



The Children's Guild DC Charter School Board

Date: Monday, November 14, 2016
Time: 6 to 8 p.m.
Place: 2146 24th Place, Washington, DC

Minutes

Attendees

John Ferguson (phone)
Melody Giles
Cleo Green-Clarke
Jawauna Greene (phone)
Michelle Musgrove
Leslie Nesmith (phone)
Justin Reeves
Chris Zimmerman

The Children's Guild

Dr. Duane Arbogast
Amanda Henck
Nakia Nicholson
Martha Robison
Dr. Andrew Ross

1. Call to Order – Ms. Greene
2. Public Comment – There was no public comment.
3. Review of Minutes – A motion to approve the minutes from the October 10, 2016 meeting was made by Mr. Reeves and seconded by Mr. Zimmerman.
4. Introductions – Ms. Cleo Green-Clarke was introduced as a new board member. She is both a parent and staff representative. She has three children in the school and serves as a Teacher Assistant in a special education self-contained class.
5. Financials – Ms. Henck
 - 1st Quarter Financials - The biggest change is an increase in assets and liabilities. This is due to including the value of the building. We have less cash due to the quarterly payment from the Public Charter Board which is not cause for concern. Our revenues are less than budgeted, based on an enrollment of students and special education students. We also are expecting reimbursement from Medicaid billing, which is lagging behind by several months. Ms. Henck is reconciling the budget with the Public Charter Board. We are \$159K behind budget, but this will be reconciled with the next payment. The expense line is high because we paid the bus bill in advance.

- Our enrollment is currently at 345 students. We are trying to drive enrollment and part of the strategy is to advertise on buses indicating that we are still accepting students. Ms. Greene talked about the food incubator on New York Avenue. Dr. Ross will connect Ms. Greene to The Guild's marketing person.
- Ms. Giles reported that we are doing outreach to the housing shelters, YMCA, and inviting special education attorneys to a luncheon. There are also plans to participate in Edfest in December and to host a partnership luncheon.
- Ms. Nicholson indicated that we have open houses starting in December and are continuing to develop relationships.
- We have three teams of students attending the Think-It-Up conference to identify a project to do in the school.
- The school has staff that goes into the community to pass out fliers.

6. Fundraising Discussion – Mr. Zimmerman & Ms. Robison

- Objective: Identify Giving Prospects. Ms. Robison is the Executive Director for Mission Advancement. Ms. Robison talked about the power of relationships. She passed out a board member profile that she would like each board member to complete. Ms. Robison will create a report based on the profiles.
- Mr. Zimmerman discussed that the time is ready for the school to start pulling in donors and additional funding.
- Ms. Robison wants to expand the volunteers.
- Ms. Robison would like to gather contacts from board members.
- Ms. Robison is generating a list of underfunded needs such as the homelessness needs, a van for transportation, media center, and capital needs.
- Ms. Nicholson mentioned the food drive, a food closet, a coat drive, a washing machine, school supplies, uniforms, pictures for students, cheerleading uniforms and choral risers.

7. Educational Management Organization Report – Dr. Arbogast

- A motion to approve the Goal Amendment (see attached) was made by Mr. Zimmerman and seconded by Mr. Reeves. The motion was unanimously approved.
- Data updates were distributed.
- There are currently seven classes located in the new building addition.
- The at-risk calculation shows we have identified roughly 50% of our study body to be at-risk. The data is now cross-referenced with CFSA mental health engagement. We are hoping to hit the 60%.
- The enrollment audit went well. We were 100% compliant with residency.
- There is a washer and dryer hook up being installed in the early childhood wing.
- The final art for the Media Center will be complete in two weeks.

8. Principal's Report – Ms. Nicholson

- The enrollment audit went well. We have 100% compliance with residency forms and have all of the documentation.

- PCSB came through to discuss our budget. The visit went well.
- Councilman Grosso visited and was very complimentary.
- Muffins for Moms and Donuts for Dads takes place in the month of November.
- The entire school went to Langdon Park for a celebration day as part of spirit week.
- A school-wide writing initiative has begun.
- Picture day is on November 15.
- Thanksgiving Day festival coming on November 21.
- Cheerleading
- Dance Team
- Basketball teams
- Dr. Ross complimented the DC staff at the All Guild Summit day for their spirit.

9. Adjourn – Ms. Greene