

June 16, 2021| 8:30am

via Zoom

Board members present: Lydia Adelfio, Jerenze Campbell, Charlene Fadirepo, Gretchen Guffy, Betsy Hanlon, Margaret Horn, Kelli Jareaux, Roneal Josephs, Areesah Mobley, Art Moran, Ammena Nazeen, Tom O'Hara, Meghan Quinn, Neville Waters, JD Wilde  
CCPCS Staff present: Russ Williams, Natasha Harrison, Clarice Ulu

## Agenda

- I. Call to Order
  - II. Chairman's Remarks
  - III. Routine Business
    1. Approval of Minutes
    2. Materials Contracts Approvals
  - IV. CEO Update
    1. SY20-21 Reflections
    2. Planning for Fall 2021 Reopening
- BREAK (15 min)
- V. 2021-2022 Budget Review with Natasha Harrison
  - VI. Committee Reports & Goals
    1. Academic Committee - Margaret Horn
    2. Development Committee - Art Moran
    3. Finance Committee - JD Wilde
    4. Governance Committee - Neville Waters
  - VII. Thank You and Farewell
    1. Tom O'Hara
    2. Margaret Horn
  - VIII. Executive Session

Betsy Hanlon, Board Chair, called the meeting to order at 8:30 a.m.

## Chairman's Remarks

This is the last meeting of SY20-21. We will also say farewell to both Margaret Horn and Tom O'Hara..

## III. Routine Business

### Approval of Minutes

**Action Requested:** Approval of minutes from March 24, 2021 quarterly meeting  
Lydia Adelfio made the motion and Margaret Horn seconded the motion  
**Motion approved unanimously**

### **Approval of Minutes**

**Action Requested:** Approval of minutes from June 4, 2021 full board meeting via Zoom on material contracts for SY21-22

Lydia Adelfio made the motion and Margaret seconded the motion

**Motion approved unanimously**

### **IV. CEO Updates**

Russ Williams gave the following update to the board:

#### **SY20-21 Reflections**

##### **Enrollment**

As of June 1, the enrollment was 1410, down from where we started in September at 1451. The results are due to some of the students moving out of state, parents' shift in housing, parents withdrawing younger students, etc. Our enrollment drives our budget and class size. For the fall, we are over-enrolling slightly because we always see a few withdrawals. Special recognition to the Operations and the Campus Teams for their efforts.

##### **Attendance**

Although our attendance is not where it should be in a normal year, we are working hard to improve it in the coming school year. We are doing better than the sector as a whole. Some of this is chalked up to the smaller class size, relationships we have built over time, and the non-educational things that we do for families - clothing drives, food drives, book give-aways, etc. to help them in any way we can.

Shaw has had a large amount of chronic absenteeism and student truancy. Shaw is a transient community and many of the students are shuffled between homes for virtual learning with limited home support. We have had touch points with these families for safety and well being. Principal Dukes and the Shaw team are following School late and absence policy which some of the existing families had issues with even before the pandemic. Shaw is working hard to keep the campus together and build relationships.

#### **Planning for Fall SY21-22 Opening**

##### **HR/Staffing**

Of 27 hires (8 new positions), 14 have been filled, 13 are still open. We have a partnership with NYU for 5 positions filled with only one left to fill.. Thanks to the ESSER funds some of the new positions are:

- Social Workers
- School Psychologist
- Behavior Intervention Specialist

Because we are using the ESSER grant to fund these positions, we are planning different ways to extend the roles once we use up the ESSER grant. We are marketing 5-6 positions as two-year roles.

We will not provide a virtual school this fall, but each campus will support students who have a medical clearance for virtual learning. These teachers will use an OWL camera which will follow the teacher around the classroom and allow the virtual students to be part of the classroom lessons.

#### Welcoming Students Back Safely

As mentioned early, we are expecting to hire three new Social Workers to support students and families. We are letting our families know that counselors are available for student support, but we are informing them that counselors will also be available for family support.

N. Burgy is moving from principal of Petworth to managing the ESSER III grant. She is currently meeting with various focus groups across campuses - counselors, principals, SPED team, parents, etc - to see what types of needs the campuses may have to support the social emotional health of our students and staff. We are still waiting on the application for ESSER III. We started using ESSER I at the start of the pandemic and now are using ESSER II.

#### Tutoring Program

One key way we will use ESSER funds is to provide tutoring on campuses. Center City is working with City Bridge (Book Nook) and Experience Corps to provide them to several campuses. We are currently set up for tutoring at the following campuses for early literacy. J. Green is also working to set up tutoring via Maryland Teacher Tutors.

#### Student Well-Being Survey (fall/winter/spring)

We administered surveys three times during the year. We intend to provide a letter of support to Empower K12 to continue this work. The Academic Team is working on intentional social emotional support for our students as we know many will need it when they return to campus in the fall. .

**ACTION:** R. Williams will check-in to see the percentage of staff who have been vaccinated and report back to the board.

### Accelerating Learning

#### Assessment for the End of SY20-21

We are measuring growth and how students are doing with achievement relative to national norms. We are not seeing the growth we see in a typical year, but our students are growing. We are going to focus on accelerating learning and not mediation. We want to ensure our students are on track. We are working to understand where our students are, student readiness and what we need to work on to move them back on track.

To measure growth from BOY to EOY in math and literacy, the following were given at the end of this school year:

- Edmentum diagnostic assessment - measures growth, but not necessarily grade level standards (similar to NWEA MAP)
  - Math given to all, K-8
  - Reading and Language Arts given to all grades 2-8
- DIBELS/TRC will be given to all K-2 at EOY - measures progress in specific literacy skills, phonemic awareness, and reading comprehension.

**ACTION:** R. Williams will provide an update once L. Berger has collected all of the data at the end of SY20-21

### Assessment Planning Heading into SY21-22

As we head into this year, we are going to measure progress on grade-level standards. Our focus is on what the standards are foundational to next year. We're working to make sure we understand where our students are and will have mini assessments ahead of the units and modules throughout the year. Some of the modules exist and some of them we will create inhouse with the help of our Curriculum Team and school leaders. We are working on foundational standards from prior grades that are prerequisites to the upcoming content. This will allow the teachers to be more thoughtful and strategic in their teaching.

### Central Office Update

Our current office lease expires on September 30, 2021. We have agreed to an LOI terms with a sublandlord at 301 N Street, NE. (a few blocks from our current office). The lease is under review with our attorneys and broker. Hickock Cole is the landlord. Todd Ray, the architect, is working with us to design the space. It is unfinished so we are not sure when we will move, but no later than December 2021. We are moving from 7200 sq ft to 4500 sq ft. with a few offices and mostly hoteling space which allows us to be more efficient and save some money in the budget.

### Archdiocese of Washington Update

T. O'Hara has ideas on how he would like to complete a one-page proposal to the ADW summarizing the facilities work we need to have done. Once we confirm a meeting, the board chair, B. Hanlon, K. Dickens and Congress Heights Principal N. White will be involved. It may be up to 2-3 months before the meeting is set.

### DC PCSB Update

Dr. Walker-Davis has been in her role for six months or so and has been setting up "getting to know the schools" leader meetings. K. Dickens, Dr. D. Gartrell and R. Williams met with Dr. Walker-Davis and a member of her team. As a co-chair of the Alliance Member Council, R. Williams has been on many calls over the past six months with Dr. Walker-Davis, and has developed relationships with her and Paul Kihn.

**ACTION:** R. Williams will update the Academic Committee on the results on the PMF overview once he and L. Berger debrief.

### V. 2021-2022 Budget Review with Natasha Harrison

R. Williams introduced N. Harrison and shared that she has just received her MBA. Ms. Harrison started at Center City PCS as a Staff Accountant and is now the Acting Director of Finance.

#### **Revenue**

Center City is anticipating a 3.6% increase in the UPPSFF, {Uniform Per Pupil Student Funding Formula} but we will not receive an increase in facilities allowance. We normally see a 2-2.2% facilities increase annually, but the mayor has not included any monies in the budget this year. We also see a slight increase in the allocation of our At-Risk and ELL students, about .02%, and although small, it will produce some additional revenue.

#### **Grants**

We have a few new grants starting in FY22: ESSER II will start; ESSER III is still in the planning stage and is not a part of this current budget, but we will have more information later in the summer; and another SOAR Grant (\$239,000), funds which we should receive in late summer. ESSER II will cover the 10% extra duty pay for all teachers due to the three week early start to the new school year, starting for teachers July 26.

#### **Additional Information**

- The start date of July 26 for teachers is not based on DCPS' schedule. We are one of the few schools to get a head start on the work and add extra time to the schedule. All 10-month employees will get extra duty pay because we are adding 10% more time to the schedules

- Our staff cost normally hovers around 70%, but due to the extra duty pay and additional staff, these costs' percentage will be higher than budgeted
- We will use snow days as needed
- Now that we have the news on the PPP, the Finance Team is working to close out the year and are working to get an updated balance sheet.

**ACTION:** C. Ulu will survey the board to see if they will have capacity to meet next week for an hour to discuss a staff bonus.

### Expenses

- A portion of the PPP Loan was used to pay for the eligible payroll and health insurance costs through late October. We moved funds from the operating reserve account to cover this expense.
- Our annual step increase for teachers (10-month employees) is about 2.5% and staff employees (12-month) will receive a 2% increase.
- Health insurance costs were a little higher this year. To offset this cost on the employer side, we tiered the plan and varied the employer/employee percentages by tier.
- ESSER II will cover several new positions for FY22-23 and ESSER III will cover FY23-24. The new positions added this year will carry over to FY24
- At Petworth, we eliminated (1) SPED FTE and added a second Interventionist
- We added another Interventionist at Capitol Hill as a result of an increase of At-Risk kids
- For Central Office, our new lease, expected to start October 1, 2021, is built into the budget.
- Expenses for ESSER III will be incorporated into the budget later

### Approval of Budget

**Action Requested:** Approval of FY22-23 budget will be subject to the approval of the budget for the District of Columbia

JD Wilde made the motion and Neville Waters seconded the motion

**Motion approved unanimously**\_\_\_\_\_

### VI. Committee Updates

Academic Committee - Margaret Horn, Chair

Given OSSE's decision to request a waiver from the USDOE to not give PARCC, there was concern that we wouldn't have good data on the learning that took place this past year. The CCPSC team recommended that we use the online assessment from Edmentum. Although we have used the MAP assessment in the past, we didn't think it was the best in this online environment for our students and teachers. There will be a new iteration of PARCC this year and we also administer MAP and a few other assessments in the early fall. Ms. Hornis pleased to hand over the reins as Chair of the committee to Gretchen Guffy.

Development Committee - Art Moran, Chair

CCPCS partnered with BreadCoin this past year to focus on food insecurity with our students and families at two of our campuses, Brightwood and Trinidad. Our overall goal for the year was to raise \$15,000 and we have reached \$10,000 so we are looking to raise \$5000 to support this support for our families.. We are currently a few shy from 100% giving from all the board members. Mr. Moran will reach out to those board members with a gentle reminder to those who have not given. The fall coat drive was a huge success. He encouraged everyone to participate so that the committee will end the year on a win.

Finance Committee - JD. Wilde, Chair

A high-level review of the balance sheet shows that we have \$2.6M in the operating account; the operating reserve is \$13.9M. The board reserve is \$3M. The PPP Loan is listed under liabilities as contributions refundable for \$3.4M. Once it has been forgiven, it will move to the equity side. The unrestricted net assets include investments (\$5.5M). We have a healthy balance sheet. We will end this fiscal year a little higher than where we were last year. We will plan to have a discussion in the next few weeks to talk about a staff incentive.

**ACTION:** R. Williams will circulate the recent newsletter to all the board members regarding the BreadCoin fundraiser.

Governance Committee - Neville Waters, Chair

Mr. Waters indicated that we have a full board.. It was an interesting year to complete all of the outreach/search for new Board members virtually. C. Ulu was thanked for revising the board skills chart to assess where what skillsets we may need in new board members. If there are folks current Board members know who are interested in becoming board members, Mr. Waters asked the members to forward the contact information to him. We now need to replace departing members T. O'Hara and M. Horn.

**VII. Thank You and Farewell| Margaret Horn and Tom O'Hara**

B. Hanlon thanked Margaret and Tom for their amazing board service.

R. Williams stated that Ms. Horn was instrumental in helping to create the current dashboard, along with Lydia . Her input was invaluable.

Mr. Williams indicated that Tom was the board chair when he arrived at the school district and learned so much through him. Mr. O'Hara reminded him that the critical point was the relationship between the CEO and the board. Thanks to his able and wise guidance, Mr. Williams has appreciated Tom in so many ways as a sounding board, great friend and father-figure. Mr. O'Hara mentioned that he admired how R. Williams has grown over the years, becoming a great listener

and how valuable he has become to CCPCS, understanding where the students and teachers are, which has turned out to be a huge positive for the school district.

**ACTION:** C. Ulu will schedule a time over the next few months for the board to gather in person and give a proper farewell to Margaret Horn and Tom O'Hara.

The meeting adjourned for the Executive Session.

### **VIII. Executive Session**