



## February's Board Meeting Minutes

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### ***Hope Community Public Charter Schools' Vision and Mission***

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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.

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Meeting date | time February 25, 2021 | 6:45 pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 6:45 pm

Meeting adjourned: 8:00 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



# DECISIONS MADE

## Decisions Made: (What, Why, Impact)

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- ✚ January's Board Minutes were approved
- ✚ Open Meetings Act:

\*Susan Sabella approved the agenda and the minutes and Kerry Smith second the motion

# DISCUSSION

## Discussion: (Items/Knowledge Shared)

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### ✚ Special Education:

Mental Behavioral Intervention Health Services (Partnership that will attend to the whole child and the family):

Attendance Services

Behavioral Health Services

Student and Family Intervention Services

Parent Awareness/Support Group

Other Wraparound Services

\*Next Steps in March –Follow up and report out on MBI, Report out on World-Class Instructional Design and Assessment Access 2.0, Ages and Stages Questionnaire continuous monitoring status. Responsibility of Special Education Director -A. Allen

### ✚ Facility Updates:

\*Facilities teams are preparing final touches for building reopening in the Lamond and Tolson buildings

\*Photos of social distance classrooms and hallway signage, etc.

\*HVAC and Environmental Issues- We have the air purifier units installed in all classroom and offices

\*Mr. Turner check regularly for mold and mildew on the ceiling tiles to ensure of good air quality

\*Within the next few weeks -installation of hand sanitizer at the entrance of each classroom and water bottle fillers

\*Lavatories have partitions and installation of air purifiers

\*Isolation rooms are set up in both buildings

### Enhanced Cleaning and Disinfecting

\*leaning checklist to ensure routine inspection, cleaning and disinfection of lavatories and classrooms

\*Sanitizing lavatories between uses by scholar cohorts

\*Sanitizing all classrooms and lavatories at the end of the school day using Ionogen Max electro-static mister

\*Deep cleaning and disinfecting of entire building on Wednesdays (tentative)

\*Tolson Site Improvements- install additional netting above top of fence, branded mesh lining installed on exterior and interior of fencing, payment for project received from Hanover Development Group

### ✚ Compliance Matters:

#### Immunization

\*Tolson is at 71% compliance rate/106 outstanding (the highest percentages of non-compliant is within PK3/PK4 and 7<sup>th</sup>/8<sup>th</sup> grade scholars)

\* Lamond is at 66% compliance rate/62 outstanding (the high percentage of non-compliant is within PK3/PK4 scholars)

## Discussion: (Items/Knowledge Shared)

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### **Truancy**

\*Truancy rate is 48.06%. Truancy rate should not exceed 30%. We have been flagged. Tolson is at 55.66% and Lamond is a 31.51%.

\*We have been asked to submit a letter addressing our truancy rate by providing specific challenges that might lead to the truancy rate, what interventions will your LEA pursue to improve attendance while you remain in your current operating status, and what strategies will your LEA use to re-establish routines and expectations around attendance when building fully re-open.

### **Procurement**

\*With the submission of our Financial Statement audit for the period ending 6/30/2019 it was determined that the LEA had not submitted any contracts for SY2019-2020 period.

\*We are now focusing on SY 2020-2021 to ensure compliance

\*DOO will assume oversight of this area. Team has reviewed the Procurement Contract Submission Policy, met with DC PCSB, reviewed video trainings to strengthen oversight and compliance in this matter.

### **Financial Audit**

\*By Wednesday, March 17, 2021-provide proof to support management responses to the findings:

\*Material Weakness over financial Reporting Management Response

\*Significant Deficiency over Procurement, Suspension and Debarment

### **Enrollment**

\* Lamond is at 196 scholars and Tolson is at 355 scholars

\*New Year- New Hope- engaging and encouraging families to re-enroll. Created an enrollment dashboard.

Update weekly

\*E-forms for SY 21-22 are available in Power School

### **Taskforce Re-Enrollment “The Why”**

\*Pull historical data from Power School – complete

\*Draft Survey Questions- complete

\*Send survey questions out to families via email with Constant Contact – 3/5/2021

\*Adjust numbers on historical data – started 2/26/2021

\*Survey parents by phone – 3/5/2021

\*Compile all data and follow up with parents – 3/19/2021

### **Cash Flow Forecast**

\*95 Days of Cash at year’s end- We forecast the school’s year ending cash balance as \$4.0m, a \$2.1m decrease for the year. \$733k below budget.

\*January forecast increased the year –end cash expectation by \$47k.

### **Forecast Overview**

\*Funded enrollment is 144 students less than budget

\*Reduction in Imagine management fee and enrollment-driven staffing changes reducing expenses

\*Currently assuming significant HVAC & Health Suite improvements

## Discussion: (Items/Knowledge Shared)

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### Academic Committee Updates (Instruction & Coaching):

Agenda: Teaching and Learning

- \*Current Coaching Structure-Coaching system is set up by identifying our Regional Academic director, school leaders, regional and school-based coaches
- \*Academic Excellence: Coaching Support and School Leader Collaboration- Share the logistics of how each school's Instructional Leadership Team works.
- \*Academic Excellence: Teacher Preparation through Coaching- Share different coaching styles, 1:1 Coaching, 1:1 targeted coaching, informal observations, report to school leader, Team Coaching through Professional Learning Teams/JEPD
- \*Team Coaching through Professional Learning Teams:  
Tolson-Coaches lead PLT's where teachers share their asynchronous video. Teachers using a gallery walk on a Google document for modeling and engagement. Teachers shared their feedback whether observational, praises, and/or polish. Teachers were able to replicate those videos moving forward.
- \*Academic Excellence: Tracking Teacher Progress and Goal Setting-6 weeks' cycle. Within the six weeks' cycle, Coaches set goals with teachers, modeling (show and not tell coaching), revisiting goals and re-determining focus. These coaches' cycles are based on qualitative and quantitative data (weekly assignments and observations).

### Governance Committee Updates:

- \*Currently in the process of interviewing one board member
- \* We are seeking persons who have experience in academic excellence, finance, law background, and parent representation as we move through this transition to make sure parents needs are heard and addressed.

### Announcements & Closing:

- \* We will have a special board meeting next Thursday, March 4, 2021 at 5:30 to vote on the management of Lamond and Tolson campuses. All parents and staff are invited. Meeting notices have and will continue to be sent to our community with reminders and posted online.

### Closed Session on Business Matters (Board Only)

- \*Austin Alderdice motioned to close Board Meeting. Susan Sabella and Kerry Smith second that motion.
- \*Susan Sabella move to adjourn the meeting. Kerry Smith second that motion.

## MISCELLANEOUS ITEMS

### Miscellaneous Items:

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