



October'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 5, 2020 | 5:00pm | Meeting location Virtual (Zoom)

Meeting called by: Rebecca Doherty

Meeting called to order: 5:06pm

Meeting adjourned: 7:11pm

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 type="checkbox"/> Cody, Christopher	<input checked="" type="checkbox"/> Pela, Okiemute	<input checked="" type="checkbox"/> Bowman, Donald
<input 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"/> Sigman, David	<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
<input checked="" type="checkbox"/> Bogle, Dana		<input checked="" type="checkbox"/> Patterson, William

AGENDA TOPICS

Agenda

5:00 pm – 5:05 pm	Call to Order/Roll Call/Old Business	R. Doherty
5:05 pm – 5:15 pm	Finance/Operations & Enrollment Updates	S. Minor/S. Sabella
5:15 pm – 5:25 pm	Facilities Updates	D. Miller
5:25 pm – 5:50 pm	School Improvement Plan & Imagine Schools Update	T. Miller/N. Ellis-Hicks
5:50 pm – 6:20 pm	School Leaders' Report	O. Pela/A. Stone
6:20 pm – 6:30 pm	SPED Updates	A. Allen
6:30 pm – 6:40 pm	Any other business/Committee & Compliance Updates/Charter	Renewal Review
6:40 pm – 6:50 pm	Human Resources (Executive Session with Imagine)	T. Johnson-Chavis
6:50 pm – 7:00 pm	Closed Session (Board Only)-Board Retreat	

NEXT STEPS | ACTION ITEMS

Next Steps: (Task, Assigned To, Checkpoint Date)	Owner	Due Date
<p>Enrollment:</p> <ul style="list-style-type: none"> – Presenting the revised forecast strategies to the Board in an Executive Session – The years that took a significant loss of students, what is the reason -EdFest Marketing efforts 	<p>Regional Operations Director</p> <p>Trina McWilliams and Sade Creighton-Wade</p>	<p>November Meeting</p> <p>Virtually on Saturday, December 12, 2020 10am to 2pm</p>
<p>Operations:</p> <ul style="list-style-type: none"> – Provide a detailed report with grade levels and demographic data – RFPs, please post to the website, and make that a policy 	<p>Regional Operations Director</p>	<p>November Meeting</p>
<p>Facilities:</p> <ul style="list-style-type: none"> – Seeking estimates for testing and balancing of the HVAC system for testing in January – Provide the cost of the challenging items, they are as follows: HVAC Funding, Lavatory Ventilation, Exhaust Systems, Outdoor Learning and Air Purifiers 	<p>Facilities Director</p>	<p>Ongoing</p>
<p>SPED:</p> <ul style="list-style-type: none"> – Gather baseline data on the students who did not receive packets during the pandemic – List of students that did not get packets in the COVID-19 crisis – Create a cohesive RTI Team for both campuses that will carry out the process with fidelity 	<p>SPED Director</p>	<p>November Meeting</p>

<p>- Baseline data for RTI to be given to the board</p>		
<p>School Leaders Updates:</p> <ul style="list-style-type: none"> - Further consideration for reentering the building in the February 2020. - Get notification out to parents 30 days prior to reentering. - LEA is proposing both methods to parents in February, remote and on campus. - House System: has the suspension rate decreased and has the attendance rate increased since implementing the system. Student feedback would be great 	<p>School Leaders</p>	<p>Ongoing</p>
<p>Imagine School Updates:</p> <ul style="list-style-type: none"> - Present a deeper dive in the student work and the teacher analysis to understand what the lesson was, how it was evaluated, what the teacher was looking for and how the teacher analyzed the student's work. - Feedback on the time that has been allocated to "read alouds" vs. independent reading. - Provide what projects are going on, project based-learning, do we have any photos to show what the students are learning. 	<p>Regional Academic Director</p>	<p>November Meeting</p>
<p>Staff Turnover</p> <ul style="list-style-type: none"> - Professional Development Evidence - Plan moving forward for Professional Development Evidence 	<p>Regional Academic Director</p>	<p>November Meeting December Meeting</p>

DECISIONS MADE

Decisions Made: (What, Why, Impact)

<p>September's Board Minutes were approved</p> <ul style="list-style-type: none"> • Open Meetings Act: <ul style="list-style-type: none"> ○ 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)

<ul style="list-style-type: none"> • Finance/Operations & Enrollment <p>Discussion:</p> <ul style="list-style-type: none"> ● The shortfall for enrollment is 146 students, that equates to approximately \$2.9 million dollars less in per pupil funding. ● Currently in a Financial Audit for the period ending June 30, 2020. ● Marketing, we are still running our Radio Ad: <ul style="list-style-type: none"> ○ We have aired 197 times ○ Reaching over 754,000 listeners ○ Over 3 stations: WMMJ, WKYS, WPRS ○ The Ad will run until the end of December

- Travis Miller applied for a \$20k grant with the Association of American Medical Colleges:
 - Project based grant to continue efforts in Early Childhood Education “Learning in A Box”
- A 10-year review was presented to show the enrollment decline
- Enrollment audit has concluded and there are a number of findings: (What were these findings?)
- Part of the marketing initiatives was starting a relation with Answer Connect:
 - To make calls to our parents
 - Meal distribution survey
- Enrollment is currently at 556 students for the LEA
 - Lamond: 201
 - Tolson: 356
- Tolson is trying to resolve those findings and residency is a big issue around the audit

Facility Discussion:

- Enhanced cleaning, disinfecting, and reinforcing social distancing when buildings are open and occupied.
- Additional signage installed as a reminder for social distancing
- Complete OSSE and DC Health provided health form as well as temperature checks
- Tare taken upon entering as well
- Nurse Sharon Bostick of DC PCSB completed LEA building walkthroughs; she provided guidance about the health suite and providing an isolation area if needed
- HVAC system air filters were upgraded for LEA and reprogrammed to ensure level of air flow from the system; air flow release times were changed. Units now come on earlier and stay on later to help circulate the building air
- Tolson Campus Project: Hanover Group will pay an additional \$10k to help finish the project
-
- Installing Preparing to open the building in a Hybrid Learning Model:
- were completed with a nurse consultant named, Sharon Bostick, she was provided

School Improvement Plan & Imagine Schools’ Discussion:

- A School Improvement Plan was created for the Latin Community that identifies on major intervention “Reading A to Z” due to double digit deficit during the PARCC testing for this Community
- Board Approval has been granted on Thursday, November 5, 2020. Mrs. Stone will submit it tomorrow.
- Concerns were raised about how the parent communication platform/software was being used to inform parents on teacher turnover.
- Scholar Success Time is provided to help students with learning progressions
- myON is being used throughout the LEA
- School Leaders Updates:
 - Lamond/Parent Choice:
 - Started a Healthy Meals Cooking Initiative
 - Parent/Teacher conference was very effective
 - Continued technology support
 - Tolson/Parent Choice:
 - Parent Café Initiative (creating family focus groups by grade level)
 - PAVE (Parents Amplifying Voices for Education) learning about DC Government
 - Social and Emotional learning session
 - Focus Groups for Latina families
 - Lamond/Character Initiative:
 - Integrated the House System for staff and students

- School Psychologist provides the students with Lunch Bunch, an opportunity to talk with other students and discuss anything for grades 3rd-5th
 - Preparing students for the National Character Essay Contest
 - Tolson/Character Initiative:
 - Second year of the House System
 - Lunch Bunch with the Principal – 8th grade
 - Athletics and Activities
 - Lamond/Teaching & Learning:
 - Growth and Professional Development:
 - LEA is Sharing an A/B Model for Teacher’s lesson planning
 - Formal Observations have begun for Teachers
 - Student Assessments:
 - Making sure parents understand integrity
 - Aligning our assessments to instruction
 - Curriculum Updates:
 - Freckle, myON, and Renaissance is being used with fidelity
 - Tolson/Teaching & Learning:
 - Growth and Professional Development:
 - LEA is Sharing an A/B Model for Teacher’s lesson planning
 - Formal Observations started with a Goal Setting feature for Teachers
 - Informal walkthroughs happen daily from the Leadership and Rise Up Team
 - Student Assessments:
 - Making sure parents understand integrity
 - Aligning our assessments to instruction
 - Curriculum Updates:
 - Freckle, myON, and Renaissance is being used with fidelity
 - LEA/New School Development:
 - Focus on our response to Intervention programs
 - ELL Initiatives
 - Addressing our Latina community
 - Marketing Focus – Enrollment
 - Reaching across different Wards within DC
 - Middle School is being prepared for HS of choice as well as college
 - LEA/Next Steps:
 - Thinking forward each month and how we are moving forward
 - Increasing Parent/Teacher communication
 - Building a Teacher Toolbox
- SPED Updates:
 - Response to Intervention (RTI) planning proactively to make sure students are provided academically as well as behaviorally
 - Created RTI Teams and disaggregated data **and the findings were...**
 - “Kid Talks” - collaborated team meetings to discuss student growth **and the findings were...**
 - Bi-weekly Progress monitoring **some key findings were...**
- Other Business Updates:
 - Charter Renewal review:
 - The Board and Imagine has an EMO (Education Management Organization) relationship through and Operating Agreement
 - A one-year renewal agreement was issued between the Board and Imagine earlier this year
 - An evaluation and vote will take place to renew that agreement
 - An open floor will be offered to anyone who needs to express any concerns
- Human Resources Updates:
 - Exit Interviews were conducted on 8 staff members who left between June 2020 to August 2020:
 - Two employees left for job advancement/Six employees left because of Leadership
 - Two employees would recommend Imagine as a place of employment/Six employees would not
 - Three employees stated they would reapply with Imagine/Five employees stated they would not
 - Areas of attention is needed in:
 - Leadership Training
 - Mentoring Program
 - Policy Development
 - Professional Development Improvement

- Clearer Guidelines on Job Responsibilities and Opportunities
- HR Recommendations:
 - Internal Mentoring Program for Principals
 - Team Building
 - Increase Leader Accountability for Employee Retention
 - Professional Development Programs designed around the needs of the Teachers
 - External Leadership Program
 - Quarterly Culture Surveys
 - Partner with a Tier 1 School to help strengthen us in all aspects

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

MISCELLANEOUS ITEMS

Miscellaneous Items: