

APPROVED



## E.L. Haynes Public Charter School

### Minutes

#### E.L. Haynes January Board Meeting

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**Date and Time**

Thursday January 24, 2019 at 6:00 PM

**Location**

4501 Kansas Ave NW, HS PD Room

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**Trustees Present**

A. Smith, C. Garfield (remote), D. McCoy, E. Westendorf, J. Edelman, K. Simmons, L. Carlton Waller, M. McDonough (remote), N. Greene (remote), S. Kershow, S. Shah, T. Smith

**Trustees Absent**

B. Rawson, C. Lujan, T. Wincup

**Guests Present**

A. Kramer, H. Darilek, M. Conner, V. Carlo-Miranda, Z. Mahon

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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 Jan 24, 2019 at 6:07 PM.

**C. Approve Minutes**

J. Edelman made a motion to approve minutes from the E.L. Haynes December Board Meeting on 12-04-18 E.L. Haynes December Board Meeting on 12-04-18.

T. Smith seconded the motion.

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

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

### **II. Management Updates**

#### **A. CEO Update**

CEO Darilek first discussed the High School atmosphere since the stabbing incident occurring earlier in the week. She noted an outpouring of strength from the community and the resilience and commitment of the staff. CEO Darilek then provided the Board with more details on the incident. She remarked that the staff responded consistently with recent crisis management training; on the enormous support received from the City; and about the presence of mental health clinicians on site to support students and staff.

CEO Darilek commented on the ability to keep everyone in the community informed quickly, discussed a meeting with high school families, and indicated that additional communications would be provided to preview next steps. She then discussed efforts to further examine security practices.

Next, CEO Darilek provided updates from each school:

- Kindred (an organization focused on sharing family commonalities at the Elementary School) recently held a dinner that was very well attended. Three parents shared stories of how Kindred has helped them to further build community and connection at the school.
- The Middle School had strong Achievement Network results. Additionally, the cheerleading program at the Middle School has started its season with members of the High School providing some of the coaching.
- Alumni from the High School recently returned to share their college experiences with current students. Afterwards, the alumni participated in resume and interview skill sessions and a networking event to meet professionals in various careers.

CEO Darilek last provided updates on the upcoming 15-year charter renewal meeting and on responses to the RFP for the Strategic Plan.

### **III. School Performance Committee Report**

#### **A. Middle School Reflections**

CEO Darilek and Middle School Principal Mahon followed up on the observations and feedback from the Middle School teachers at the last Board meeting, They first noted their appreciation for the teacher feedback to the Board in December.

Ms. Mahon discussed actions undertaken since the meeting to address the feedback raised, including one-on-one meetings with other teachers to obtain additional thoughts and suggestions. She noted plans to launch a kindness campaign, the addition of new hires to fill vacancies, and enhanced instructional training and support.

Board members asked Ms. Mahon about teacher engagement, benefits of the school leader lab and about collaboration coaching efforts. Ms. Mahon responded to these questions and also discussed the role students can play in establishing a leadership culture at the Middle School.

#### **B. Early 2019-20 Planning Priorities**

School Performance Committee Chair Westendorf then provided an update on the School Performance Committee's discussion of future budget priorities, including: (i) academic program investments in ESL and special education; (ii) talent (including talent acquisition, retention, and development); and (iii) strategic planning. He then briefed the Board on the Committee's discussion of the use of data to drive additional teacher focus on curriculum.

### **IV. Audit, Finance, and Facilities Committee**

#### **A. Revised SY 18-19 Budget**

Audit, Finance, and Facilities Committee Chair Kershaw first discussed additional budget flexibility caused by changes in the school's loan covenants. He then turned to the revised budget for the 2018-2019 school year that was provided in advance of the meeting. Committee Chair Kershaw remarked that the budget changed less than half of a percent and highlighted key changes.

He asked Board members for questions on the revised budget. In response to a question, Chief Operating Officer Carlo-Miranda discussed plans to build facility-related reserves in light of the most recently completed facilities study.

S. Kershaw made a motion to approve the revised SY 2018-2019 Budget.

E. Westendorf seconded the motion.

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

### **V. Development Committee Report**

#### **A. Annual Fund Update**

Development Committee Chair Shah provided an update on the Annual Fund. She noted the continued focus on corporate and individual donors, and reminded Board members to turn in their individual contribution forms.

#### **B. 15th Anniversary Event**

Committee Chair Shah then referred to the materials on the November 7, 2019, 15th Anniversary Celebration provided in advance of the meeting. She discussed the timeline leading up to the event, and noted key decisions to be made with respect to speakers, honorees, and co-chairs.

### **VI. Governance Committee Report**

#### **A. Board Terms and Recruitment Update**

Board Chair Smith provided an update on Governance Committee activities. She referred to the Board of Trustee term list provided in advance of the meeting, and indicated that three Board seats would be open by the end of June. Board Chair Smith referred to a list of potential prospects to fill these openings, and asked Board members to send additional recommendations.

### **VII. Executive Session**

#### **A. Board Executive Session**

The Board met in Executive Session with CEO Darilek, Ms. Carlo-Miranda, and Ms. Conor to discuss additional matters of interest.

### **VIII. Closing Items**

#### **A. Adjourn Meeting**

D. McCoy made a motion to adjourn the meeting.

S. Shah 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 8:00 PM.

Respectfully Submitted,  
D. McCoy