and the Task Force effort as well. The parent surveys will be rolled out after the scheduled meeting with Phalen Leadership Academies and Friendship. The results will be in April. Ms. Minor will revisit the incentive plan for truancy with Mrs. Stone. Ms. Minor will address truancy rates for both school in April meeting. Ms. Minor will report phone call/home visit in April meeting <ul style="list-style-type: none"> What priorities do we need to identify and work around in coaching? 		

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

Owner

Due Date

- March visit will focus on planning and alignment with what students are doing
- Instructional walks Focus on planning, instruction and learning goals (March 4th, 11th, 18th, 25th)
- RISEUP meeting will focus on high quality questioning during planning and connect to activities
- Coaches presented during Academic Excellence Committee meeting on March 4th and March 17th (Tolson Instructional Leadership Team Meeting)
- Linking attendance and truancy rate- How is it link to planning/instruction and outcomes?
- Continuous use of the Progress Monitoring Tool -The RISEUP Team and the school level work is being more aligned through reflections (instruction, planning, engagement) and Professional development from coaches and Mr. Miller.
- Tangible Evidence- RISEUP TEAM VISIT- Commented on seeing great improvement from a particular teacher who utilize small group break out rooms where students have to articulate their mastery on a skill to the teacher.

DECISIONS MADE

Decisions Made: (What, Why, Impact)

- March Board Meeting Agenda
 - Susan Sabella moved to approve the agenda. Alteria Brown second that motion.
- Motion to adopt the minutes
 - Kerry Smith adopted the minutes. Austin Alderdice second the motion.
- Open Meetings Act:
 - Requires a motion to close the open meeting and to go into a closed meeting
Motion was granted (Susan Sabella moved to have a closed meeting. Kerry Smith second the motion.)

DISCUSSION

Discussion: (Items/Knowledge Shared)

- Finance Committee Updates:
 - Enrollment (Lamond)- Current enrollment is 196. Two fewer from last reporting. One due to an Individualized Education Plan preference and one Out-of-State withdrawal.
 - Enrollment (Tolson)-Current enrollment is 359. Two scholars withdrew due to relocation Out-of-Sate.
 - Intent to Return as of 3/25/2021 for In-Person Learning- Tolson is a total of 49 scholars and Lamond is a total of 37 scholars *
 - Operations-contracted with a nurse in March to assist with suite and isolation policies for reopening
 - Re-Entry Timeline-Leadership (March 8, 2021), Teachers and staff (March 29, 2021), Scholars (Full-time hybrid model with Cohort A on Monday and Tuesday/Cohort B on Thursday and Friday) April 19th
 - Financial Update-First half of property taxes are due by March 31, 2021.
 - School Re-entry Grant- allocated a budget of \$213,655. We are entitled to increase or decrease those numbers. Each campus has a base grant of \$50,000 and per pupil funding of \$200,000. Anticipating \$116,000 difference from what our initial plan stated. Submission planned by April 7th.
- Facility Updates:
 - Facilities teams are preparing final touches for building reopening in the Lamond and Tolson buildings
 - List of 4 completed items for Lamond and Tolson Building Readiness
 - o Additional wall and flooring signage installed
 - o Floor tape marking physically-distanced scholar desks in classrooms
 - o Stanchions for directing scholars for physically-distanced building access delivered
 - o Lonopure HOCL-based disinfected air purifiers in place in all classrooms
 - List of 8 open items for Lamond and Tolson Building Readiness:
 - o Two additional electro-static misters to be delivered March 26th
 - o Lonopure HOCL disinfectant rest of school year to be delivered March 29th
 - o Plexiglass barriers for scholar and teacher desks to be delivered March 29th
 - o Touchless water stations to be delivered and installed March 29th
 - o Touchless hand sanitizer station (wall-mounted and stand models) installed by March 26th
 - o Touchless hand soap dispensers installed March 26th
 - o Isolation Room recovery couches pending delivery

Discussion: (Items/Knowledge Shared)

- o Large trash cans for lunches in classroom onsite April 2nd
- Hope Community PCS Transition
 - o Inventory of property items
 - o Coordinating and leading site visits
 - o Sharing information- floor plans, system drawings and as-built, as requested
 - o Storm water management inspection
- Tolson Campus-Site Improvement
 - o March- Branded mesh lining installed on exterior and interior of fencing
 - o April- Acrylic sports court surfacing in school colors, painting of multi-purpose athletic lines in sport-specific colors, installation of bases for basketball goals, install two in-ground basketball goals, install padding for basketball goal posts, install bicycle rack, complete any punch list items
- Academic Committee
 - Academic Excellence: Coaching Support and School Leader Collaboration
 - o Lamond Updates (Instructional Leadership):
 - Based on Weekly Check-Ins
 - Improvement in engagement among teachers on coaching cycle as well as those who receive voluntary support
 - Coach and Instructional Leadership Team has shifted focus to RTI, scholar stepping up virtual portfolios, and end of the year academic push (data based) in preparation for fall
 - Student engagement and using data to design quality learning plans and making instructional decisions
 - o Tolson Updates (Instructional Leadership)
 - Weekly Check-Ins and Walkthroughs (cycle of improvement)
 - Coach and Instructional Leadership Team are focused on 8th grade supports and high school readiness. Development of student capstone and virtual portfolios
 - Data-Driven practice- our last round of lesson (submitted March 12th) saw 44% submission rates with feedback incorporated (increase from 27%)
 - Professional Development Focus-Student engagement & teacher facilitation, school re-entry preparation
 - Teaching and Learning: Professional Development Plan
 - o Lamond (Growth and Professional Development)
 - School Leader led Professional Development (Based on Instructional Data)
 - Coach led professional development (Based on Instructional Data)
 - Modeling (Show and not tell coaching)
 - Student Virtual Portfolio/Stepping Up
 - o Tolson (Growth and Professional Development)
 - Coach/Teacher led professional Development (Planning)
 - School leader led professional development (Reopening)
 - Academic growth plan with tailored supports from school leader and coaches
 - Hybrid learning models
 - o Professional Development Plan/Improving Practices (PLAN- January, DO- February- March, STUDY-March)
 - School leader-we plan to study our strategies using informal walkthrough data and supplemental data from scholar's work
 - Coach- facilitating data conversations one on one or with teams and analyzing student data

Discussion: (Items/Knowledge Shared)

Teacher (peers)- looking at exit tickets and lesson plans. Looking for alignment and to see if students learn what they should have learned.

Rise-Up/Academic Excellence Committee- held an Academic Excellence Committee meeting, discuss the coaching cycle, and observed during school leadership meeting where leaders got feedback

- Special Education
 - August 3, 2020- OSSE Proposed Finding for Disproportionate Representation of Racial and Ethnic Groups in Special Education. Ms. Allen took corrective action. After careful review on February 25, 2021, OSSE has determined Hope Community PCS does not have disproportionate representation based on inappropriate identification.
 - Six referrals with MBI Parent Engagement (support our parents with intervention services). Three families from both campuses.
 - Student Support Services
 - o Eligibilities
 - Complaint-100%
 - Pending- 0%
 - Non Complaint- 0%
 - o Individualized Education Plan
 - Complaint-88%
 - Pending- 12%
 - Non Complaint- 0%
 - o 504's
 - Complaint- 100%
 - Non Complaint- 0%
 - o EL Plans-100%
 - Ongoing Scholar Success Time Planning
 - o Ages and Stages Questionnaire Spring Re-Assessment. Assistance from literacy coach and teachers. Due April 23, 2021
 - o Extended School Year Transportation Routing. Special Education Director and Student Support Coordinator supporting. Due April 30, 2021
 - o Extended School Year Summer program. Special Education Director. Due May 1, 2021
- Governance Committee Updates:
 - Austin Alderdice is currently working with some board member and the attorney on a written formal letter to update parents, scholars and staff in order to keep everyone informed about any updates with both campuses.
 - Board recruitment -We have several potential board members that we are speaking with that will be an excellent addition to the board. If you know anyone who is interested in serving on the board for Hope Tolson campus, please email: Hopepcsd.board@gmail.com.
- Transition Working Group:
 - We have met with both Phalen Leadership Academies and Friendship. There are several action items ahead of us such as grants, marketing, and human resources matters. We will be meeting bi-weekly and in every meeting, we will have an agenda set before us to stay on track with the transition.
 - Jason from Phalen Leadership Academies Human Resources department spoke about having 27 interviews thus far and have many more in the upcoming weeks. Focusing on staffing so Phalen Leadership Academies can be ready to roll.

Discussion: (Items/Knowledge Shared)

- Ken from Friendship spoke about meeting with team meeting to go over the hiring process and benefits. They currently have 54 applications. Plan to make first offers around April 16th. They have started parent meetings as well. He thanked Mr. D. Miller for the tour around the Lamond campus.
- Heather mentioned some updates regarding speaking with representative from the District Columbia Public Charter School Board to talk about the vision of the schools, continuity to our scholars/families and the potential partnership with Phalen Leadership Academies and Friendship. Filing a charter application with District of Columbia Public Charter School by April 1st. Public hearing and vote will take place on April 19th.
- Announcements & Closing:
 - Next board meeting Thursday, March 29, 2021 at 5:30.
- Closed Session on Business Matters (Board Only)
 - Motion to Closed Board Meeting and adjourn the meeting

Parking Lot: (Describe any items that may have been deferred for a later discussion)

MISCELLANEOUS ITEMS

Miscellaneous Items: