**The Children’s Guild DC Charter School Board**

Date:  Monday, February 28, 2022

Time:  6 – 8 p.m.

Place:  Zoom

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| **Attendees** | **The Children’s Guild Staff** |
| Robert Seabrooks  Seema Thomas  Angelo Wong  Yolanda Lusane  Cleopatra Green-Clarke  Marie Caputo | Kathy Lane  Charley Gordon  Bryan Daniels  Frank Medley  Franchesa Carter  Danielle Johnson  Tanna Jackson  Brandon Turner |

**Meeting Minutes**

1. Call to Order – Mr. Seabrooks

The Children’s Guild D.C Charter School Board meeting was called to order at 6:07 pm.

1. Public Comment – Mr. Seabrooks **(1:55-4:03)**

Mr. Seabrooks asked for confirmation that we are following the required guidelines for publicly announcing the board meetings. The meetings are posted on the DC Charter School and Children’s Guild websites. Ms. Lane will verify that we are meeting the required regulations.

1. FY’21 and Current Period Financial Report – Mr. Gordon **(4:35 – 17:24)**

* Mr. Gordon reported that the audit has been completed and a clean opinion awarded. As discussed at the last meeting the auditors did make an adjustment to the methodology for reporting Medicaid receivables and income. The auditors will attend the next board meeting.
* The trend analysis and balance sheet were reviewed. Budgeted enrollment was 280 students and actual was 215 on count day. The budget has been rightsized to accommodate the reduced revenues.

1. Approval of Minutes – Mr. Seabrooks *(see attached)* **(18:07 – 19:04)**

The meeting minutes from January 10, 2022 were reviewed and approved by the Board.

1. Principal’s Report – Mr. Medley, Ms. Johnson, Ms. Carter, Dr. Jackson, Mr. Daniels **(19:17 – 56:34)**

[DC Principals Report 2.28.22](https://thechildrensguild-my.sharepoint.com/personal/mcfauls_childrensguild_org/Documents/Project%20Manager/Charter%20School/DC%20MONARCH%202014/BOARD/Agenda.Minutes/Board%20Report%202_28_22.pptx)

* Elementary School
* School culture events included MLK celebrations, Black History Month spirit days and projects, and 100 days of school. Upcoming for March are celebrations for perfect attendance, women’s history month and arts in our schools.
* Presented MOY Reading and Math targets showing where elementary students are currently excelling and/or any gaps to re-focus instruction, as needed.
* Middle School
* MOY statistics for middle school students were presented for Reading and Math.
* Charter accountability framework is to show 50% student growth annually in Reading and Math; the school targets 100% of the charter goal and 50% to meet the stretch goal in hopes of getting students as close to grade level equivalency as possible.
* Self-Contained class results were presented with two classes on target and one that has required interventions.
* A middle school dance team has been created to help correct some behaviors and give students a creative outlet. Looking at additional clubs and ways for students to engage to be a part of the school culture. The middle school also engaged in the school culture events mentioned above.
* Current enrollment is 214 students.
* January had a low attendance rate which impacted the iReady tests conducted in February. January attendance was 58.22% due to returning from winter break/COVID issues and testing; February increased to 76.55%. There were challenges with mixed messages to getting students tested and back in school. Some parents were not ready to have their students return. The school team has been following up on truancy issues in hopes of improving attendance and getting students back in school.
* We currently have 118 special education students with an increase of Level 4 students to 94 students.
* Behavior data reflects four suspensions in December and four in January. Overall numbers are lower than in the past.
* Staff recruitment: have hired an occupational therapist, special education teacher, 2 teaching assistants and 2 therapeutic behavior aides. The school has been getting qualified candidates and are looking to solidify positions for the upcoming school year.
* A student recruitment coordinator has been hired which has been beneficial to attracting students to the school.
* The school is in need of uniforms for spring as well as food pantry and hygiene items. The list will be sent out to the board.

1. Board Membership - Mr. Seabrooks **(56:57 – 1:00:24)**

* A new board member will be joining.
* We will be utilizing Education Board Partners in hopes of recruiting new directors for the board.
* Mr. Daniels has been recruiting for the parent and staff representatives.

1. Facility Update- Mr. Seabrooks/Mr. Daniels **(1:00:41 – 1:07)**

* Roof (Report/Repair status update) - Several contractors have given assessments of the roof. It is felt the roof is not unsafe and a contractor was making some repairs. The hope is the landlord will cover the cost of the roof issues.
* Potential Preschool Partnerships – There has been no response from Appletree at this time. Mr. Daniels is setting a meeting with ARE who was interested to further discuss how we would collocate a preschool in our facility.
* New facility location – We have not found an available property for a new school location plus are currently committed to a nine year lease. The primary goal is to get the roof issue resolved and continue to recruit students. The search for a more appropriate facility in a location more conducive to a school setting will continue.

1. Committee Reports – Mr. Seabrooks **(1:09:34 – 1:14)**  
   * Governance Committee - Michael Curran (Chair)

* No report provided   
  + Marketing, Enrollment, Finance & Facilities Committee (MEFF) – Ms. Lusane (Chair)  
    Ms. Lusane was able to meet with Guild marketing representatives who provided suggestions such as board members using social media to share and promote the school, working on impactful stories to share, and building relationships with pediatrician offices. One initiative is to interview board directors on why they are on the board or to have them share hot topics on their work. The marketing team is advocating for better data tracking systems.
  + Parent Engagement, Academic Excellence & Compliance Committee (PEAC) – Ms. Thomas (Chair)
* No report provided. Ms. Thomas will be setting up a committee meeting.

1. Marketing and Branding for Recruitment Window - Mr. Turner **(1:14:12 – 1:20:31)**

[TCGDC Admissions Report 2.28.22](https://thechildrensguild-my.sharepoint.com/personal/mcfauls_childrensguild_org/Documents/Project%20Manager/Charter%20School/DC%20MONARCH%202014/BOARD/Agenda.Minutes/TCGDC%20Board%20Meeting%202-28.docx)

* Mr. Turner showed a basketball dribbling tutorial that was created with a player from Towson University in hopes of using it as a unique recruitment tool.
* Mr. Turner is excited about the quality and quantity of the applications we have received this year; 109 compared to 89 this time last year. It is felt we continue to improve our recruitment efforts to make a better match for the families who are interested in our school.
* The lottery will be occurring this month.
* The board would like to be more aware of the videos and tools that are being distributed. Board members are encouraged to follow the school on social media.

1. Other Business – Mr. Seabrooks **(1:20:52 – 1:30:57)**

* Mr. Seabrooks encouraged all board directors to give a donation to meet 100% board fundraising participation.
* Board directors are encouraged to participate in the board interviews and should contact Ms. Lusane if interested.
* Mr. Daniels will work to provide event information to the board so they are aware and can participate if interested. The Spring Fling will be held on Saturday, April 2 from 11 am – 2 pm at the school.
* Transportation will be provided through Uber to allow parents to participate in events such as the Spring Fling.
* The team is working to consolidate the registration process which has been cumbersome in the past with multiple documents that must be done each year.

1. Adjourn – Mr. Seabrooks

The Children’s Guild D.C. Charter School meeting was adjourned at 7:37 p.m.