

APPROVED



## E.L. Haynes Public Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Thursday May 21, 2020 at 8:00 AM

##### **Location**

[Join with Google Meet](#)

meet.google.com/pgc-rzve-mkh

Join by phone

+1 315-605-8298 PIN: 821 598 255#

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##### **Trustees Present**

A. Smith (remote), D. McCoy (remote), E. Westendorf (remote), J. Edelman (remote), K. Simmons (remote), L. Carlton Waller (remote), M. Hall (remote), M. McDonough (remote), N. Greene (remote), R. Payes (remote), S. Shah (remote)

##### **Trustees Absent**

C. Lujan, L. Jordan, T. Wincup

##### **Guests Present**

A. Kramer (remote), A. Parekh, A. Schlick (remote), A. Schwartz, B. Moorman, B. Wagner-Friel (remote), D. Stiles, E. Huber, G. Ramos, H. Darilek (remote), J. Callahan (remote), J. Robinson, K. Li Puma, M. Castillo, M. Lewis, N. Olutosin, P. Robinson, R. Hunt Taylor (remote)

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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 21, 2020 at 8:06 AM.

### **C. Approve April 28, 2020 Board Minutes**

E. Westendorf made a motion to approve the minutes from Board Meeting on 04-28-20.

M. Hall seconded the motion.

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

### **D. Public Comment**

## **II. Management Updates**

### **A. CEO Update**

CEO Darilek began her update noting that the end of the fourth academic quarter will close next Friday. She reported on the recent announcement by the city of a 3% increase in the UPSFF, which is much higher than anticipated. CEO Darilek then provided updates on recent planning activities. All summer programming will be virtual, and under the current plan the next school year will start on August 3 for staff and August 17 for students. With respect to planning for the next school year, plans will be finalized once guidance has been obtained from ReOpen DC, the Department of Health, and the Mayor's office and once there has been an opportunity to engage with the school community.

Next, CEO Darilek shared themes from recent, virtual CEO Family Forums, where parents asked a number of questions and provided feedback about home learning opportunities and approaches during COVID-19. CEO Darilek noted efforts to improve communication to all family groups and the necessity to try various approaches.

She then provided updates from each school:

- Elementary School staff recently shared ideas and best practices for recording asynchronous videos for students.
- At the Middle School, many teachers are using Kahoot with success.
- The High School celebrated the Class of 2020 with the annual senior awards ceremony, during which Tyrone Jordan won the Jennie Niles award. Virtual graduation will be held on June 11.

Last, CEO Darilek provided updates on enrollment, teacher retention and open vacancies, and the upcoming all-staff meeting.

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

#### **A. Budget Update**

Audit Finance and Facilities Committee Chair Greene began his Committee update by complimenting COO Carlo-Miranda and her team for their work on the proposed budget, as well as supporting technology, food distribution, and other COVID-19 related activities.

He then reviewed end of year financial projections for the 2019-2020 school year, and reminded the Board that the PCSB moved the timeline for submitting the budget to July 1. Accordingly, the Board will be asked to approve the budget at the June Board retreat.

Committee Chair Greene then turned to Mr. Kramer, the Director of Budget and Finance, to provide updates on the proposed budget for the 2020-2021 school year. Mr. Kramer first discussed key drivers of revenues and expenditures in the draft budget, indicating that the materials provided in advance of the meeting assumed a 0% increase in UPSFF. Given the recently announced 3% increase, the school will be in a better position. He next noted key programmatic investments in the budget, and reviewed how the budget aligns with financial targets. Mr. Kramer then discussed flexibility in the budget and contingency planning in light of COVID-19.

Board members asked a number of questions about the budget, including questions related to cost increases for health benefits, technology needs and supports for kids, and resources for college counseling and teams to support 2020 grads that may be rethinking their plans for the fall.

CEO Darilek responded to these questions. With respect to COVID-19 planning, she noted potential expenditures related to a learning management system supporting online learning, personal protective gear, and additional technology devices.

### **IV. Development Committee**

#### **A. Update**

Senior Director, Development and Communications Callahan provided an update on progress against the annual fund goals for the 2020 fiscal year. He then discussed fundraising for 2021, and indicated that he would follow up with individual Board members on funding prospects for the 2021 fiscal year.

### **V. Governance Committee**

#### **A. Board Candidate for Consideration**

Board Chair Smith referred to the bio provided in advance of the meeting for Board candidate-Tom Gibian. In response to a question from a Board member, CEO Darilek

shared themes discussed during her interview with Mr. Gibian, and noted areas where he will likely contribute. Board members expressed support for Mr. Gibian joining the Board. M. Hall made a motion to approve Tom Gibian as a member of the Board of Trustees. A. Smith seconded the motion. The board **VOTED** unanimously to approve the motion.

## **VI. School Performance Committee**

### **A. Class of 2020 Update**

School Performance Committee Chair Westendorf led a discussion on the Class of 2020, including the graduate profile. He reviewed themes discussed at the most recent School Performance Committee meeting related to the Class of 2020, including how the class compares to the Class of 2019, student morale in light of COVID-19, and guidance to the class about college enrollment given increased virtual learning at colleges and universities due to COVID-19.

### **B. Summer and Fall 2020 Planning**

Committee Chair Westendorf next discussed planning activities for the summer and fall of 2020. He emphasized that completing the strategic plan before COVID-19 has allowed the Committee and school leadership to have a North Star to guide decision making, and asked Chief Academic Officer Hunt Taylor to provide more information.

Ms. Hunt Taylor provided an overview of summer planning focusing on three areas: (i) academic strategy, (ii) distance learning, and (iii) student and family support. She noted important considerations with respect to teaming, tools, and talent, including reconsidering how teams are structured in a virtual space and the functionality of current tools. In response to questions from the Board, Ms. Hunt Taylor discussed anticipated teacher participation in planning groups and additional training and support for teachers on areas such as trauma-informed care.

A Board member inquired as to the leadership team's thoughts about engaging an outside partner or consultant to assist with distance learning. Positive and negative considerations related to a consultant or partner engagement were discussed.

## **VII. Executive Session**

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

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

## **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 9:59 AM.

Respectfully Submitted,  
D. McCoy