



## January'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 January 28, 2021 | 5:30pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 5:37pm

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 checked="" type="checkbox"/> Sigman, David	<input checked="" type="checkbox"/> Allen, Angela	<input checked="" type="checkbox"/> Minor, Stephanie
<input checked="" type="checkbox"/> Alderdice, Austin	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Miller, Travis
<input checked="" type="checkbox"/> Brown, Alteria		<input checked="" type="checkbox"/> Bowie, Tobie
<input checked="" type="checkbox"/> Bogle, Dana		<input checked="" type="checkbox"/> Patterson, William

## AGENDA TOPICS

### Agenda

5:30 pm - 5:35 pm	Call to Order/Roll Call/Old Business	R. Doherty
5:35 pm - 6:00pm	Old Business (Facilities and SPED)	D. Miller/A. Allen
6:00 pm - 6:10pm	Finance Committee Updates (Budget, Operations & Enrollment)	S. Minor/S. Sabella
6:10 pm - 6:35pm	Academic Committee Updates (Professional Dev. & Instruction	O. Pela/A. Stone
6:35 pm - 6:45 pm	Governance Committee Updates	K. Smith/A. Alderdice
6:45 pm - 7:10 pm	Charter/Operating Agreement Renewal- Comments + Vote	
7:10 pm - 7:15 pm	Announcements & Closing	
7:15 pm - 7:30 pm	<b>Closed Session (Board Only)-Board Retreat</b>	

## NEXT STEPS | ACTION ITEMS

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

**Owner**

**Due Date**

<p><b>ACTION ITEMS FOR FEBRUARY’S MEETING:</b></p> <ul style="list-style-type: none"> <li>*How are we holding coaches accountable?</li> <li>*What are the coaches doing to make sure teachers are better prepared?</li> <li>*Evidence- How has it been tracked?</li> </ul>	<p>O. Pela/A. Stone</p>	<p>February Meeting</p>
<p><b>ACTION ITEMS FROM THE DECEMBER’S MEETING:</b></p> <p><b><u>Leadership and Turnover</u></b></p> <p>The Enrollment Task Force has been created. It consists of Dr. Orinthia Harris (Board Member), school leaders, enrollment specialist, Mr. T. Miller and Ms. S. Minor. Met on the 11<sup>th</sup>. Discuss objectives- Leadership and teacher turnover and the deeper “why”. Came up with some ideas, platforms and how to approach it. A tangible idea-an opportunity to rebrand and reconnect with stakeholder in the community and to understand the “why”. Next steps- work with EdOps for historical contacts, create a survey and a platform, and consult with our IT on how to use some additional web space for the campaign of rebranding in addition to finding out the “why”.</p>	<p>Stephanie Minor</p>	<p>December Meeting</p>

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

**Owner**

**Due Date**

<p><b><u>Financial Audit</u></b></p> <p>Outline particular measures (training, professional development) that members of the team have taken by Monday, February 1<sup>st</sup></p> <p><b><u>Instructional Practices for Classroom Teachers</u></b></p> <p>Taking a look at planning and does planning connect with in-class instruction. This is based on the Rise Up work and AEC (Academic Excellence Committee) during the month of January. Making sure the teachers are following through with their lesson plans and if they have to make any adjustments, why are they. In the month of February, Rise Up team and the schools will take a deeper drive into their planning and giving feedback. NEXT STEPS: academic support, update the progress monitoring tool</p>	<p>Stephanie Minor</p> <p>Travis Miller</p>	<p>December Meeting</p> <p>December Meeting</p>
<p><b><u>Data Progression for Special Education (MATH)</u></b></p> <p>Urgent intervention scholar's numbers decrease. More scholars moved towards intervention with help from RTI. We take a deep drive into data to see where the needs are for the scholars and plan accordingly to move scholars towards Tier 2 RTI support. For Watch and Benchmark, the scholars did not move (a small margin of growth-1%).</p> <p><b><u>Data Progression for Special Education (Reading)</u></b></p> <p>For Tolson, urgent intervention increased a little (believed due to truancy). Scholars showed a vast increased (Advanced) on both campuses.</p> <p><b><u>Work packet Support- Attending to Learning Loss-</u></b></p> <p>Two scholars at Tolson- made accommodations for those parents to pick up packets and workbooks. Lamond, met with parents via zoom meeting to set up accommodations. 4 parents said yes and 1 parent declined</p>	<p>Angela Allen</p>	<p>December Meeting</p>

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

**Owner**

**Due Date**

<b>Next Steps:</b> (Task, Assigned To, Checkpoint Date)	<b>Owner</b>	<b>Due Date</b>
<b><u>December Next Steps-Closing Achievement Gaps, How?</u></b> RTI LEA Collaboration Meeting to determine Tier 2 Students (Accomplished) 13.3% Tier 2 Students Parent contacted (Accomplished) (10) Parent Meetings Processing		

## DECISIONS MADE

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

- December's Board Minutes were approved

## DISCUSSION

**Discussion:** (Items/Knowledge Shared)

### **Facilities Reopening-Repairs and Maintenance (D. Miller)**

\*Patching walls and touch-up painting, roof repairs, replacement of several damaged tiles in Tolson building, replacement of classroom cabinet doors at Tolson, window repairs at Tolson, continued deep cleaning and floor burnishing

### **Facilities Reopening-Hybrid Model (D. Miller)**

- \*Temperature check no longer recommended by CDC
- \*Health screening- ASK: common COVID-19 symptoms, ASK: close contact, LOOK: visual inspection for symptoms
- \*Setting up the Health screening for staff and scholars
- \*Social distancing- scholars desk 6 feet apart, place additional signage throughout the building for way markers for hallways and stairs, plexiglass screen in the office, in the process of ordering Plexiglass screen for the desks
- \*Guidelines for mask wearing for staff and scholars
- \*Personal Protective Equipment from the Presidential Inauguration Committee secured by the ALVINA Foundation which Ms. Rebecca helped coordinate for us
- \*Started installing the HOCL, IonoMax electro-static misters
- \*HVAC system set to building air flush mode
- \*Audit and re-certifications of HVAC adjustments in both Lamond and Tolson building
- \*Finalizing estimate of hand sanitizing stations for each classroom, purchase or renting water bottle fillers
- \*Lavatory capacity and Safety- number of scholars using the lavatories at a single time will be limited, alternating toilets (urinals and sinks have been cut off to prevent use)
- \*Set up isolation room for both campuses
- \*Tolson Campus Site Improvements-installation of a basketball court

### **ECE ASQ Pre-K3 Fall Data (Tolson and Lamond) Averaged 87.224% Overall Growth (A. Allen)**

- \*89% of the scholars were proficient

## Discussion: (Items/Knowledge Shared)

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\*Domains- communication, gross motor, fine motor, problem solving, personal-social. The score range from 0-60% in each domain

\*Trends- the hardest domain was communication with our LatinX or ELL Families due to the understanding the English language.

### **ECE ASQ Pre-K4 Fall Data (Tolson and Lamond) Averaged 88.04% Overall Growth (A. Allen)**

\*Gross was great; communication was an issue. The same cohort of scholars (LatinX, ELL). Support was brought to zoom and sat with the related service providers and planned for activities for at home and class.

### **ECE ASQ Kindergarten Fall Data (Tolson and Lamond) Averaged 93.014 % Overall Growth (A. Allen)**

\*They performed the best because they were actual scholars in Pre-k3 and Pre-k4 at the LEA and learned how to function within the domains and given support

### **Next Steps:**

\*Monitor all students on Target and At Risk

\*Reassess student's growth to determine students that require screening, re-evaluation, or direct formal assessment

### **Student Support Services Stats**

\*Eligibilities = 90%

\*Pending Eligibilities = 10%

\*IEP Timelines = 100%

\*504's = 71%

### **February Next Steps:**

\*Action-At Risk student, RTI Collaborative, Bi-weekly Check-in 1/27/2021 (Responsibility of: LEA RTI Collective)

\*Report –Sped. Student data of Winter 2/28/2021 (Responsibility of: Sped. Director)

### **Financial Statement Audit of 6/30/2020 (S. Minor)**

\*Imagine was responsible for reimbursing the LEA for the first half of 2019 property tax which was a result of a failure to file a rebate application. \$191,580 has been reimbursed to the LEA

\*Completion of 990 E-filed 12/14/2020

\*Compensation Policy & Structure-Initial meeting on January 8, 2021 (Compensation Review Committee members- Kerry Smith (Board Member), Tina Chavis-Johnson (Imagine HR) and Stephanie Minor (LEA Operations Director). Looked at a compensation philosophy, policy, scale- base salary, stipends and bonuses

\*Compensation and Policy –Report out to board on Monday, February 1<sup>st</sup>.

### **Forecast Overview for December (S. Minor)**

\*Enrollment 144 scholars less than budget

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

\*Currently assuming significant HVAC & Health Suite Improvement

## Discussion: (Items/Knowledge Shared)

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### **Key Forecast Changes for December 2020 (S. Minor)**

The December forecast increased the year-end cash expectation by \$317k:

- \*Direct Student Expense
- \*Rent
- \*Federal Revenue
- \*Salaries
- \*Office & Business Expense

### **December 2020 Financial Reporting (S. Minor)**

- \*94-days cash at year's end.
- \*Forecast the school 's year ending balance as 3.99m, \$780k below budget

### **Enrollment Update (S. Minor)**

- \*2020-2021 Lamond Enrollment Update –Projected 238, Audited 201, Current 198,
- \*2020-2021 Lamond Withdrawals –Enrollment 201, Total 9, Post Audit 3, Pre-Audit 6 (Pre-K3 had the highest withdrawals)
- \*2020-2021 Tolson Enrollment Update- Projected 463, Audit 365, Current 361
- \*2020-2021 Tolson Withdrawals- Enrollment 365, Total 22, Post Audit 0, Pre-Audit 22 (Kindergarten had the highest withdrawals)

### **Operations Update**

- \*Hope Re-entry Plan in progress
- \*Soft Reopen re-scheduled for February 8, 2021-showcase building readiness and preparedness
- \*\$10 million in Grants to Support Public Charter School Reopening Efforts
- \*Vaccination updates
- \*Parent Survey (re-issued)
- \*Staff Survey (to be re-issued)

### **Immunization Updates (GOAL is 98% compliance rate)**

- \*Tolson @ 72% compliance rate/ 101 students overdue representing 27.90% (1% increase from last month)
- \*Lamond @ 66% compliance rate / 63 students overdue representing 32.31%
- \*This will impact in-person instruction and testing
- \*Continue to contact parents via emails and calls from our enrollment specialist to get the immunizations up

### **Teaching and Learning (O. Pela/A. Stone)**

- \*Created an instructional library- provide actual synchronous and asynchronous learning
- \*Focus from AEC meeting- Engagement and Use of Time
- \*Sample of Coaching Observation form and Peer observation form
- \*Video Reflections- Big Rocks: effective use of time, engagement, video type, pre-work
- \*Quarter two implementation of Morning Message and Directions/Instructional Videos

## Discussion: (Items/Knowledge Shared)

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\*Walkthrough Form focus-ENGAGE: Lesson Delivery

\*The improvement Cycle: Plan (January), Do (February), Study (February), Act

### Governance Committee Updates (K. Smith/A. Alderdice)

\*Updates has been presented throughout the presentations through the committees

\*Reviewing all board materials that needs to be current and updated

\*Recruiting for the board and expanding on the board. If you know any good candidates (parents or otherwise) passed this information along

\*Interested in the representation of our LatinX population on the board

### Charter/Operating Agreement Renewal – Comment + Vote

\*The board had a retreat. We discussed our responsibility as a board and our role.

\*Based on the operation agreement with Imagine last year, we have to notify Imagine by February of this year whether we intend to renew the agreement or not. The board will have to vote. The vote will be in three-fold: close the school, renew with Imagine or renew with another Turnaround organization

\*Attorney Heather was present - she went over the protocols of the voting procedures

\*Voting -No motion to close the school, 8 to 0 voted to not renew with Imagine, 8 to 0 voted to negotiate with a turnaround organization

\*The lease should not have been longer than the term of the operating agreement.

### Announcement & Closing

\*Ms. Rebecca wanted to take this opportunity to thank Imagine, staff, Mr. Toler and everyone presented on this meeting on behalf of the board for a smooth transition.

\*Today will be Chris Cody and Orinthia Harris' last meeting. Thank you both for your service, support and leadership. You both will be missed. Best of luck on your future endeavors (A. Doherty, A. Alderdice, A. Brown, S. Toler, S. Minor, S. Sabella).

\*Motion to adjourn by O. Harris and A. Brown

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

\*Roll call for a closed session

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

## MISCELLANEOUS ITEMS

### Miscellaneous Items:

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