



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

November 8, 2017

Attendance:

Trustees: Alison Arnold, Maggie Boland, Kristi Craig (phone), Sarah Dillard, Vanessa Gonzalez, Anne Herr, Jennifer Jackson, Miz Kusairi, Daudeline Meme, Galo Pazmino, Fred Sherman (phone), Nitika Tolani (phone)

Staff: Laina Cox, Pam Daley, Karen Dresden, Jacob Fishbein, Jonathan Weinstein, Amy Wendel, Samantha Witkes

Meeting called to order at 6:32pm. Alison Arnold, Governance Chair and Secretary, chaired the meeting in Nick Rodriguez's absence.

Welcome

Alison Arnold welcomed everyone to the second meeting of the year and acknowledged new trustees-- Galo Pazmino and Jennifer Jackson.

Consent Agenda

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

School Updates

In lieu of a school report, Karen Dresden, Head of School, shared some updates about happenings at the school:

- Our official enrollment date was October 5. Enrollment exceeded budgeted projections by 5 students. Numbers for special populations also exceeded budgeted projections. With enrollment being the key driver for revenue, this is very positive from financial perspective.
- We hired a new Family Engagement Coordinator, Gerson Paniagua, who started in mid-October. His work will be critical to the family engagement goal in our strategic plan.
- We received a Special Education Enhancement Grant from OSSE. The grant for \$167K is for one year, but renewable for 2 more. Through this grant we will be adding enhancing our transition support for students by formalizing Transition Coordinator role, adding an internship program, and adding a technology certification program.

- We rolled out a new teacher evaluation system in the fall with teachers. This was designed with input from teachers and evaluators.
- We are conducting monthly “pulse checks” with staff to get feedback throughout the year. This supports the “one school” strategy that is part of our strategic plan.
- We have begun having stock takes on strategic plan implementation. The Senior Leadership Team checks-in about a different goal every 2-3 weeks. We will be updating the full board on progress at our January retreat.
- The per pupil spending rate has increased and Capital City is getting additional funding that we will likely put towards teachers’ salaries. As a plan is developed, leadership will be looking to the Finance Committee for feedback.

Karen also shared the unfortunate news that one of our 11th grade students was shot and killed on the evening of November 7th. She shared that grief counselors would be coming into the school on November 9th. The whole school is grieving for the loss of the student.

Finance: F17 Draft Audit

Fred Sherman, Treasurer, shared that finances are good. The Finance Committee reviewed the draft audited financials. Capital City had a very clean audit, with no suggestions from the auditors. Fred asked the board to accept the audit that must be sent to the Public Charter School Board by December 1. The 990 will be shared with the board before it is filed, but does not need board approval.

The Board voted unanimously to accept the FY17 audit.

Aspen Institute Case Study

Karen Dresden, Head of School, discussed the Aspen Institute Commission on Social, Emotional, and Academic Development case study, [Putting It All Together](#), featuring Capital City. It is exciting for Capital City to be so prominently featured for something that is so core to our model and our school. This case study is getting national attention. Karen and Laina Cox presented about the case study to the EL Education Board of Directors in October; and Karen authored a piece (with support of Aspen) that will be published in the the National Association of Elementary School Principals magazine in January.

Karen shared some of the reasons we are successful with social emotional learning at Capital City including the focus on expeditions, classroom structures that encourage student engagement, and a strong social curriculum that includes crew time (MS) and advisory (HS).

We want to make sure we are leveraging the opportunities that the case study present. It has made us more aware of important aspects of our program that we sometimes take for granted. While the case study featured one classroom, these structures could be seen in any classroom at Capital City.

The Board suggested ways that we might leverage the case study:

- Work on search engine optimization to have Capital City come up with common searches related to EL and SEL.
- Participate/ present at forums on the topic of social emotional learning
- Share with DC Council/Education Committee

- Reach out to Ginny Edwards (author of the article) to host a panel at Capital City on the topic.

School Performance: Understanding PMF Results

Karen Dresden, Head of School, shared the PMF results for the Lower, Middle and High School. The Lower and High School are in Tier 1. It is the first time since our reconfiguration in 2012 that the Lower School has been Tier 1. The Middle School is Tier 2, but saw progress since 2016. Karen reviewed the metrics and answered questions from the board.

Development: Engaging with and Supporting our Fundraising

Maggie Boland, Trustee, introduced the Development Dashboard and emphasized that we want 100% participation in giving from the Board. Pam Daley, Director of Development, handed out a 2-pager that discussed opportunities for trustees to attend events and invite friends and colleagues to learn more about Capital City. Pam also handed out a draft of the End of Year appeal. The theme for the EOY is leadership. Pam reiterated that this was a draft and asked for the Board to send her feedback.

The meeting adjourned to Executive Session at 8:05pm