

June 17, 2020 | 8:30 am via GoToMeeting

Board members present: Lydia Adelfio, John Duncan, Jerenze Campbell, Gretchen Guffy, Betsy Hanlon, Margaret Horn, Roneal Josephs, Tom O'Hara, Art Moran, Neville Waters, JD Wilde  
Absent: Nasir Qadree  
CCPCS Staff present: Russ Williams, Clarice Ulu

## Agenda

- I. Call to Order
- II. Chairman's Remarks
- III. Routine Business
  1. Approval of March Minutes
  2. By-law amendments
- IV. CEO Update
- V. ADW Lease/Buildings Update
- VI. Committee Reports & Goals
  1. Academic Committee
  2. Development Committee
  3. Finance Committee
  4. Governance Committee
- VII. Executive Session

## Chair's Remarks

Lydia Adelfio, Board Chair, called the meeting to order and thanked everyone for joining the meeting virtually. She also thanked R. Williams and his team for all the amazing work they have been doing - reinventing themselves, working on items that they normally would not work on, identifying needs in the community, and a great fundraiser - and doing it well in these challenging times. This is a testament to R. Williams and his team to flip the switch and do such a great job.

## Routine Business

### Approval of Minutes

**Action Requested:** Approval of minutes from March 18, 2020 quarterly meeting

**Motion approved**

### Approval of Minutes

**Action Requested:** Approval of minutes for FY2021 Material Contracts - June 12, 2020 for air filter upgrades and supplies

**Motion approved**

### Approval of Material Contract Minutes

**Action Requested:** Approval of minutes for Additional Cleaning Maintenance through 2021.

**Motion approved**

#### Approval of Changes to By-laws

**Action Requested:** Approval of the By-law amendments

**Motion approved**

#### CEO Update

Russ Williams' overview:

- Assisting Families in Need -
  - Thanks to a grant from the Flamboyan Foundation, we were able to help a few families with food insecurity, but there was a greater need identified by the principals. With Russ, Shonda Andrews, Principals and the Development Committee a plan was made for a fundraiser for families in need. We were able to raise \$23,000+ (including a \$6,000 gift from one donor). Families have indicated their gratefulness through the principals. Thanks to A. Moran, S. Andrews and so many of the board members for their assistance. Principals determined where the funds should be directed.
- Summer School -
  - We have ended the school year and we are now in an online summer school program. All of our campuses are offering a program to 60-100 students each. We are doing some targeted summer work to minimize the gaps due to COVID-19. There are about 450 students participating in the summer program.
- Summer School  
450 students will be participating in summer school, online, at all six campuses. They are focusing on 3rd and 4th graders and struggling students.
- Summer PD
  - Teachers are doing PD in Google Classroom to work on both synchronous and asynchronous teaching to help prepare them for whatever set-up we will have this fall - distance learning, in-person or blending learning. All teachers are completing Google Classroom Level I certification. We are also asking a group of our senior-level teachers to complete the Google Classroom Level II certification. We have scheduled PBL training for August, some science training, curriculum items for Wit & Wisdom, some Early Childhood summer work, etc. Asynchronous is self-paced and synchronous is scheduled at a set time.
- Summer Tech Update

- We have been using our existing devices to meet needs for the current school year and summer.
  - We purchased hotspots - some have been distributed, others will go out in August
  - We have many of the new chromebooks in hand, though some have been delayed
  - The Tech team have been coaching and supporting the teachers to help them manage class time and preparing for video class security
  
- Planning for Fall
  - Russ has been in conversation with other LEAs across the city, and several times a week with the city-wide education leadership - the DME, OSSE, PCSB, etc..
  - OSSE and the DME are taking the feedback from the small group, the info from a parent survey, and the responses from the teacher survey which just closed to share all the data points.
  - The DME is requesting a coordinated start to SY20-21 with an August 31 start for schools.
  - CC is still deciding whether to begin Aug. 24 or Aug. 31. Russ will get an update out to the Academic Team and then brief the full board once we understand what the city as a whole will do in a few weeks.

**ACTION:** Russ will alert the Academic Committee and the full board on the start date for the 20-21 school year once it is determined.

- Fall - Safety Purchases
  - The Operations, Finance and Facilities Team have been collaborating and planning for our building and safety needs for when people do come back. Most of our safety purchases should be covered by a CARES Act grant . CC applied for \$657,000 and the monies will be released in late June. Purchases include clean air misters, PPE masks (disposable and reusable) and adding a day porter (cleaning crew) to each facility for SY20-21. We are going to put up sneeze guards at our admin desks and hand sanitizer stations outside each classroom, and arrange for air duct cleaning. We are still working on protocols for entering the buildings but it will include temperature checks on staff and students.
  - We are still working on how we will best serve our students.
    - How will we serve our younger students? R. Williams has a call tomorrow with the National Charter Schools Institute and a few others that he will seek advice and chat about best practices for the fall school year
  - Should we bring back the younger students and service the older students online?

- What are the liability issues? How to handle a hybrid model? How best to communicate. How to ensure the best quality programming if fully virtual vs. hybrid?
- We will update the Academic Committee and fuller board once we map all of this out

**ACTION:** Russ will update the Academic Committee regarding a plan on programming, youngest students, communications when a plan is more fully developed.

- Many LEAs are still trying to decide how to return. We have the right to do whatever we think is best for our families, but we are paying attention to and engaging in the broader conversations with the city. There's a request for cooperation and all of the LEAs are cooperating with the city
- We are going to run the strongest program that we can, but we know it will not be as strong as in the past because the kids will be learning from home full or part-time
- Russ is aware that liability issues need to be addressed. We will have more information about that in the fall. We have been in touch with Charles Allen on the council, but they are waiting to hear from the federal government
- Information has been shared with all staff this week to keep them informed on the importance of thoughtful and clear communication. The city will have several calls this week, plus we have received data from our parent and staff surveys that we are still assimilating. We will continue to be consistent with communication to families and staff.
- We have put together a multi-stage plan depending on what phase the city is in (it's a living document, but not completed). We want to ensure we have detailed thoughtful protocols. We're still collecting information and pulling ideas together. For example:
  - Exclusion criteria
  - Dismissal criteria
  - What if someone tests positive - protocol
  - Daily health screenings
  - We circulated a brief survey to our parents this week
  - We are separately surveying our staff, especially about pre-existing conditions ( we have at least 17% of our staff that will have to teach online due to these conditions)
  - Surveyed teachers prefer the 2 days in person/3 days remote the best
  - Folks did not like the two weeks on/two weeks off plan

- Teachers want to make sure buildings are safe and they focus on deep cleaning and that social distancing is honored
- The city is collecting similar information from parents
- Teachers are concerned about social-emotional support for our students
- CC is surveying families to find out how many will keep their children home until a vaccine is distributed.
- Fall - Technology
  - We will be providing devices to all students at least K-8.
  - We are building a new inventory system and new processes to better track the hardware
  - We are doing some work to help understand the needs of families a little better
  - PreK4 and K will receive tablets, but still unclear about PreK3.
- ELL Adjustments
  - Alicia and Hannah have been working with the Brightwood and Petworth principals regarding language access, and ensuring they receive the COVID-19 information they need as well as communicating about food insecurity, and other issues
- SPED Adjustments
  - Our students with IEPs have been given accommodative work and CC is providing extended summer support
- Enrollment
  - Our enrollment is trailing from last year not surprisingly
  - OSSE has articulated on one of the LEA leader calls that city-wide enrollment is trending about 20% lower than usual, but will not know for sure until the October 5th count, after which they will dig into the “why”
  - Shaw - Enrollment is the lightest (not having a PK3 feeder hurts enrollment every year). Campuses have started outreach efforts.
  - Petworth - They are a little behind, but they are picking up students
  - The budget goal for students was built on 1470 students
- Budget/Finance
  - We are still in a strong fiscal position
  - The city has increased our education funding to 3% UPSFF for the FY20-21 even with the decreases in tax revenue
  - We are running a tight budget with anticipation of challenges and expenses that this situation brings
- Class of 2020
  - The list of where the 8th graders are headed is not fully compiled, but gives a good sense of which schools they are headed to.
  - We still have 18 students who are not sure where they will go

- 12 to McKinley Tech, 10 to Washington Leadership, 4 students going to Archbishop Carroll
  - We also have kids going to Sidwell Friends, Duke Ellington, Capital City, Don Bosco Cristo Rey, Seaton, etc.
  - We have discussed about tracking our students after high school, but we have not had the capacity
  - One of our alums, who attended Sandy Spring Friends School was one of their commencement speakers this year
- Staff  
CC has low turnover this year. The challenge is for our vulnerable employees (those who will not be able to come into the building), understanding what role is in a partial return and making sure they have work to do from home, and how do potentially put people in roles that they don't normally do..
    - All LEAs are struggling with this issue
    - Teachers found the spring frustrating because of the challenges due to the abrupt switch to virtual learning
    - The abrupt way school ended has encouraged all to gear up for the fall
  - Academic Dashboard
    - Most family members felt like the work for their children was just enough
    - In the spring, we only had a few families that we were not able to reach
    - We currently on have 5 vacancies with 4 from Capitol Hill where the staff is being reset

#### ADW Update - Russ and Tom

- We have started a process with the ADW focusing on the renewal of our leases and also changing our approach to potentially buy some campus buildings. Mike Kelly, a pro bono advisor to the Diocese, was involved in the original structure of the lease when we converted from Catholic to charter schools. It has been 13 years since this was done and the current leadership is all new and is not familiar with the history. Mike is currently meeting with the pastors just to hear how things are going, and making them aware of the importance of our operations. Working with Mike, we hope we hope to improve our workings with the ADW. We would like to buy all of the buildings so that we can feel comfortable investing in improvements. Going forward, we will deal with ADW with respect to our buildings and not at the pastor level. This process will take several months, Mike will get back to Tom after he meets with the pastors and then set-up a process to talk

about the business issues. Joe Bruno, an original board member has expertise in school financing.

### Committee Reports

Committee goals should relate to and support each other.

#### Academic Committee - Margaret Horn

The committee is focused on the academic response from Russ and his team on the switch to virtual learning. We have started having an early conversation to discuss the “COVID-19 Slide” and how they will address the learning loss which has happened since March and how/when school starts back again. Fortunately, there was a good amount of learning between August and March. Russ shared all the great work that teachers have been doing since the COVID-19 shut down to keep kids engaged and learning. It’s not the same but it hasn’t been a complete stop in learning. Moving forward there needs to be accountability measures. Margaret noted Russ’s leadership and the great work his team has been doing in response to Covid.

The staff did an amazing job pulling together huge packets of school work, and provided it all online for families who could access it. Staff has worked hard to reach all the students and their families, to make sure they were well academically, but also regarding food, and social-emotional wellness.

#### Development Committee - Art Moran

We have topped our goals for the year. The board had 100% participation in giving to Center City this past year. Funds raised for FY19-20 was \$24,425.50 with a goal of \$10,000. The COVID-19 fundraiser brought in \$23,415 from 109 donors, in addition the Global Ambassadors program raised \$1,010.50. We surpassed our goal of getting 25 new donors with 101 first-time donors with our Covid support fundraiser. There were several members on the board who gave multiple times this year. Thank you. We would like to keep the fundraising momentum going by creating an art project where the students may send thank you notes and letters to the donors in the fall. In relation to Global Ambassadors, we should possibly shift from it as the focus for donations and challenge ourselves to come up with another need over the summer that will help the families. (i.e. food for the holidays, coat drive). Thanks to Jerenze for providing the impetus and to, Brandy and Russ for bringing it to our attention, Lydia for constantly pushing it through and everyone on the board for participating and making it happen.

#### Finance Committee - Betsy Hanlon

We had a good year, better than budget for FY19-20, including having pushed a few expenses into FY20-21. We will end on budget with a positive cash flow. We were fortunate to start some of the maintenance and LHI projects earlier due to the buildings being closed.

DC has not yet approved their budget. Assuming there are no changes to our funding, we would like to tentatively approve a FY20-21 budget. This delay is due to dealing with Covid impacts.

The PPP funds came in as a loan, but it will not affect the income statement until it is forgiven or paid off in FY20-21. Tom has asked that management provide a rationale for why we qualified for the PPP and what we have done with the funds.

**ACTION:** Russ will work with Jen Loi to prepare a memo.

The FY 21 budget is a break even budget and cash positive, due to a large amount of depreciation due to a shortening lease time. Ideally we will be able to renegotiate the lease (similar to our 1st lease) to stretch out the end date, if we can't purchase the buildings.

The 3% UPSFF and 2.2% increase in facilities funding allows us to budget for a normal year. Faculty received a step increase and staff a 2% increase. We have applied for a SOAR Grant. We have added two positions, but have canceled the Global Ambassadors program, and all PD travel. Most capital expenditures have been moved to FY20-21.

**Action Requested:** Vote to approve the FY20-21 budget, assuming there are no changes in the DC budget

**Motion Approved.**

**Action Requested:** Material Contracts to add a Busy Bee Day Porter for the fall to allow for additional cleaning

**Motion Approved.**

#### Governance Committee - Neville Waters

We have been working to identify a few candidates and have asked Education Board Partners (EBP) to send us some additional candidates by week's end. Tom has an ADW candidate that he will share. We will also need to get a replacement for Nasir.

Although not on the call, Nasir Qadree, who is leaving the board, was thanked for his service on the board and the great work he has done.

Meeting adjourned.