

BOARD OF DIRECTORS

MINUTES

December 9, 2020 | 8:30am

Board members present: Betsy Hanlon, Lydia Adelfio, Jerenze Campbell, Charlene Fadirepo, Gretchen Guffy, Margaret Horn, Roneal Josephs, Art Moran, Tom O'Hara, Meghan Quinn, Neville Waters, JD Wilde

CCPCS Staff present: Russ Williams, Clarice Ulu

Agenda

- I. Call to Order
- II. Chairman's Remarks
- III. Routine Business
 - 1. Approval of Minutes
 - 2. Resolution for Charlene Fadirepo and Meghan Quinn
 - 3. Approval of Audit Minutes
- IV. CEO Update
 - 1. Update on Start of SY20-21
 - 2. COVID Planning/Testing Update
 - 3. SY20-21 Goals Update
- BREAK (5 min)
- V. Center City PCS Offices/Maker Space Discussion
- VI. CEO Goals Finalized (Vote)
- VII. Committee Reports & Goals
 - 1. Academic Committee
 - 2. Development Committee
 - 3. Finance Committee
 - 4. Governance Committee
- VIII. Committee Goals Finalized (Vote)
- IX. Executive Session

Minutes

Betsy Hanlon, Board Chair, called the meeting to order.

Chair's Remarks

Betsy thanked everyone for attending the meeting and went over the agenda for the day.

Routine Business

Approval of Minutes

Action Requested: Approval of the Resolution for Charlene Fadirepo and Meghan Quinn from September 25, 2020 quarterly meeting

Motion approved unanimously

Action Requested: Approval of Audit Minutes November 23, 2020

Motion approved unanimously

Action Requested: Add Jerenze Campbell's name to the list of attendees for the September 18, 2020 meeting

Motion approved subject to correction above

CEO Update

Russ Williams updated the board:

Update on Start of SY20-21

Attendance

- We are currently at 1449 which is one student down from September. A few families have left us due to attendance, parents with younger kids or leaving the area.
- Our staff is in great spirits and are working really hard to keep themselves and the students in a positive place.
- Overall as an LEA, attendance is at 94.1% and we are pleasantly pleased, especially due to the pandemic challenges.

Absenteeism/Truancy

Chronically absent: student attendance below 90%

Truancy: students with 10 or more unexcused absences and at least 5 years old

- Our counselors and our leaders are working hard to counteract these issues. Due to the pandemic, LEAs all over the city are faced with these issues.

Questions raised by board:

Do they feel like they are making any headway? Absolutely. Each family is different and we are working hard to be mindful of the families and meeting them at their place of need.

Staffing

- Our team has held steady and we are currently fully staffed and have been that way for most of the school year.
- We normally receive 45-50 applicants per position, and it feels like we are getting more and better qualified candidates each year.

ACTION: Russ will ask Josh/Kelly about the 972 applications vs the 22 open positions to see if the applicants were qualified or unfiltered for the 22 vacancies and report back to the Academic Committee in January and the Board in March.

Continuous Learning Plan (CLP)

We submitted a continuous learning plan to OSSE after the September board meeting, and it has been approved. All CLPs have been posted on OSSE's website. We know that our instructional delivery plan was highlighted in OSSE's best practice CLP document...Center City is LEA C.

Assessing Student Progress

- We have reviewed our interim assessment data in the fall and went over our pre-ELA and math testing. We have chosen Edmentum as our assessment and are doing better in Language Arts than Reading. We have found that Edmentum works better in a virtual environment.
- Trinidad's data is really strong, where we have seen gaps in the past, we have not seen them recently. We will continue to monitor this progress.
- We monitor the students as best as we can when they take assessments at home. We expect all students to stay on the honor system in completing the assessments.

COVID-19 Planning/Testing Update

- We have limited staff and high-need students in a few of our buildings. There are new safety protocols in place in the buildings. Our team is drafting a reopening guide and plan.
- PCSB hired facility planning consultants will visit each campus in January to give feedback on the planning to date.

A number of follow up questions on the impact of Covid were raised by board members. Management addressed the questions raised as part of a rigorous follow-up discussion.

Technology

- All families who requested a laptop have received one and we have a few in surplus.
- We have provided over 100 families with hotspots and one year of internet services.

Health and Welfare

- My biggest concern has always been how our staff and students are doing and holding up. Particularly for our teachers because this is not the work they were hired to do. We also have some staff who have their own kids at home.
- We participated in a middle school student mental health survey, along with 6-7 other schools, via EmpowerK12. The schools that participated shared the data with the DME. The DME was so impressed that they worked with EdForward to provide funding and

administer the survey again in the winter and spring. Most of our students felt they were cared for at home and school had a strong sense of involvement.

- Earlier this year we partnered with Farmers to Families to distribute food to families at two of our campuses - Brightwood and Congress Heights, and occasionally to Trinidad - but their ability to distribute food ran out in October. L. Adelfio found an article indicating the program may soon run out of funds.
- We had a successful winter coat drive for our homeless population and made the distributions before Thanksgiving.

The board commended Russ on the work he has done and checked in to see if there is anything he needs. Russ indicated that the team he works with is amazing and they get the job done. The team constantly checks in with each other to ensure they are doing well during these tough times.

CEO Goals Finalized (vote)

Russ updated his SY2020-21 goals based on the suggestions from the September 2020 meeting.

Action Requested: Approval of Russ's Goals revised 2020-2021 goal

Motion approved unanimously

ACTION: The Academic Committee will continue to report Dibbels data for the K-1 students.

Center City PCS Offices/Maker Space Discussion

- Lease Renewal - Central Office lease is up in the fall. We have been working with a brokerage firm to assess options here in the city. We are using this opportunity to find space with fewer square footage for offices and include tinker/maker space (modern science lab) for students during the day and an afterschool program.
- Kelly and Russ have been going out with the brokers over the last few months. They have whittled it down to several locations and are now asking for a test fit of each location. The first location is an unfinished shell with the square footage under 14,000..
- There will be a kitchenette and hotelling (drop-in) space for staff.
- If we find out that the test fit works, we would like to move forward with our broker.
- The second property that we liked is located in Eckington and we are testing to see if this space will work, too.
- Staff will have more flexibility with the new office set-up.
- Timing will be of the essence, especially since we are in COVID. It takes time to secure permits for building projects.

Committee Reports

Committee goals should relate to and support each other.

Academic Committee - Margaret Horn

The committee is focused on policies, attendance, enrollment, transparency and family engagement. The committee continues to refine a talent dashboard to gauge how we recruit and retain teachers. The goals remain the same and we are aligned with Russ' goals.

Development Committee - Art Moran

There are five goals this year.

Raise private funds for anything from a coat drive to a food drive or the audio-video lab.

We would like to receive more than 25 new donors this year.

Launch a corporate sponsorship and the science lab has potential for a local funder to sponsor it.

We are looking for 100% board members to give and we have already had 8/10 participate in the last fundraiser.

Lastly, we are looking for 100% volunteer participation and Clarice will let members know when opportunities arise.

ACTION: Art would like us to collaborate with Ralph at SOME to provide a lead to us so that we may fundraise for families in need. Russ will reach out to Ralph, Center City's former board chair.

Finance Committee - JD Wilde

The committee goals are similar to the past few years.

First, we would like to meet or beat the net income budget. For the next fiscal year DC may hold or decrease the UPSFF due to the pandemic. We will likely have an increase in health care costs in the future. We currently have some funds in the reserve and may need them for these issues.

Second, we want to extend the current leases for all six buildings for another 25 years. It's reasonable that we may get this done in 2021. We hope to arrange final discussions on the Annex and possibility of buying the buildings versus leasing them.

Finally, we need to secure new office space for the central office.

Forecast

Net income is strong and projected to be better than budget. The new budget cycle will start in mid-February. The board normally approves the budget in May.

Governance Committee - Neville Waters

Neville welcomed Charlene and Meghan to their first board meeting.

There are three committee goals for the year:

First, recruit and identify two new board members for the year. The committee has met with three candidates, and now they will meet with Russ.



Second, recruit a parent board member. Russ has identified a parent that we will now need to meet with the Governance Committee. The parent trustee comes from our Petworth Campus. Last, monitor board administration to ensure compliance with Open Meetings Act.

Committee Goals Finalized

All Committee goals have been compiled for SY2020-21

Action Requested: Approval of Committee goals

Motion approved unanimously

Meeting adjourned for Executive Session.

There were no items to discuss in an **Executive Session** so there was not one.

Meeting adjourned.