

The Children's Guild DC Charter School
Board of Directors Meeting
July 19, 2015
10:00 a.m. – 3:00 p.m.
2146 24th Place NE Washington, DC 20018

Attendees

Dana Baughns
John Ferguson
Jawauna Greene
Chris Zimmerman
Michelle Musgrove
Lesley Nesmith

Not in Attendance

Ross Litkenhous
Ragini Dalal

Children's Guild

Dr. Andrew Ross
Dr. Duane Arbogast
Mr. Frank Kros
Mr. Steve Baldwin

School

Other Attendees

Sian Jones

Call to Order

Ms. Greene called the meeting of the Children's Guild DC Charter School (CGDCPCS) Board of Directors (BOD) to order at approximately 10:15 a.m.

Board Member Update

Kat Calvin has resigned from the Board.

By-Laws

The Board discussed recent amendments to the bylaws required by the DC Public Charter School Board. The specific language changed was Article III, §7 on page 5 regarding the school's treasurer. The board discussed the relative merits of whether to appoint Steve Baldwin Treasurer and have the Finance Committee chair be his supervisor or have a Board member be the treasurer. The main argument in favor of appointing Mr. Baldwin was that, because he works at the Children's Guild, it would be administratively easier to have him be the Treasurer, whose signature would be required for the school to do business.

After discussion, Mr. Zimmerman moved to appoint Mr. Baldwin as Treasurer. Ms. Musgrove seconded the motion and the board voted unanimously to appoint Mr. Baldwin, with no objections or abstentions.

Ms. Greene noted that the Board may later decide to add language to strengthen the relationship behavior Finance chair/committee and treasurer.

Amendments to Charter Application

Mr. Arbogast reminded the Board that CGDCPCS had amended its charter application to allow for high school, either at the CGDCPCS campus or management of classes elsewhere in the city. The amended application was approved and CGDCPCS is allowed to take high school students. However, the administration has yet to determine the form this will take. CGDCPCS was not chosen to take over Choices. CGDCPCS has now changed its proposal in order to have a crisis response/diagnostic program instead of a full high school. It would be grant funded and the hope is that schools would send their kids to CGDCPCS for 90 day diagnostic, with the likelihood that they would return to their home school.

Mr. Arbogast noted that this situation will not have immediate impact on CGDCPCS because the school is not actually taking high school students this year. However, due to the financial and logistical requirements of expanding, the Board should be thinking about high school will manifest at CGDCPCS in the long term.

The Board also discussed whether or not they wanted to ultimately apply for pre-K, which is currently not part of the charter. One major advantage of pre-K would be in the area of recruitment. Mr. Arbogast noted that the Board would need to begin planning for a pre-K addition about a year prior to its implementation because the school would need to make sure that it had 2-3 classrooms with in-room restrooms (industry standard) for the pre-K classes. The current facility has in-room restrooms for Kindergarten classes and would need to build additional ones.

Other: School

Ms. Greene noted that WMATA has just started a program that will provide transportation subsidies for DC school students. The subsidy would be available for K-12 and would be \$100/month. Students would have to register for a DCOne card. The Board asked if WMATA could come to the school to do sign ups. Ms. Greene will check.

Mission Statements

The Board did an activity regarding mission statements. Brainstorming resulted in the following list of key words/concepts. Ms. Greene will draft an “elevator speech” for CGDCPCS that uses the TranZed concepts.

General Charter School Mission Statements

Achievement
college readiness
scholar
community
empowerment
results
responsibility / Accountability
diversity
ethics
character

TranZed

individualized approach
flexible / not rigid
child first / humanity
aesthetic / arts integration
deliberate character development
inclusive
citizenship / stewardship
innovation

Team Building and School Tour

Board members and Children’s Guild staff engaged in an activity regarding their personal missions with respect to the school and were given a tour of the facility.

Role of the Board

Mr. Arbogast led a discussion of the roles of the board, the chair, and committees. A brainstorming session produced the following lists:

Board of Directors

- Monitor finances
- Understand educational programs, promote efficacy and results, and plan for progress (to meet goals)
- Fundraising

- Because the school has adequate funds to operate the school from per pupil funding from the City, fundraising needs would be identified by the board before any campaign begins.
- Keep an eye on performance metrics, not granular details of management

Board Chair

- Run Board meetings; keep things transparent, communicate what's going on to Board
- Enforce boundaries between the board and its members (on the one hand) and the school's management and employees (on the other).

Board Committees

- Executive Committee
 - This committee will set the agenda for board meeting, monitor fidelity to the Bylaws, focus on Board Membership, Governance, and discipline/conflicts of interest.
 - This committee will also be responsible for external relations in the near term. Responsibilities include ensuring coherence of message (elevator speech), keeping apprised of public policy issues and considering the necessity of public testimony in situations that affect the school.
 - *Children's Guild staff will do legislative tracking; the board's responsibilities are more in the area of setting school policy and doing public outreach.
 - This committee will also execute fundraising campaigns in the near term. The board may decide to establish a stand-alone committee or subcommittee when the board expands.
 - *Fundraising needs will be considered and proposed by the Finance and Planning and Assessment Committees in the near term.
 - Will meet periodically to deal with issues that do not require entire board's involvement.
- Finance Committee
 - This committee will focus on responsibilities as a fiduciary of the school's funds: vet and monitor contracts, deal with procurement issues and oversee RFPs, draft the budget, serve in audit function and monitor financial controls.
 - This committee will also consider and propose fundraising needs in the near term.
 - *Fundraising needs will also be considered and proposed by the Planning and Assessment Committee in the near term. Fundraising campaigns will be executed by the Executive Committee in the near term.
 - Meet quarterly.
- Planning and Assessment Committee
 - This committee will hold the operator (Children's Guild) accountable, monitor goals, and help make sure the school knows the mission (especially with respect to issues for which there are not easy metrics).
 - This committee will also be responsible for strategic planning in the short term, though this may become a subcommittee as the board expands.

- This committee will also consider and propose fundraising needs in the near term.
 - *Fundraising needs will also be considered and proposed by the Finance Committee in the near term. Fundraising campaigns will be executed by the Executive Committee in the near term.

Committee Logistics

Mr. Arbogast also led a conversation regarding how the board will get information about the school. Each committee will decide what method works best for their needs. Committees as a whole can request reports from the school through their management counterpart. Individual board members may not request on their own. Children’s Guild will produce reports for committee to review and present to board as a whole, where appropriate.

Mr. Arbogast also led a conversation regarding how the committees will be populated. The board decided that it will approve a slate of candidates (nominations will be made over email). A vote will occur at the August meeting regarding slate of candidates for each committee. Once appointed, committee chairs’ first item of business will be to think about their desired reporting structure and whether they want to use formal “dashboards”.

Next Meeting

The next meeting will occur on Monday, August 10 at 6 PM at the school building (2146 24th Place NE Washington, DC 20018).

Adjourn

Ms. Greene adjourned the school board meeting at approximately 2:45 p.m.

* * *

Submitted by:

Sian Jones
Charter Board Partners Fellow