



**Board of Directors Meeting
June 21, 2023
Minutes**

CCPCS Board Member Attendees (in-person): Tom O'Hara, Josh Boots, Charlene Fadirepo, Margaret Horn, Ammena Nazeen, Neville Waters, JD Wilde **(via Zoom):** Kelli Jareaux, Roneal Josephs, Areesah Mobley, Art Moran, Meghan Quinn

CCPCS Board Members Absent: Jerenze Campbell (traveling)
CCPCS Staff Attendees: Russ Williams, Jeff Cooper, Aprele Smith

Guest Presenters: Maker Space Contractors: Todd Ray (Paige), Shawn Samuel (CM), Natasha Harrison (Elevate Group); FundED Strategies: Valarie Hunsinger, Elise Kopta

I. Call to Order

Chairman, Tom O'Hara opened the meeting. He provided a brief overview of the meeting agenda. He formally announced the new development committee chair, Areesah Mobley. He announced that funding for the Maker Space will be finalized during the Annual meeting in September 2023. Reiterated that board materials to be distributed the Friday before all board meetings.

II. Routine Business

1. Approval of Minutes

Motion: Board Chairperson, motioned to approve Board minutes from December '22 and Mar '23 Board meetings. Board Members unanimously approved minutes from the December '22 and Mar '23 Board meeting.

2. Materials Contract(s) Approval

Board reviewed and discussed 2023-2024 Material Contracts. Russ provided background on new vendors and existing vendors. **Motion:** The Board Chairperson motioned to approve material contracts. Board Members unanimously approved.

III. CEO Update

1. 22-23 SY Update

Year-End Campus Highlights: Russ provided pictures from each campus showing:

Congress Heights: Student production of The Wiz performed at the ARC. There were about 30 students involved in the production and prop team. Funds from a MET award were used to have the production at the ARC. The performance was very successful and impressive for such young students.

NoMa: A student reading a poem at the graduation ceremony. The poem was originally delivered at this year's Poetry Slam. The Global Ambassadors prepare boxes of toiletries to deliver during their trip to Canada in April. The organization was thrilled to receive the supplies.

Shaw: 8th graders reading to pre-k3/pre-k 4 students and a group hug of students celebrating another student's accomplishments.

Capitol Hill: Students participating in STEM activities and preparing for the STEM fair.

Petworth: Students enjoying Family Fun Day and the Pre-k 4 graduation.

Brightwood: Student cast of Annie Jr. production held in June.

Russ provided campus personnel updates:

- New Principal at Capitol Hill campus, Jacob Waites will be onboarded on July 1, 2023
- Bright principal, Rachel Tomellelo is leaving. Micah Westerman will return as Principal at Brightwood.
- With Micah leaving Petworth, a new principal has been determined and will be onboarded on July 3, 2023.

Academic Planning

Special Education: Academic team is working to provide more intentional professional development pathways for special education students

General Education: and working to refine multi-tiered system of support (MTSS) to have a clearer network of support; and provide additional professional development to general education teachers on how to better incorporate interventions during core instructions

Layering in LETRS training for Administrators to ensure leaders are better equipped to coach teachers in implementing core literacy instruction

Expand use of Heggerty (phonemic awareness program) through third grade

Ensure that data meetings occur at regular intervals with administrators, interventionists, related service providers* and teachers; teachers are provided specific coaching on how to address student areas of need through embedded instruction

School Based Mental Health

Center City continues to seek opportunities to build capacity as an organization and create frameworks that support all stakeholders. We are building a framework for understanding and supporting the social-emotional development for staff, students, and families. Students and teachers are faced with the routine challenges of school while also the added layers of trauma and change in their classrooms, at home and in the community. This work includes: 1) ongoing partnership with EmpowerK12 utilizing the student/educator wellbeing survey, 2) department behavioral health expansion and 3) continuing partnership with Georgetown Center for Wellbeing in School Environments (WISE Center). This program was piloted at our Shaw campus.

Tutoring

Responses from the Wellbeing survey are positive re: tutoring. Teachers and students are seeing the benefits of tutoring. During the 2023-2024 school year, we will partner with the GO Foundation. They will provide 8 tutors per campus. Four campuses: Petworth, Shaw, NoMa and Capitol Hill. This project is funded by grants from ESSER and City Bridge Foundation.

IV. Maker Project Update (closed - CM, PM & Architect)**

This portion of the meeting was not recorded and closed to the public. Maker Space project team provided a full update on open building permits, invoicing and next steps in the timeline for the project. The board asked questions and made suggestions on how to utilize the completed space. For example, having a dedicated space for robotic/coding/computer lab; digital innovation lab powered by Google or Amazon.

The maker space project team will have another update by the next Board meeting in September '23. Update to include: AE Complete / Submit Permit Documents, Budget Update, GMP and scope refinement, Construction Early Release.

V. Fundraising Update (closed - FundED)**

This portion of the meeting was not recorded and closed to the public. FundED updated the Board on fundraising initiatives and the fundraising campaign plan. Discussion included donor strategies and opportunities. FundEd will be working closely with the Development Committee to assign fundraising ambassadors for the maker space project and other CCPCS campus projects. At this time the priority is the maker space project.

There was an impromptu brainstorming session between Board and FundED on how to approach donors, using the one-pager elevator pitch. Development Committee and others board members to reconvene for more brainstorming and strategizing.

VI. 2023-2024 Budget

Jeff provided details of SY23-24 Budget Summary. He indicated that an estimated cost for operating the Maker Space facility will be available later this Summer. The breakdown will include how much will come from each fund bucket: fundraising, loan, reserve.

Motion: Board Chairperson motion to approve SY23-24 budget. Board unanimously approved the budget.

VII. Committee Reports

1. Academic Committee

Academic Committee Chair, Meghan Quinn provided an update. Overall, Center City has shown improvement in attendance however, there are some campuses experiencing chronic absenteeism and truancy. **Capitol Hill Campus:** Student tardiness has decreased. Leadership have been offering incentives to help foster better student attendance and on-time arrivals and strongly advocating for more parent involvement. **Shaw Campus:** has had a significant decrease in attendance due to several factors - families losing relatives due to COVID so parents are choosing to keep students at home and students have had the ability to make up assignments online. **Petworth campus:** has experienced suspensions in May that have impacted attendance rates. Student withdrawal rates are slightly better than last school year's rate. There's been an increase in students with IEPs largely due to learning losses due to COVID. This has been a tough semester but leadership at each campus is working to improve during the next school year.

2. Finance Committee

Detailed finance updated provided earlier by Jeff. Finance Committee chair, JD Wilde added that he and Russ will focus on more development of the operating costs for Maker Space and refinance out once the space is built. One example is offering the space to other schools at a fee.

3. Governance Committee

Governance Committee Chair, Neville Waters expressed disappointment in not securing a parent trustee board member. We experienced failed attempts with two potential candidates. The plan is to revisit at the beginning of the school year when we will have a broader net of potential parent candidates who are interested in the role.

4. Development Committee

New Development Committee Chair, Areesah Mobley reiterated many points from the FundED presentation and provided an update on the fundraising initiatives the development committee will be focused on this upcoming school year. Areesah explained that the current makeup of the committee is excited about the Maker Space project and the work that will be involved. As DC Chair, Areesah discussed the approach to fundraising will be a Board effort - everyone will have an opportunity to use their skills and connections in the education space and other sectors - to be creative in fundraising efforts for the Maker Space. She explained that the Board members will have the opportunity to broaden their skills by participating in board training to expand their skills in non-profit board-ships. New mantra - all board members are a part of the development committee and will be ambassadors for the fundraising efforts.

Scheduling note: Board decided to cancel July '23 committee meetings. Meetings resume in Aug/Sep '23.

VIII. Adjourn

** Pursuant to DC's Open Meetings Act please note that portions of the meeting where facilities financing are to be discussed will be a closed session to facilitate the discussion of a position to be taken in **negotiating the price and other material terms of a contract**

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