



December'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 | Meeting time December 3, 2020 | 5:30pm | Meeting location Virtual (Zoom)
<https://imagineschools.zoom.us/j/3567516384>

Meeting called by: Rebecca Doherty
Meeting called to order: 5:35pm
Meeting adjourned: 7:47pm

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"/> Cody, Christopher	<input checked="" type="checkbox"/> Stone, Ashley	<input checked="" type="checkbox"/> Bowman, Donald
<input checked="" type="checkbox"/> Harris, Orinthia	<input checked="" type="checkbox"/> Robinzine, Michele	<input checked="" type="checkbox"/> Johnson-Chavis, Tina
<input checked="" type="checkbox"/> Sabella, Susan	<input checked="" type="checkbox"/> Creighton-Wade, Sade	<input checked="" type="checkbox"/> Ellis-Hicks, Nashandra
<input type="checkbox"/> Alderdice, Austin	<input checked="" type="checkbox"/> Allen, Angela	<input checked="" type="checkbox"/> Minor, Stephanie
<input checked="" type="checkbox"/> Brown, Alteria	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Miller, Travis
<input checked="" type="checkbox"/> Bogle, Dana		<input checked="" type="checkbox"/> Bowie, Tobie
<input checked="" type="checkbox"/> Smith, Kerry		<input checked="" type="checkbox"/> Patterson, William

<p>Updates on Annual Audit & Budget Reforecast:</p> <ul style="list-style-type: none"> • Draft of policy & procedures for financial reporting. Report on how these policies and procedures will be implemented • Staff development on compliance requirements for all staff involved in the areas identified as Significantly Deficiency. 	<p>Stephanie Minor, LEA Director of Operations</p>	<p>January 31, 2021</p> <p>January 31, 2021</p>
<p>Academic Monitoring Tool / PD & Analysis of Student Data:</p> <ul style="list-style-type: none"> • Task Forces at each school be responsible for updating the Progress Monitoring tool and report on the following: <ul style="list-style-type: none"> ◦ Instructional Practices; What growth oriented strategies have been implemented for classroom teachers? ◦ Assignment submission will be added to the monitoring tool for the purpose of tracking progress monthly. ◦ Teacher & scholar absences as well as star-data will be tracked on the tool monthly. ◦ Report to the Academic Excellence committee on how feedback is given in writing class. AE committee will take a closer look at writing objectives, assignments, assessments and feedback. • Academic support team including superintendent, school leaders, LEA, & RISE UP team will report on how support was given to meet specific academic goals monthly. 	<p>Travis Miller, LEA Academic Director/School Leaders</p>	<p>Ongoing</p>
<p>SPED:</p> <ul style="list-style-type: none"> • Present SPED data in graph form to examine trends. • Highlight students who did not receive initial support at the beginning of the lock down • <u>Present academic records of the 8 students who did not receive their work packets during the initial lock down.</u> 	<p>Angela Allen, SPED Director</p>	<p>January Meeting/ongoing</p>

DECISIONS MADE

Decisions Made: (What, Why, Impact)

- November's Board Minutes were approved
- Motion to enact the 'Open Meetings Act' was granted
 - *A motion to close the open meeting and to go into a closed meeting to discuss Board Retreat and Charter renewal*

DISCUSSION

Discussion: (Items/Knowledge Shared)

Finance/Operations & Enrollment Updates:

- LEA's Meal Distribution-serve meals to our families on Mondays (two packaged meals- breakfast, lunch, snack and fruit) and Wednesdays (three packaged meals- breakfast, lunch, snack and fruit) from 10am to 3pm. Fridays are reserved to complete paper work.
- Levels of participation of meals based on attendance (All families receive free and reduced lunch)-
- Lamond Campus- there has a steady decline of participation from parents. With enrollment at 201, their average attendance in September and October was 170. Participation rate for meal distribution in September was 65 scholars and 42 scholars in October.
- Tolson Campus- there has a steady decline of participation from parents. With enrollment at 356, their average attendance in September was 336 and October was 308. Participation rate for meal distribution in September was 86 scholars and 43 scholars in October.
- Both campuses had a high volume of overage in the month of September. Meal distribution has been tweaked for the month of October. Lamond and Tolson continued to see a low volume of participation. To understand the low participation, parents were surveyed with three questions using our outsourced call service Answer Connect. 300 cold calls made over 3 days. 32% reach rate.

Enrollment:

- Immunization Compliance Report-Tolson is at a 71% compliance rate. PreK3, PreK4, 7th and 8th grade is showing high percentage of non-compliance. Lamond is at a 66% compliance rate. PreK3 and PreK4 are showing high percentages of non-compliance.
- DC Department of Health has provided letters to families, and technical assistance to immunization points of contact to support immunization efforts.
- Both campuses have also drafted letters and are making phone calls to families of overdue students identifying what is needed and where they can access care.
-

Updates on Annual Audit & Budget Reforecast:

- Recap of annual audit with SB & Company ending June 30, 2020-
 - Two Findings were reported:
 - i. Material weakness over financial reporting
 - ii. Significant deficiency over procurement, suspension and debarment.
- Auditors reported that the financial statements were fairly presented, they rendered an unmodified opinion.

I. Management Response to Material Weakness over Financial Reporting:

- New key personnel have been hired to address areas of control weakness and mitigate its occurrence. *This was done to address high turnover rate affected the financial close process.*
- Internal coordination with new personnel as well as an external third-party bookkeeper to create monthly schedules and a formalized closing process. *This was done to address deficiencies in the financial close process.*

Key Recommendation Adopted from the Audit:

- Separate accounts were created to track property tax and Imagine related party receivable/payable.
- The Director of Operations is now responsible for insuring the accuracy of the fixed asset schedule and the capitalization policy is followed.
- A formal "policies and procedures" for financial reporting will be drafted and implemented by January 31, 2021.

II. Significant Deficiency over Procurement, Suspension and Debarment:

- The Director of operations is responsible for oversight of process and procedures. This includes sufficient training in order to gain an understanding of the CFR sections mentioned within the audit. *This was done to address the significant deficiency over procurement. While the school has a process and procedures insufficient oversight led to this material weakness.*
- Director of Operations will identify the appropriate development and training for all staff involved in the process. Formal policies and procedures will be drafted and implemented by January 31, 2021.
- Imagine to refund the LEA for unreimbursed property taxes resulting from error in filing rebate application for the reimbursement of the first ½ of 2019 property taxes of \$191,580.
- Audit has been submitted to DC PCSB (due 12/1/2020)
 - Hope Board was provided a copy of audit to include JE & Reclass Entries
 - All audit adjustments are reflected in the final report and our GL accordingly

SY Budget Recap/Reforecast:

- Key Assumptions
 - REVENUE
 - 703 students (465 Tolson, 238 Lamond)
 - Tolson operating at or near optimal enrollment
 - Lamond's optimal enrollment is 320
 - 3% growth in per pupil funding rates+2.2% increase in facilities allowance
 - Preliminary allocation of \$281K in federal CARES Act funding
- Key Assumptions
 - Local Revenue-
 - Current forecast is 556.
 - The budget target was 703.
 - State and Local Revenue-
 - \$2.9 m cash decrease
 - Federal Revenue
 - \$205k annual cash increase
 - Occupancy Service
 - \$150k annual cash decrease

- Direct Student Expense
 - \$144k annual cash increase
- Office & Business Expense
 - \$627k annual cash increase
- Operating Fixed Assets
 - \$120k annual cash increase
- Facilities Project Adjustments
 - \$145k annual cash decrease

Facility Updates:

- Health screening:
 - User friendly online health screening, protocols finalized for scholars
 - Daily health screening, protocols finalized for teachers and staff that have pre-existing conditions
 - Health screening areas for staff and scholars were set up in December
- Social Distancing:
 - Space plan for social distancing: *Facilities are setting up the classroom to make sure the scholars and desk are 6 feet apart*
 - Signage and tape markers for hallways and stairwells to ensure safe transitions
 - Installation of touchless soap dispensers
 - Isolation rooms at Lamond and Tolson are currently being set up
- Air Quality:
 - Purchasing the HOCL air purifiers. *The disinfectant reduced 99.9 of airborne coronavirus and bacteria.*
 - Estimated cost is \$22,544 (Lamond) & \$23,004 (Tolson)
 - Lavatory Capacity and Safety-HVAC contractor is checking draw of exhaust fans and airflow

Academic Monitoring / PD & Analysis of Student Data:

- November Trends
 - Attendance-Lamond (76.35%), Tolson (85%)
 - School Culture - American Education Week Daily Activities
 - Teaching/Learning - Formal Observations (Strengths, Growth and Video Development –Charlotte Danielson Domain 1, 2, 3
 - The creation of tasks force for updating Progress monitoring tool:
 - (DECEMBER)Focus on instructional practices, focus skills
 - Teaching/learning, data review
 - Progress Monitoring Tool- Both schools have task forces that use this monthly monitoring tool as part of their agenda. Progress Monitoring tool is used to address the needs of the school and teachers

- Examples of student work was presented
- School Leaders Updates:
- Lamond/Parent Choice:
 - Reopening Town Hall 12/16
 - Honor Society- Parents would like this program to return
- Tolson/Parent Choice:
 - Monthly Parent Café Conversations
 - Reopening Town Hall Meeting
- Lamond/Character and School Culture Initiative:
 - House System progress
 - Holiday Thankfulness Celebration
 - Pep rallies
 - Staff Support- Bi-weekly Asynchronous Work and Record Day, Small group opportunities for scholars
- Tolson/Character and School Culture Initiative:
 - House System/assemblies
 - Quarter 1 Awards
 - Staff Supports- Bi-weekly SEL Meets (Social Emotional Learning)
- Lamond/Teaching & Learning:
 - Growth and Professional Development:
 - 5 types of videos, video coaching, modeling, flipped classroom, Semester 1 observation is 100% completed
 - American Education Week-Had scholars dressed like teachers
- Tolson/Teaching & Learning:
 - Growth and Professional Development:
 - 5 types of videos, video coaching, modeling,
 - American Education Week-Had scholars to write a sentence about what is best about their school

SPED Updates:

- Action Steps- Work Packets
- 80 scholars enrolled in SPED
- 2 packets per grade level sent 8 Sped work packets not received (2 from Tolson and 6 from Lamond) 3 in Grade 6, 2 in Grade 5, 1 in Grade 4, 1 Grade 8, 1 in Grade 9
- LEA supports for packets lost;
 - Offered summer school- 6 attended
 - Offered one on one support- 2 attended
 - Work packets available upon request due to technical issues
 - Tracking of IEP's through SEDS
 - Eligibility /IEP Meetings
 - Office Hours

Added Support for Students

- Intense RTI supports
- Weekly Sunshine calls
- Small group Asynchronous learning

How we are closing the academic gaps?

- Ages and Stages Questionnaire
- Waterford ECE Assessment

- Goal book toolkit
- Attendance RTI/ Action Plans
- Sped. Interim Progress Reports
- Parent/Teacher Conference Town Halls
- STAR Data
- EL Benchmark Data
- Sped. Benchmark Data

Charter Renewal Review- public comments:

- The board has until February to inform if Imagine Schools will be renewing their contact for another year
- All board members will make the best decision for the interest of the scholars, teachers and staff.

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

MISCELLANEOUS ITEMS

Miscellaneous Items:

--