



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

**November 13, 2018**

**Attendance:**

**Trustees:** Allison Arnold (phone), Maggie Boland, Sarah Dillard, Alix Guerrier, Anne Herr, Rochanda Hiligh-Thomas, Mizmun Kusairi, Galo Pazmino

**Staff:** Laina Cox, Karen Dresden, Pam McKinney, Belicia Reaves, Jonathan Weinstein  
Amy Wendel

*Meeting called to order at 6:35 pm.*

**Mission Moment**

5th Grade Humanities Teacher, Sarah Cole, and three of her students shared about their recent get out the vote project. Students visited George Mason University to educate college students about the democratic process and encourage them to vote. This project was connected to the 5th grade expedition, *Know Your Rights!*, where students study about the constitution and Bill of Rights and learn how people exercise their rights. An article published in *The 74* features the project.

**Welcome**

Rochanda Hiligh-Thomas, Vice Chair, welcomed everyone to the second board meeting of the year and chaired the meeting in Nick Rodriguez's absence.

**Consent Agenda**

*The Board voted unanimously to accept the Consent Agenda that included September Meeting Minutes, the Development Dashboard, Development Committee Minutes, Q1 Financial Dashboard, and the Q1 Financial Presentation.*

**School Performance: Understanding PMF Results**

Karen shared the [2018 school quality reports](#) for all three campuses. The school quality reports track and report on school success in meeting the indicators of the Performance Management Framework (PMF) and provide a tier ranking for schools based on performance. We have two tier-1 campuses again this year. It remains our goal to have all three campuses Tier 1.

The High School made tremendous gains (+18 points) which makes our high school one of the top performing charter high schools in the city. This overall increase is due to increases/strong performance on many metrics including ELA PARCC, math and ELA PARCC growth,

graduation rates, PSAT and SAT performance, and college readiness (AP/CTE). The fact that the growth is across so many metrics and grades makes us confident that the strong performance will continue.

The Lower School held on to its Tier 1 status and was the only charter school in the city with PARCC gains in ELA and math for 4 consecutive years. Strong ELA growth scores (4th grade) and strong performance on school environment metrics (attendance, re-enrollment, CLASS) are the main reasons for Tier 1 performance. Math improvement will be important to maintaining Tier 1 status in 2019. The LS had a low math growth score in 2018 (39). Growth on the PMF is an average of two years and there was a strong 2017 growth score, which mitigated the impact of low 2018 math growth. The LS has indicators for PK-2 that are “display only” meaning they do not factor into the PMF score. PK literacy and math metrics remained strong with increases for four consecutive years. We were pleased with the increase in K-2 math (up 23 points from 2017). There was a decrease in K-2 reading, but is believed this was due to a change in the way the assessment was administered.

Despite small decreases in PARCC scores this year, the Middle School PMF score remained largely the same with the decreases being offset by above average growth scores and increases in 3+ performance. The Middle School continues to score well on school environment metrics (attendance and re-enrollment) with re-enrollment being especially strong at 97%. 8th grade math performance continues to be the most problematic metric for MS despite a new 8th grade math teacher in SY17-18.

The focus areas of our strategic plan, especially math and a focus on our English Learners are the things that will improve academic performance and our PMF results.

### **School Performance: Adopting the PMF as Goals**

The School Performance Committee shared their recommendation that Capital City adopt the PMF as its charter goals for all three campuses. We will be going through our 20th year charter review next year. This is not a high stakes review like the 15 year renewal, but the charter school board will evaluate how well we are meeting our goals and could take actions if we are not.

When we renewed our charter in 2015, we elected to adopt the PMF as the goals for the high school since the high school was Tier 1; and since the HS PMF already has the most metrics, adding more metrics for accountability did not make sense. We decided to write our own goals for LS and MS using the PCSB parameters (this required us to use PARCC). We did this because at the time, PARCC was new and we did not yet have any results. Also, the LS and MS saw low PMF scores after our move and expansion and we wanted more control over the metrics. We were required, however, to have a reading and math goal for each grade level and meet each goal each year.

Paying close attention to and monitoring two accountability frameworks (our own goals and the PMF metrics) has proved challenging. Charters who adopt the PMF as goals, must have an average PMF score of 50 over the 5 years leading up to their review. Our score for all three campuses has been over 50 since our 2015 charter renewal meaning that charter review (in 2020 and 2025) and later charter renewal (2030) should be an easy process if we have the PMF

as goals. With our own goals, we have 7 targets that we must meet and missing even one (we have yet to meet them all) could be problematic.

The School Performance Committee met on October 12th to discuss and carefully consider the charter amendment to adopt the PMF as goals. A downside of adopting the PMF as goals is that it is norm-referenced and the floors and ceiling change over time. This means that as low performing schools close and there are more high performing schools, it could be harder to reach Tier 1 and stay above the 50 threshold. However, there has not been a lot of volatility with the measure and the Public Charter School Board tries to ensure the PMF is stable. If we adopt the PMF as goals and the PMF rules change (or PCSB moves away from the PMF), we could reconsider and have the opportunity to negotiate new goals.

Staff prepared and submitted an [application](#) to the PCSB; however, board approval is a requirement for this to move forward. Once our board approves, PCSB plans to put this on their January meeting agenda for a public hearing and the February consent agenda for a vote.

While the High School already has the PMF as its goals, the PCSB recommended language/target change. Through the amendment process, we will adopt the new language for the HS PMF goal to be consistent with our other campuses and with current PCSB guidelines.

*The School Performance Committee motioned that Capital City adopt the PMF as goals for Lower School and Middle School and update language to align with new PCSB PMF as goals policy for the High School. The motion was seconded and the Board unanimously approved.*

### **Student Leave of Absence Policy**

In September the Board first considered a Leave of Absence Policy discussing the rationale, risks, history, and next steps. The policy would allow families who move out of DC and return within two years to re-enroll their children. This is consistent with our mission and interest in developing long-term relationships with families. The Capital City Leave of Absence Policy would exist outside of the official My School DC enrollment process, and have no impact on any existing student waitlists. It was requested in September that more work be done to ensure that the policy was equitable and equally accessible to low-income, language minority families as middle class families.

We wanted to ensure that we would not be in violation of any DC laws or policies by adopting this policy. Karen had previously talked to the Executive Director of My School DC who recommended such a policy when Karen asked her about options for returning families. She connected Karen to two schools that already had policies in place and explained that MSDC looks to see whether the school followed their own policies. After the September board meeting, Karen discussed the issue with PCSB. The PCSB leader shared that they didn't see a problem with having such a policy and that the important thing to the PCSB is that schools follow their own policies with consistency and fairness.

A revised policy was presented that included more clarity on the process and a provision for missed deadlines as recommended in September. Also the discretion was minimized so that decisions would not be subjective. The Board discussed the revised draft and made edits for clarity. It was added that the Family Engagement Coordinator is available to support families with the process.

*The Board voted unanimously to adopt the [Leave of Absence Policy](#) as revised in the meeting.*

**Governance: Update and New Trustee Recommendation**

We currently have 10 trustees including one parent trustee. We have been looking to add a new parent trustee to bring us in compliance with the DC requirement that we have two parent trustees and an odd number of trustees.

Karen and Rochanda held outreach sessions to recruit parent trustees. Quameice Harris was one of the parents who attended. The Governance Committee feels she would be a great fit for our board.

Quameice is the parent of a current 8th grade student and her two younger children will begin in PK3 next year. Rochanda and Karen met with Quameice on 10/9. Since the session was small, they had a good opportunity to learn about Quameice's experience and interest in the Board. She then met with Miz and Nitika on 10/19 and then met with Alison on 11/5.

Quameice has been actively involved with the PSA for the past two years. She has taken on a leadership role (Middle School Vice President). She has demonstrated great commitment and follow-through and her leadership has helped make the PSA more effective and inclusive. Quameice was on the parent advisory board of the private school where her son attended before coming to Capital City.

While she does not have any direct development experience, she expressed an interest in fundraising and with her outgoing personality this could be a great fit. She also could be a good fit for governance where she could support our board recruitment efforts. Miz shared that she thought Quameice would be a great addition to the Development Committee.

*The Board voted unanimously to invite Quameice Harris to join the Capital City Board of Trustees and the Development Committee for a term beginning 12/1 and extending through 7/30/20.*

***The meeting adjourned to Executive Session at 8:05 pm***