

The Children's Guild DC Charter School
Board of Directors Meeting
January 5, 2015
6:00 – 8:00 p.m.

Attendees

Kat Calvin
Dana Baughns
Meghan Cosier (by phone)
John Ferguson
Ross Litkenhous (by phone)
Michelle Musgrove
Dr. Kelly Linkous (by phone)
Chris Zimmerman
Ragini Dalal

Not in Attendance

Jawauna Greene

Children's Guild

Dr. Duane Arbogast
Kelly Spanoghe
Dr. Ross
Steve Baldwin

Staff

Other Attendees

Sian Jones
Nathan Uldricks

CALL TO ORDER

Ms. Calvin called the meeting of the Children's Guild DC Charter School (CGDCPCS) Board of Directors (BOD) to order at approximately 6:10 p.m.

APPROVAL OF MINUTES

Dr. Linkous noted that she had been listed twice as an attendee of the meeting and that one reference should be stricken. With this change, the Board approved Minutes for the regular Board meeting held December 8, 2014 were approved without objection.

THE CHILDREN'S GUILD OPERATING TYPE II CLASSROOMS IN EXISTING DC CHARTERS

Ms. Spanoghe explained that the CGDCPCS's Charter currently contains a "diagnostic component" that would allow the school to devote resources to evaluating the special needs of students and determine appropriate placements and resources for them. The DC Public Charter School Board (PCSB) has asked the Children's Guild, Ltd. to operate "Type II" classrooms in DC.

Ms. Spanoghe explained that, in general, a “Type II” classroom is an educational program housed in a school other than its home setting (i.e. a “school within a school”). The Type II can take many forms (e.g. full or part day program; temporary diagnostic placement for educational evaluation). In this case, the DC PCSB has requested a series of Type II’s throughout the city for a variety of purposes, which would be specific to the needs of various students.

The Children’s Guild will likely propose operating four Type II’s, 10 students per class, for DC PCSB. Two of these classrooms would be at the CGDCPCS campus. The details of this arrangement (including how the CGDCPCS/Children’s Guild would contract with the students’ primary schools for fees) have yet to be determined.

Ms. Spanoghe and Dr. Arbogast responded to questions from the Board regarding Type II’s and the proposed arrangement with DC PCSB.

LOTTERY REPORT & STUDENT/FAMILY RECRUITING

Dr. Arbogast distributed a report updating the current status of applications to CGDCPCS through the DC charter school lottery, as well as the marketing plan being employed by the Guild. [**Action item** - Dr. Arbogast to distribute these documents electronically following the meeting.] The Board discussed the statistics in the report and the marketing plan.

Suggestions were offered regarding additional marketing tactics, with particular focus on social media strategies. Ms. Baughns and Ms. Musgrove offered to pursue posting on DC’s “Mommy Blogs.” Ms. Calvin and Ms. Musgrove made suggestions regarding the scope of CGDCPCS’s engagement of Democracy Builders for grassroots marketing. [**Action item** - Dr. Arbogast to distribute the Democracy Builders’ contract electronically following the meeting.] Discussion also occurred regarding the timing of mailings vis a vis the closing of the charter school lottery.

Dr. Linkous suggested engaging with parties involved in DC Public Schools’ IEP process to make sure that they know that CGDCPCS is an option for students with special needs.

CGDCPCS will be hosting Open Houses on January 20 and February 5 at the 24th Place location.

BUILDING AND LEASE STATUS

Mr. Baldwin explained that the landlord at the 24th Place, NE is being cooperative and that there are only two remaining issues before the lease will be finalized. In the interim, the landlord has retained an architect to work on the build-out. [**Action item** – Mr. Baldwin will electronically distribute a current copy of the lease and the concept drawing prepared by the architect for the space build-out.]

Mr. Baldwin explained that the current plan is to have a final, executed lease by February 13, 2015 that can be submitted to the DC PCSB for review and approval. The DC PCSB would take action on the lease by March 16, 2015. Mr. Baldwin explained that, in order to ensure that build-out/renovations are completed by the start of the school year, the CGDCPCS might need to give the landlord permission to start the build-out before the DC PCSB approves the lease. This creates a risk that, if the DC PCSB does not approve the lease and the CGDCPCS does not open, the CGDCPCS will still be responsible for expenses that the landlord incurred between the signing of the lease and the DC PCSB's decision. If the CGDCPCS does not open, the school would not get the per pupil funds budgeted to pay for the build-out. Mr. Baldwin explained that it would be ideal to expedite DC PCSB consideration/approval of the lease to minimize the expenses that the landlord might incur before the DC PCSB makes its decision.

Board Action:

Having received the foregoing information regarding the lease, the Board considered and voted on the following motion:

“The Board approves the expenditure of up to \$550,000 between the signing of the lease and the DC Public Charter School Board's approval of the lease.”

Mr. Litkenhous brought the motion, Ms. Calvin seconded it, and the motion passed unanimously with 9 votes in favor, 0 votes against, and 0 persons abstaining.

BOARD COMMITTEE STRUCTURE & BOARD ROLE (KAT CALVIN REPORT ON FOCUS SEMINAR)

Dr. Ross explained that the Board could choose to operate using the committee structure outlined in the bylaws (Executive Committee, Finance and Facilities Committee, and Planning and Assessment Committee, see Article IV) or set up an alternative structure that is more conceptual (e.g. one committee for “Assessment” and another for “Strategic Planning”) and has designated functions for each committee. A suggestion was made that a “Governance

Committee”, chaired by Ms. Calvin, begin working on potential committee structures immediately so that the Board can make a determination on the preferred structure.

Ms. Calvin gave a report on the Charter Board Partners/FOCUS meeting she attended on December 9, 2014, focusing primarily on the role of the Board. Ms. Calvin described some of the topics, including general fiduciary duties, committee-specific duties under DC law, and the need to focus strategic thinking on the subjects of the PCSB’s five and ten year reviews so that the school can be in compliance when these reviews occur. Ms. Calvin also explained that DC law makes the boards of DC charter schools much more “hands-on” than in other jurisdictions. Ms. Calvin noted that Charter Board Partners (CBP) has just launched an online tool called “Great Boards” (for which Ms. Calvin has distributed the school’s account information) that can assist the Board. A suggestion was made that a representative of CBP be invited to do a training for the CGDCPCS Board on its role and responsibilities. **Action item** – Ms. Calvin and/or Dr. Arbogast will reach out to CBP to request/schedule such training.]

STAFF RECRUITMENT

Dr. Arbogast reported that the Children’s Guild and Ms. Garner are currently vetting the applications of over 300 potential teachers.

FEBRUARY MEETING

The Board will next meet on February 9, 2015. Agenda Item 10 (What TranZed Looks Like in a Charter School) was tabled until that time.

ADJOURN

Ms. Calvin adjourned the school board meeting at approximately 7:55 p.m.

Submitted by:

Sian Jones, Nathan Uldricks, & Ashley Parker
Charter Board Partners Fellows