

APPROVED



## Girls Global Academy

# Minutes

## GGA Board General Meeting

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### **Date and Time**

Monday May 24, 2021 at 6:30 PM

### **Location**

This meeting will be conducted via video conference

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### **Trustees Present**

Beth Blaufuss (remote), Christine Miller (remote), Elaine Harris (remote), Janice Parker (remote), Mary Pendleton (remote), Maura Dunn (remote), Maureen Colburn (remote), Max Levasseur (remote), Shalini Benson (remote)

### **Trustees Absent**

Kevin Bryant, LaKisha Myrick, Marilyn Bowser, Scott Ganske

### **Ex Officio Members Present**

Karen Venable-Croft (remote)

### **Non Voting Members Present**

Karen Venable-Croft (remote)

### **Guests Present**

Jason Mellen (remote)

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## **I. Opening Items**

### **A.**

## **Record Attendance/Recognize Quorum**

### **B. Call the Meeting to Order**

Max Levasseur called a meeting of the board of trustees of Girls Global Academy to order on Monday May 24, 2021 at 6:37 PM.

## **II. Internal Business**

### **A. Approval of Minutes from April 2021 General Meeting**

Maura Dunn made a motion to approve the minutes from GGA Board General Meeting on 04-26-21.

Beth Blaufuss seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. GGA Board "World" Recognition**

Mary holds the globe and selected Maura Dunn as the next recipient.

"She does so many of the things I don't enjoy. It's stuff that is so important.

All the background work that keeps GGA in compliance."

She is the Treasurer and leads the Finance committee. She works tirelessly.

Pink tab selected.

### **C. Recap of Executive Committee Meeting**

#### **Max**

Addressed staggered term issue.

Governance committee came up with a resolution and it was handled at the already scheduled Executive Committee meeting.

At the crux was a records keeping issue.

The Executive Committee retroactively approved the relevant documents into the record.

The most recent record was considered the one to follow.

All impacted were contacted prior to the vote last Saturday.

In keeping with the objective of staggered term- being fair to all board members and completely traceable, some board members will be up for a vote to re-up in the June meeting.

Contact Max with any questions.

Reviewed ED survey (evaluation) results from all respondents. Discussed the process and substance. Next steps are to draft a memo that will comprise the collective feedback.

Goals for the ED are being drafted. At the June meeting, there will be one more update before the evaluation process is completed.

Thank you to everyone who responded to the survey. If people didn't respond, please review the ED evaluation. Feel free to write an email to Max with any questions or points to take into consideration.

The Executive Committee approved a max amount to be included in the FY 22 budget for employee salary increases.

#### **D. Other Items**

Max

##### **JUNE MEETING PREVIEW**

Last year when coming up with the meeting calendar, prior to OMA, it was recommended to make some of the meetings public. We voted on having two meetings, and did one meeting (to meet the board). Now all meetings are open but it's not the same as actively engaging the public.

There was insufficient time to extend a special invitation for this month, so it will be moved to the June meeting. Will probably allocate up to 30 minutes. Would like to prepare as much as possible. Contact attendees in advance. Engage at the beginning of the meeting.

Will work with Karen on this.

Need 2 board members to volunteer to organize the community engagement piece for next month. Would like one volunteer to be a parent. Between Lakisha and Janice- decide which one will represent. Beth will help prepare. We want real engagement so if we can't be ready in June, can push the timing back. It's important to do this right.

For June, we will have a number of votes:

- Officer seats
- Chairs of standing committees
- Targeted bylaws changes
- Re-upping for a few members

Christine will talk about nominations later in the meeting.

##### **BOARD RETREAT**

We tentatively have a date for the next board retreat. Current officers discussed it. At end of October last year, we were already 1/3 of the way through the year from a planning perspective. We don't want to disrupt the start of school, so came up with September 18th. If this date presents a problem, let Max know.

Need two volunteers to work on the meeting.

Would be good to have Shalini work on this. Representation from Risk/Audit is good.

Max will reach out to Shalini and will poll around. It will be good to start planning earlier.

#### COMPLETE PROFILE SECTION IN BOARD ON TRACK

Please complete the profile section in Board on Track: e-mail, what you do, etc. Board assessment is coming up. We want to take advantage of the tool and do advanced planning. Coming soon we will need to look at our skills- what's recommended, what's needed. The board assessment will be a survey with activity and participation type questions. Profile info is helpful- especially skills.

#### OTHER

Support for the school

How best to fill open seats, keep everyone balanced

Continue to build engagement

Any ideas about capacity, engagement, interest- all input and feedback will be helpful

### III. Student Recruiting

#### A. Review Progress Metrics

Karen

New student enrollment- 78 have completed paperwork

36 are in process

19 were offered admission and declined

Re-enrollment- expecting 63 of 70 to return- 90% retention

32 students automatically completed through OSSE for 10th grade returning students

12 more returning need to complete

110 completely confirmed

67 are working to finish

Could have as many as 177

Could still have up to 24 reject and would still meet the baseline budget based on 153

#### B. Update on Next Recruiting Activities

Karen- continued

Working with new families- goal is 180- 1 to 1 engagement is needed to build relationships and complete paperwork.

Beth: Is there a scenario where we should go over 180- if there's no negative impact on programming and can keep small classes?

Karen- Above 180 would not get funding.

If they are on the waitlist, would be able to go over

Willing to go 15 over because of potential loss. Can work with MySchoolDC numbers real time.

Lost 7 between acceptance and start of school in the first year.

Thank you to Jason, Karen, Scott and Julie!!

#### **IV. Audit/Risk**

##### **A. Acceptance of Engagement with Selected Accounting Firm**

Beth

The audit committee recommends re-engaging SB & Co for FY 20- 21 and FY 21-22

Beth Blaufuss made a motion to Re-engage SB & Co for auditing for FY20-21 and FY 21-22.

Shalini Benson seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **V. Governance**

##### **A. Officer Elections in June**

Christine

In June we will vote for both officers and standing committee chairs

We will vote on a slate: Chair, Vice chair, Secretary, Treasurer

Max is speaking to people about maintaining their roles.

Christine is happy to talk to anyone who may want to change roles.

Bylaws- amendments and changes will be circulated. Let Christine know about anything that we can improve.

Bylaws will be circulated this Friday. Mark ups are done, so looking for other thoughts.

Biggest change- term limits for parents and officers to accommodate changeover and representation for parents

The staggered terms are broken out as follows:

- The initial three (3) Trustees: Shalini Benson, Beth Blaufuss and Marilyn Edmunds.

- The next three (3) Trustees who will serve for two (2) years: Scott Ganske, Max Levasseur, and Christine Miller.
- One (1) additional Trustees to serve one (1) year term: Donna Tymus

Proposed 2 year terms for officers

Taking care of loose ends in record keeping

Parents can serve 2 consecutive terms.

Shalini: Can parents still have an opportunity to be officers?

Do 2 year officer terms preclude parents having the opportunity?

Have 1 month to figure it out.

Can discuss further offline

Christine will talk to Janice about language.

Could encourage parent to apply and deal with on a case by case basis

Christine will talk to Janice and Lakisha

How we tap each other's talent and engage with each other is as important as what's in the bylaws.

Need to rotate new people in

It takes several months to learn the job of officers. It's hard to get it all right in the first year.

Please take a look at the bylaws!

Don't want to be overly prescriptive, but rather provide guidance around system where people can operate effectively.

Next month's election will be under old terms. New terms will take place next year.

## **B. Electing Chairs of Standing Committees**

Standing committee chairs to be voted on in June:

- Finance
- Risk and Audit
- Governance
- Academic

- Development

As with the officers, Max will speak with the committee chairs about staying in their roles.

### **C. Targeted Updates to Bylaws**

Bylaws- amendments and changes will be circulated. Let Christine know about anything that we can improve.

Bylaws will be circulated this Friday. Mark ups are done, so looking for other thoughts.

Biggest change- term limits for parents and officers to accommodate changeover and representation for parents

Christine will drop motions on staggered terms into the chat- who is filling which seats

Proposed 2 year terms for officers

Taking care of loose ends in record keeping

Parents can serve 2 consecutive terms.

Shalini: Can parents still have an opportunity to be officers?

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Christine will speak with Janice about language.

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Christine will speak with Janice and Lakisha

## **VI. Finance**

### **A. Outstanding Questions on SY22 Budget**

Maura

Almost to the end of the budget process.

We've made it through 4 steps

Approved 1.0

When we have the final count, we can entertain an amendment

Karen and Jason have done a huge amount of work on the budget

Over 45 days of cash on hand from PCSB

In April, we talked about adding a small increase that could go to staff. That is included and we still have the cash on hand and all the other metrics we need.

Beth: Will we need to vote on a new budget if we go above 153

Karen: Would take care of safety and wellness and address IEP students as a priority for staff

Not expecting to do a change over during the summer, but planning to wait until October

## **B. Approval of SY22 Budget**

Maura Dunn made a motion to Approve the baseline budget with background documentation on development, recruitment, staffing, and strategic goals.

Maureen Colburn seconded the motion.

Per pupil allocation number went up so revenue went up. Went from a 1 to a 3.6% increase. Corporate, individual, and foundation giving has all been included. Everyone received the April and May versions. Extra staffing dollars were included in both. Thank you to Jason and Karen.

The board **VOTED** unanimously to approve the motion.

## **VII. ED's Report - Preliminary Overview of SY22**

### **A. Current Plans for Core School Components**

Karen

Recruiting is going well.

Students are realizing the power in their minds. Things are just starting to click. Wish we had a few more months.

Picture of what we are able to do- Together we're stronger

Making progress

Response to the pandemic

- Created pathways for students to flourish
- Students and staff are coping and identifying resources and opportunities that provide hope that the future will be different.
- Developing ways to meet student social needs for self confidence, self worth, self awareness, and self efficacy
- Equitable and inclusive learning environment

Left the year on a high with Sisterhood Summit

Started month with Teacher Appreciation

Staff received appreciation from students, families, leadership team, board.

They figured out how to adapt with programs such as the sisterhood circle, creating art virtually, world cafe- beauty standards.

Conducted weekly sisterhood and monthly social events



Families weren't ready to send students to campus. Needed for them to feel comfortable.

Five cohorts come on Wednesday of each week- will take place til June

- Social/emotional support
- Acclimation to being in school
- "Almost forgot what it's like to be there"

Students and families needed to feel safe.

Sisterhood social events give them hope about being together again.

Can be around other people and still be safe

Community social events

June 19th- ice cream social

Julie is planning this

Nice way to come together as a community

#### SCHOLARSHIP

3 summer programs

Youth employment program

Summer school and recovery- determined at the end of trimester 3- synchronous and asynchronous

\$750 paid to students with IEPs

IB World School application

#### SUCCESS METRICS

- Attendance
- Promotion
- ACT Aspire reading and math growth- Using this instead of PARC as a college readiness metric
- Enrollment
- Relationships and self reported social emotional wellbeing

Started with 65 and ended up with 70.

Some needed to transfer because of needs or moving

At 90% retention

#### APPLICATIONS

Logged applications from all 8 wards- majority from 5, 7, and 8

13% have English as a second language

73 different middle schools and high schools

At 61% of goal (180).

Base is 153, goal is 180

Students and parents are partners.

73% of students believe they have a relationship with teacher vs 46% starting metric.

#### SERVICE

100% participation in a project to support leukemia research

#### SAFETY

On campus readiness checklist has been developed

Students are wearing masks

Tuesday, Wednesday, and Thursday students are on campus

Still have 36% not sure they want to send their children in person

Talking to parents and are accommodating families.

Entrance and exit plan

Covid mitigation risk

Covid testing on campus

Using HEPA and MERV 13 filters

No one can drink out of the fountains

3 ft of physical distancing mandated

Proper number of rooms and staff to accommodate students

Might need to repurpose multi-use spaces

Cohorts have not been mixed (contact tracing)

But have leeway to mix cohorts

#### OTHER, MISCELLANEOUS

Assessment data collection- July 15

Continuous education plans- due end of July

End of July/beginning of August- Federal funds will be released

Walk in centers in every ward- Spanish and English info available

To what extent have applicant families been asking about in person vs remote?

Telling everyone that they will be in person this fall.

Procedures are in place to go hybrid if there's a major outbreak.

Culture building is so important- hired a Director of Culture.

Culture ties in to academic

June 3rd- event with girls and family guidance person- new sign ups and prospects invited

**B. Other Highlights**

No additional questions.

**VIII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,  
Elaine Harris