



## E.L. Haynes Public Charter School

### Minutes

#### E.L. Haynes May Board Meeting

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**Date and Time**

Thursday May 23, 2019 at 6:00 PM

**Location**

4501 Kansas Ave NW, HS PD Room (Dial-in 202-509-0565)

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**Trustees Present**

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

**Trustees Absent**

B. Rawson, C. Garfield, J. Edelman, T. Wincup

**Guests Present**

A. Kramer, A. Schlick, H. Darilek, J. Callahan, R. Kenner, V. Carlo-Miranda

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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 May 23, 2019 at 6:05 PM.

**C. Approve 4-25-19 Minutes**

T. Smith made a motion to approve minutes from the E.L. Haynes April Board Meeting on 04-25-19 E.L. Haynes April Board Meeting on 04-25-19.

M. McDonough seconded the motion.

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

#### **D. Approve 5-2-19 Minutes**

T. Smith made a motion to approve minutes from the Special Meeting of the Board of Directors on 05-02-19 Special Meeting of the Board of Directors on 05-02-19.

M. McDonough seconded the motion.

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

#### **E. Public Comment**

### **II. Management Updates**

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

CEO Darilek began her update noting that there were only three weeks left in the school year, and remarked on efforts to celebrate transitions between grade levels and schools.

She thanked Board members who participated in listening sessions with staff, and then highlighted a recent event by the Race and Equity Steering Committee. The Committee hosted a screening of "America to Me" and held a discussion after it.

Next, CEO Darilek provided an update on the strategic planning process. The NorthStar team continues its efforts to collect and review data, and is focusing on obtaining as many student and family perspectives as possible before the end of the school year. At the request of CEO Darilek, Ms. Schlick discussed efforts to include staff and other community members in the strategic planning process and noted avenues to provide more broad communication.

CEO Darilek then provided highlights from each campus:

- The Elementary School is doing a performance of Grease, and ROAR (a parent group at the Elementary School) is budgeting and planning activities for next year.
- A production of Aladdin will be in performed at the Middle School, and PARCC testing is now complete.
- The High School held its first ever college signing day ceremony whereby 12th graders shared their plans after high school.

Last, CEO Darilek reported on the 15-year charter renewal, teacher acceptances to offer letters, and student enrollment.

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

#### **A. SY 2019-2020 Budget**

Audit, Finance, and Facilities Chair Kershaw asked COO Carlo-Miranda to provide a budget update. Referring to the materials provided in advance of the meeting, COO Carlo-Miranda reviewed the facilities budget and strategy. She reviewed activities completed to date, noting that most of the cost intensive expenditures have been addressed. COO Carlo-Miranda discussed the use of facilities reserves for the year, and noted proposed facilities reserves for the upcoming year.

Board members asked questions about long-term facilities planning and the days of cash on hand metric.

COO Carlo-Miranda then referred to the memo provided in advance of the meeting discussing the proposed budget for the 2019-2020 school year, and asked Board members whether they had any questions. She indicated that the budget includes a 3% contribution to eligible employees under the 403(b) plan. The Board approved this contribution amount, and noted no objection to the budget.

S. Kershaw made a motion to approve the budget for the 2019-2020 school year.

N. Greene seconded the motion.

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

#### **IV. Development Committee**

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

Senior Director of Development and Communications Callahan discussed progress against the annual fund, including where funding had exceeded budgeted goals.

##### **B. 15th Anniversary Timeline and Next Steps**

Mr. Callahan referred to materials provided in advance of the meeting related to the 15th anniversary event. He provided an update on the status of the event, and requested that Board members complete asks associated with their names before June 7th.

##### **C. FY20 Planning Update**

Development Committee Chair Shah previewed work related to the fundraising strategy for the 2019-2020 school year. She discussed the need to align the fundraising strategy to the ongoing strategic planning work.

#### **V. Governance Committee**

##### **A. Update on New Member Recruitment**

Governance Committee Chair Lujan provided an update on director succession planning. She distributed a bio for a proposed candidate, Roshelle Payes, an EL Haynes parent.

The Board reviewed the candidate's qualifications, and Committee Chair Lujan shared impressions from her meeting with the candidate.

C. Lujan made a motion to appoint Roshelle Payes as a parent trustee.

T. Smith seconded the motion.

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

#### **B. Update and Debrief: Board Listening Sessions**

Committee Chair Lujan referred to the summary of Board listening sessions provided in advance of the meeting. Board members that participated in the sessions provided additional insight on the items captured.

#### **C. Public Posting of Board Minutes and Information**

Last, Governance Committee Chair Lujan discussed the accessibility of E.L. Haynes governance information, and Board members discussed approaches to sharing this information.

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

#### **A. Q3 Dashboard**

Committee Chair Westendorf asked Board members to have small group discussions on the third quarter dashboard provided in advance of the meeting. The small groups reported out on key themes.

### **VII. Executive Session**

#### **A. Executive Session of the Board**

The Board met in Executive Session to discuss matters of mutual interest.

### **VIII. Closing Items**

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

D. McCoy made a motion to adjourn the meeting.

A. Smith 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 8:05 PM.

Respectfully Submitted,

D. McCoy