



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD
REGULAR SESSION**

November 15, 2016

Attendance:

Trustees: Allison Arnold, Jean-Claude Brizard, Kristi Craig, Sarah Dillard, Fred Sherman, Rochanda Hiligh-Thomas, Nick Rodriguez (phone), Anne Wallestad

Staff: Pam Daley, Karen Dresden, Jonathan Weinstein, Samantha Witkes

Facilities Tour

Jonathan led trustees on a tour to see Theatre Project, Gym Floor, and Middle School Commons

Meeting called to order at 7:15 pm

Welcome

Jean-Claude Brizard, Trustee, welcomed everyone to the second meeting of the year.

Consent Agenda

The Board voted unanimously to accept the consent agenda that included the September Meeting Minutes and the November School Report.

Development: Progress on Theatre Fundraising and Board Role

Karen Dresden, Head of School, encouraged Board members to donate to the theatre and acknowledged those who already had. She reminded the Board that they have discussed a Board gift of \$25,000 to name the lobby. The board has secured \$14,000 in pledges/donations towards this gift. Trustees were encouraged to reach out to contacts to share about the project. The Board discussed that if former Board members donate, than perhaps those donations should be included with the Board gift, especially because many helped plant the seed for this existing project. Capital City Development Office can offer support.

Karen acknowledged Pam Daley, Director of Development, for spearheading the theatre fundraising. Pam shared that we have already raised \$40,000 from individual donors and the Development Office is interested in getting corporate funders. She asked the board to share ideas, recommendations, and

connections for corporate funders. Pam shared the Playbill, which was the program for the Hard Hat tours. The second Hard Hat Tour will be on Friday (11/18).

Finance Update

Fred Sherman, Board Treasurer, shared that he and Kristi Craig, Trustee/Finance Committee member, met with the auditors and that it was a very clean audit. The auditor was very complimentary of the staff and said that CCPCS was a very well run organization. The Finance Committee recommended that the Board accept the audit.

The Board voted unanimously to accept the FY16 financial audit.

School Performance: 2016 School Quality Reports

Karen Dresden shared the DC Public Charter School Board School Quality Reports for Lower, Middle and High School. These reports were released last month. The High School was again Tier 1. The Lower and Middle School campuses were both Tier 2, but both campuses saw significant progress and are approaching Tier 1. Capital City's goal is to have all of our campuses be Tier 1.

For the Lower School, an area of concern was the low 3rd grade English Language Arts (ELA) scores. 3rd Grade ELA is a Gateway on the PMF so these scores count double and were low last year. Reading performance on internal assessments was much stronger than on PARCC. This points to a need to prepare students for the structure and format of the ELA PARCC. New tools are being implemented this year to support this.

Lower School also includes measures for Early Childhood including CLASS where an outside expert comes to observe in the PreK classrooms and rate the instruction. CLASS scores were high for Emotional Support and Classroom Organization, but significantly lower for Instructional Support. This is a trend in most schools, which is why the PMF ceiling is lower for the instructional support domain. There are four PreK teachers and instructional support scores correlated with teaching experience.

Growth scores were strong this year especially for Lower School math and Middle School ELA. While math performance still lags, scores are headed in the right direction.

While High School was still Tier I, the overall score dropped a bit. One area for improvement is 9th Grade on Track, one of the College and Career Readiness metrics. 9th grade students need to earn six credits to be considered on-track to graduate in four years. We will be monitoring this much more closely this year. It has been found that students coming from our Middle School program are much more likely to be on track than students new to Capital City. Our 9th grade orientation program is important and could possibly be leveraged more to support this.

Attendance dropped below 90% in high school, which was concerning to school administrators. We are monitoring much more closely this year and expect to see attendance rates rise. Our attendance is still higher than a lot of High Schools, but not where we want it to be.

Governance Discussion

Trustees read and discussed the Fordham/Bellwether Report: [Charter School Boards in the Nation's Capital](#). The report provides a summary of best practices for charter school boards. It was discussed that charter schools are all at different stages of development and that schools need different things at different times. The report highlighted that boards of high performing schools usually meet monthly. Capital City moved to bi-monthly meetings to allow more time for committees to meet. This schedule may be best for our Board, but the Governance Committee might want to survey Board members and consider more frequent meetings before setting the calendar for next year.

Boards of high performing schools spend time looking at and talking about school performance. While our Board does this, recently we have not been talking about data in real time. The School Performance Committee is working on a new dashboard with a plan to present at the January board meeting. It was recommended that we look at sample dashboards from other schools for ideas.

The meeting adjourned to Executive Session at 8:20 p.m.