

APPROVED



## E.L. Haynes Public Charter School

# Minutes

## E.L. Haynes September Board Meeting

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### Date and Time

Thursday September 21, 2017 at 6:00 PM

### Location

4501 Kansas Ave NW, Washington, DC 20011, KS HS - 1st Floor Lounge Line: 202-509-0565  
no pin needed

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### Trustees Present

A. Smith, B. Rawson, C. Garfield, C. Lujan, D. McCoy, M. Marino, M. McDonough, N. Greene, S. Kershow, S. Shah, T. Smith

### Trustees Absent

E. Westendorf, J. Edelman, M. Hall, T. Wincup

### Guests Present

A. Schlick, Alyssa Noth from DCPS, B. Lomax, H. Darilek, M. Conner, Tai Dixon, V. Carlo-Miranda, V. Gonzalez

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

A. Smith called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Thursday Sep 21, 2017 at 6:04 PM.

### C. Approve Minutes

M. Marino made a motion to approve minutes from the E.L. Haynes August Board Call on 08-14-17 E.L. Haynes August Board Call on 08-14-17.

M. McDonough seconded the motion.

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

#### **D. Public Comment**

### **II. CEO Update**

#### **A. Update**

CEO Darilek provided highlights from each campus:

- The Elementary School has held weekly activities supporting diversity and inclusion.
- Recess had been reintroduced into the Middle School schedule, and CEO Darilek noted the benefits of this change. Student council has also been launched at the Middle School.
- At the High School, community-building activities continue to be a focus, as well as future college trips.

CEO Darilek then previewed two items that would be discussed later during the Audit, Finance, and Facilities Committee report. First, she noted shifts in enrollment as compared to projections. Second, CEO Darilek informed the Board that Washington Teachers Union voted on a new contract that would provide public school teachers a retroactive raise. As contemplated, this contract would also provide funding for Charter school teachers.

Next, CEO Darilek discussed changes to the E.L. Haynes' communication strategy. The campus-wide Haynes Herald is now provided monthly as opposed to bi-monthly, and feedback has been positive to this change. Staff updates are also being sent on a monthly basis with a goal to align all communications. Additionally, in light of the significant number of special education and ESL students, parent advocate groups have been formed for these populations.

Last, CEO Darilek noted opportunities for the Board to participate in school activities, including engaging with staff during staff feedback sessions.

### **III. Audit, Finance, and Facilities Committee Report**

#### **A. SY 16-17 Year-End Financials Update**

Referring to the financial snapshot included in the materials provided in advance of the meeting, Audit, Finance, and Facilities Committee Chair Kershow reviewed year-end results as of June 30, 2017 as compared to the final budget updated in January 2017. He noted drivers of variances between the forecast and actuals, including the

large financial transaction associated with the unwind of new markets tax credits and revenue associated with a swap feature in bonds that the school has with M&T Bank.

Mr. Kershow then reported on key performance indicators prepared by EdOps. Days of cash at year end exceed requirements, and the school's debt service ratio is ahead of the goal. He indicated that the Public Charter School Board may have questions about the school's debt ratio due to the significant amount of intracompany debt that increases the total debt on the balance sheet. This debt will decline once the Kansas Avenue lease arrangement has been unwound.

## **B. SY 17-18 Budget Opportunities and Challenges**

Committee Chair Kershow asked Chief Operating Officer Carlo-Miranda to provide an overview of new developments since the 2017-2018 budget was adopted in May 2017.

Ms. Carlo-Miranda notified the Board of the following developments since the budget was approved: (i) an increase in the uniform per student funding formula from 1.5% to 3%, (ii) changes in English Learner rules that increased the number of EL students in the budget, (iii) an increase in federal revenue, and (iii) the Washington Teachers' Union contract. She then discussed challenges associated with meeting enrollment targets, and stressed the need for conservative budgeting, especially in the area of enrollment.

Board members discussed enrollment challenges and points of entry for various schools.

Board members also stressed the importance of obtaining data to understand why some students may not re-enroll in E.L. Haynes.

## **IV. Development Committee Report**

### **A. Update**

Development Committee Chair McDonough provided four updates to the Board. First, she indicated that Trustee Tammy Wincup had joined the Development Committee.

Second, Ms. McDonough reviewed the Annual Fund report as of September 18, 2017. Third, she informed the Board of an onsite meeting of the Development Committee to be held the day following the meeting, and invited all Board members to attend. Last, Ms. McDonough previewed rebranding efforts.

## **V. Governance Committee Report**

### **A. Update**

Governance Committee Chair Rawson provided an update on three matters. He first highlighted key themes arising out of the recent Trustee Survey, including the need to strive for the right balance between reporting and substantive discussion during Board

meetings. Second, Mr. Rawson discussed efforts to stand up a Board of Advisors. Last, he reported on trustee succession planning and recruitment, noting that three trustees would be leaving the Board at the end of the year. Mr. Rawson discussed needs on the board and asked Board members for suggestions.

Board Chair Smith thanked Mr. Rawson for his efforts to support Board succession planning.

## **VI. School Performance Committee Report**

### **A. SY 16-17 Results and Dashboard**

Referring to the dashboard materials provided in advance of the meeting, School Performance Committee Chair Marino provided a high-level overview of end of the year results as compared to targets. She then discussed general themes from the 2017 PARCC scores. Ms. Marino asked CEO Darilek to provide a more in-depth review of school performance for the 2016-2017 school year.

CEO Darilek indicated that it had been a solid year overall, and noted strong signs of progress in areas of focus. She then reviewed key headlines for each school, focusing on key accomplishments and opportunities for improvement at each school. CEO Darilek noted the following three priority areas for the 2017-2018 school year: (i) Middle School academics, (ii) talent strategy, and (iii) development and external advocacy. She also stressed a focus this year on the power of feedback throughout all of the schools and at all levels (e.g. teacher to teacher, student to teacher, and principal to teacher).

Board members then asked questions and had additional discussion about the approach to family engagement, teacher engagement (especially at the Middle School), Middle School performance, the tracking of students post graduation, and school attendance.

### **B. SY 17-18 Dashboard**

School Performance Committee Chair Marino referred to the 2017-2018 school performance dashboard included in the Board materials provided in advance of the meeting. She indicated that first quarter results would be provided at the November meeting, and asked Board members for feedback on topics needing additional attention in future meetings.

## **VII. Executive Session**

### **A. Executive Session with CEO**

The Board met in executive session with CEO Darilek.

### **B. Executive Session with Board Members**

CEO Darilek left the meeting, and the Board continued in executive session. The Board finished its discussion of the CEO performance evaluation from the August Board meeting.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

S. Kershow made a motion to adjourn the meeting.

C. Garfield seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,

D. McCoy