



November'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 November 12, 2020 | 5:30pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 5:30pm

Meeting adjourned: 7:44pm

ATTENDEES

HCPCS Board Members	HCPCS Staff Members	Imagine Schools Staff Members
<input checked="" type="checkbox"/> Doherty, Rebecca	<input type="checkbox"/> Rashed, Haroon	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Johnson-Chavis, Tina
<input checked="" type="checkbox"/> Sabella, Susan	<input checked="" type="checkbox"/> Robinzine, Michele	<input checked="" type="checkbox"/> Ellis-Hicks, Nashandra
<input checked="" type="checkbox"/> Bogle, Dana	<input checked="" type="checkbox"/> Creighton-Wade, Sade	<input checked="" type="checkbox"/> Minor, Stephanie
<input type="checkbox"/> Alderdice, Austin	<input checked="" type="checkbox"/> Allen, Angela	<input checked="" type="checkbox"/> Miller, Travis
<input checked="" type="checkbox"/> Brown, Alteria	<input checked="" type="checkbox"/> McWilliams, Trina	<input checked="" type="checkbox"/> Bowie, Tobie
		Patterson, William

AGENDA TOPICS

Agenda

5:30 pm – 5:35 pm	Call to Order/Roll Call/Old Business	R. Doherty
5:35 pm – 5:45 pm	Finance/Operations & Enrollment Updates	S. Minor/S. Sabella
5:45 pm – 6:00 pm	Presentation on Annual Audit	S. Minor/S. Sabella
6:00 pm – 6:10 pm	Facilities Updates	D. Miller
6:10 pm – 6:40 pm	Academic Monitoring/PD & Analysis of Student Data	T. Miller/N. Ellis-Hicks
6:40 pm – 7:00 pm	School Leaders' Report	O. Pela/A. Stone
7:00 pm – 7:10 pm	SPED Updates	A. Allen
7:10 pm – 7:15 pm	Any other business/Committee & Compliance Updates/Charter	Renewal Review
7:15 pm – 7:25 pm	Budget 2020-21 Reforecast (Executive Session with Imagine)	S. Minor/S. Sabella
7:25 pm – 7:30 pm	Closed Session (Board Only)-Board Retreat	

NEXT STEPS | ACTION ITEMS

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

Owner

Due Date

<p>Annual Audit:</p> <ul style="list-style-type: none"> – Recommended the School continues to reinforce its processes and procedures – Recommended the School to adhere to its written policies – Clear logical ledger in the general ledger – Recommended periodic reviews of payroll 	<p>SB and Company, Tiana Wynn & Monique Booker</p>	<p>Ongoing</p>
<p>Academic Data:</p> <ul style="list-style-type: none"> – How are scholar's academics over time – How are we retaining scholars – Exit interviews for scholars who are leaving – Data need to be presented each year around of the month of November and December to assess and monitor 	<p>Travis Miller, LEA Academic Director</p>	<p>December Meeting</p>
<p>Facilities:</p> <ul style="list-style-type: none"> – Additional paving to correct leveling of underlying court surface – HEPA/HOCL Installation – Installation of Hand Sanitizer – Medical-Grade Barrier 	<p>David Miller, Regional Facilities Director</p> <p>Board, Finance Committee and Imagine</p> <p>David Miller, Regional Facilities Director</p>	<p>November 16th</p> <p>December 1st</p> <p>Mid-January</p> <p>First week of January</p>
<p>Academic Monitoring Tool:</p> <ul style="list-style-type: none"> – Continue to monitor attendance and Attendance Plan 	<p>Travis Miller, LEA Academic Director</p>	<p>Ongoing</p>

<ul style="list-style-type: none"> - Monitor parent engagement activities and increase communication outlet - Monitor instruction through collaboration meeting and RISE-UP Team work - Reflect on trends at individual schools and across the LEA 	<p>Director/School Leaders-Okiemute Pela & Ashley Stone</p>	
<p>School Leaders Updates:</p> <ul style="list-style-type: none"> - Character/School Climate: School Asynchronous Wednesdays (new) - Parent Choice/School Development: expansion to Ward 7 and 8 Athletic Focus (new) 	<p>School Leaders-Okiemute Pela & Ashley Stone</p>	<p>Ongoing</p>
<p>SPED:</p> <ul style="list-style-type: none"> - RTI Collaborative-Check-I on 1st RTI Rotation – 11/30/2020 - RTI Collaboration- Determine Tier 2 Scholars- 12/18/2020 - 1/4/2021 -Send Parents Notifications for Tier 2 Scholars – 12/21/2020 - Collaboration RTI SIT – 1/4/2021 - Number of scholar’s progress - Data for scholars who did not receive packets from spring <p>December Meeting</p>	<p>Angela Allen, SPED Director</p>	<p>December Meeting</p>

DECISIONS MADE

Decisions Made: (What, Why, Impact)

- October’s Board Minutes were approved
- Open Meetings Act:
 - Requires a motion to close the open meeting and to go into a closed meeting to discuss employment assignments
 - Motion was granted

DISCUSSION

Discussion: (Items/Knowledge Shared)

- Annual Audit Updates:
- Engaged to do the June 30, 2020 audit which included the Preparation of the 990 and a review of federal dollars under the Uniform Grant Guidance
- Results:
 1. Planning to issue an unmodified opinion on financial statements
 2. Identified a material weakness over financial reporting-

Key accounts -that have been affected were accounts receivable, capital assets, payables and deferred revenue. The financial statements required additional time and analysis before the financial statement could be finalized and available for issuance.

Capital Assets-\$188,000 of assets that was recorded as capital that should have been recorded as expense through the year and as a result the depreciation has been recorded that needed to be reversed.

Receivables-Several receivables (trade, grants) were included in an account titled miscellaneous receivables (property tax). These included significant items such as property tax receivables and amounts due from related

parties. Entries to duplicate property tax receivables were approximately \$108,000. One item that was finalized today resulted in an additional \$190,000 journal entry. Where there were receivables for property taxes that were reported dating back from 2019 where the school did not submit for reimbursement and the confirmation back from the District is that time has expired. As a result, the school will incur an additional \$190,000 of expense from the property tax that will not be recouped from the District. Board requested that Imagine will take full responsibility for \$190,000. An Imagine Schools Staff Member (Donald Bowman) agreed that Imagine will take full responsibility for that total expense.

3. Finding noted in connection with the single audit
Significant deficiency related to the procurement process.
Documentation for sole source procurement was deficient.
Example: The contract with Revelation Foods expired the prior year and renewed: No evidence or documentation of a full open competition or justification by a sole source vendor was used.
4. No instances of fraud or illegal acts for the 2020 fiscal year were identified
5. Received full cooperation from management

- **Facility Updates:**

Facilities Reopening-Supporting the Virtual Learning Model:

- New- Developing an online English and Spanish health screen form and temperature log to replace paper documents when people enter the building at both campuses via tablets and mobile phones.
- Facilities teams at both campuses continue to support the virtual learning model with enhanced cleaning and disinfecting when the buildings are occupied.
- Social distancing guidelines must be constantly reinforced- additional signage in building, daily reminders to staff, social distancing presentations to staff and teachers
- Health screening: Several demonstrations done by third party applicants that conduct health screening for scholars and staff. Imagine is developing an in house plan for health screening based on these demonstrations and other data for re-opening.

Facilities Reopening-Hybrid Model:

- Reopening the building (air quality issues)- Break down of cost and comparison of the different options. Review estimate for cost for HEPA /UVC light \$700 for a classroom size. Office size unit is \$350. The estimated cost for Lamond campus will be \$23,100 and Tolson will be \$25, 200 if these were implemented.
- Another option is Hypochlorous (HOCL)-based ionizing air purifiers- this is a non-toxic EPA. These are humidifiers that can be used in an office or classroom space. Lamond's estimated cost is \$22,544 and Tolson's estimated cost is \$23, 004 from February to the end of the year. The HOCL disinfectant cost is extra (\$12.99/gallon, which can disinfect for 30 hours).

Location of Isolation Rooms has been finalized at both campuses:

- Use of temporary quarantine room barriers in Tolson Media Center (isolation of medical-grade barriers)
- Conversion of Office space on Lamond lower level to Isolation Room

- **Academic Monitoring Tools/PD Analysis of Student Data:**

Number of Years Remaining in Imagine for students attending in each grade level during SY 2014-2015:

- Presented Trend Data for Tolson (K-8) and Lamond (K-5) campus. The data showed the total number of scholars enrolled for each grade band. The heading on top is the number of years the scholars remained. The data is not cumulative going across. It is individual to identify the retention rate within each of those years.

Number of Years Remaining in Imagine for Students Beginning in the Indicated School and Grade:

- Presented slides for Lamond and Tolson which gave data on new scholars at each grade band and how many years they remained (when they started and how long they stayed). Action item reflects that the Board Chair requests data on scholars' academic performance within those years at Tolson and Lamond.
- Per data discussion- the retention rate is not good. During their first year, all grade bands have a consistent drop off. Action item reflects the following questions posed during discussion: Why are we losing scholars? How are the scholars doing who stayed longer? Next steps: getting data trends and exit interviews for those scholars who are leaving.
- Artifacts/Evidence from the monitoring tool and data will be presented in December's Board meeting
- School Leaders Updates:

Parent Choice Committee-both schools identify events to involve parents and their needs.

- Lamond-SPED Night, Healthy UDC Cooking Night, Education Week,
- Tolson-Parent Café, Family Check-in –modeling Wednesday's Asynchronous Learning, Monthly Newsletter

Character/School Culture- House system is directly related to academic achievement and attendance.

- Lamond-House led assemblies, Lunch Bunch, Social Justice Maxim Essay Contest, Social Justice Poster Contest
- Tolson- Scholar Support (Character Essays and House System Progress
- Staff Support (House Led Staff Meetings, Staff Stress Survey, Bi-Weekly SEL Check-in, Focus Group on Asynchronous Learning)

Teaching/Learning-

- Lamond- School Led PD, Teacher Led PD, show and not tell coaching, strong mini-lesson via recorded or live, clear objective, coaching is modeling
- Tolson-School Lead PD, Teacher Led PD, strong mini lesson, show and not tell coaching, Virtual tools with safe practice. Implement google drive and peardeck synchronously and asynchronously
- Tolson- PBL Artifacts from Mr. Moses 5th and 7th grade Art Class (Featured Social Justice Artist: Kehinde Wiley)

Focus Area:

- Lamond-Virtual Instruction through Support (Charlotte Danielson Remote Learning Rubric, Early Literacy –K-3: Phonics, Fluency, Phonemic Awareness, Middle School Math-5th Grade), Intervention/RTI Model
- Tolson- Virtual Instruction through Support (Charlotte Danielson Remote Learning Rubric, Early Literacy-3rd Grade Reading, Middle School Math (8th grade), Intervention/RTI Model

School Development

- The Parent Choice Task Force is working on identifying the strengths for each school. This data will be used for the purpose of building the Hope Community Brand:
 - Lamond is known for its Arts Based Program
 - Tolson has been known for its athletics and cheering squad.
 - Expanding the Hope experience to ward 7 and 8 (Considerations: Transportation coast and new methods of advertisement.
 - Expanding the early childhood program to offer Spanish Immersion.
 - Push for new Middle School initiatives: Course expansion, additional foreign language & math classes (Algebra, Pre-Algebra class)
 - Earning high school credits for math and Spanish

- SPED Updates:

- Scaffold to Meet Student Needs- We provide Scaffolding, Common Core Standards, and Scaffold Common Core Standards
- November 4th EL/SPED town Hall Meeting was held
 - Discussion topics were -RTI progression and Gold Book tool use.
- Combined Primary Self-Contained Program- Collaborative Teaming, Cohesive Planning and Supportive Parent Partnering
- Student Support Services Updates-
 - IEP's 100% with 2 referrals @ Lamond campus,
 - EL Plans 100%, 504 Plans-100% with 1 pending
- Current SEDS Dashboard Compliance-
 - Eligibility Complete- 50%,
 - Upcoming Eligibility -50% complete, IEP- 100%
- OSSE IDEA Determination 2018-
 - Meets Requirement (90.28%)
- Data for scholars who did not receive packets will be presented during our December 's Board Meeting.
- Present information within the allotted time: discuss (**key discussions** -what worked or did not worked, **next steps** and **who is responsible**)

- Other Business Updates:
 - Charter Renewal- ongoing
 - Discuss old business from the month of November and December to make sure the action items that were documented have been acted on.

MISCELLANEOUS ITEMS

Miscellaneous Items: