

D.C. Public Charter School Board

Meeting Minutes

3333 14<sup>th</sup> Street, N.W. Suite 210

Washington, D.C. 20010

April 15, 2013

7:30pm

Public Hearing

The following board members were in attendance: Sara Mead, John “Skip” McKoy (Chair), Don Soifer, and Darren Woodruff (by telephone).

Mr. McKoy called the public hearing to order at 7:35pm.

Public Meeting

Approval of the Agenda

Mr. Soifer moved to approve the agenda; Ms. Mead seconded the motion. The board voted 4-0 to approve the agenda.

Approval of the April 15, 2013 Board Minutes

Mr. Soifer moved to approve the minutes; Ms. Mead seconded the motion. The board voted 6-0 to approve the minutes.

Submission into the Record of Administrative Contracts

Mr. McKoy accepted into the public record the list of charter schools’ contracts valued over \$25,000.

Request to Change Name: Education Strengthens Families Public Charter School

School Representatives: Christie McKay (Executive Director); Kamila Hicks (Strategy Coordinator)

Staff Representative: Mustafa Nusraty, Associate Specialist, Charter Agreement Specialist

Mr. Nusraty summarized the board memorandum that recommends the board approve Education Strengthens Families Public Charter School's (ESF) request to amend its bylaws and articles of incorporation to reflect its new name as Briya Public Charter School (Briya PCS). ESF submitted the amendment request and PCSB staff confirms that the answers are complete and accurate and that their request is reasonable and deserves to be approved.

Notice of Concern: Meridian Public Charter School

School Representatives: Vincent Blount (Vice Principal); Lamont Seegars (PowerSchool Administrator)

Staff Representative: Tim Harwood, Data and Policy Analyst

PCSB staff requests that the board issue a Notice of Concern to Meridian Public Charter School for receiving three Out-of-Compliance Violations after missing the due dates for submitting discipline data to PCSB, per the Attendance and Discipline Data Submission Policy (2012). These violations occurred for the months of September, October, and January. Prior to sending each Out-of-Compliance Violation, PCSB staff sent Meridian PCS an Early Warning Notice each time the school did not submit their discipline data by the 14<sup>th</sup> of the following month (or a date after the 14<sup>th</sup> established by PCSB staff). Each

Early Warning Notice instructed Meridian PCS to upload their discipline data into ProActive within the next five business days to prevent the school from receiving an Out-of-Compliance Violation. These notices also provided instructions for how to submit discipline data to ProActive and the e-mail address of a PCSB staff member to help with their submission. Meridian PCS only submitted their discipline data to ProActive after receiving the Out-of-Compliance Notices.

Mr. Blount responded that Meridian PCS recently relocated to a new facility and is still undergoing some technical issues. The building was delivered in early September 2012 and during that time there were several issues with phones, internet, etc. This caused a delay in submitting data in a timely fashion. A new server is now in place and Mr. Blount feels confident that future submissions will be dealt with on time and additional guidelines have been put in place to ensure that data are submitted correctly and on time.

Mr. McKoy asked if anyone from Meridian had notified PCSB about their server issue.

Mr. Blount answered no.

Mr. Soifer asked Mr. Harwood if the data submitted had anything questionable that needed to be discussed.

Mr. Harwood answered no.

Ms. Mead asked Mr. Harwood what steps Meridian would have to take in order to get the Notice of Concern lifted.

Ms. DeVaux answered that Meridian had three warnings and to have them lifted would require Meridian to have no more late submissions for the remainder of the year.

Mr. Soifer moved to approve the Notice of Concern; Ms. Mead seconded. The board voted 4-0.

## Request for an Enrollment Ceiling Increase

School Representative: Richard Fowler, Finance and Operations Department

**Carlos Rosario PCS** – Mr. Fowler summarized the board memorandum that recommends the board approve an enrollment ceiling increase of 200 students. The school's current enrollment ceiling for SY 2013-2014 is 1,750 students. The request will increase the ceiling to 1,950 students. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic programs and the opening of its second campus.

**KIPP DC PCS** – Mr. Fowler summarized the board memorandum that recommends the board approve an enrollment ceiling increase of 586 students, which will result in an increase from 3,114 students to 3,700 students for SY 2013-2014. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic programs and the opening of the Webb Campus in Ward 5. The school's enrollment fulfillment rates for SY 2012-2013 and SY 2011-2012 were 94 percent and 90 percent, respectively.

**DC Prep PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 100 students. The school's current enrollment ceiling for SY 2013-2014 is 1,150 students. The request will increase the ceiling to 1,250 students. The school's enrollment projection for SY 2013-2014 is 1,175. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic program and the expansion of the school's new Benning Road middle school campus. The school's enrollment fulfillment rate for SY 2012-2013 was 103 percent, and 104 percent for the previous school year.

**E.L. Haynes PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 182 students. The school's current enrollment ceiling for SY 2013-2014 is 1,018 students. The request will increase the ceiling to 1,200 students. The school's enrollment projection for SY 2013-2014 is 1,049. The request is attributable to increased demand for the school's academic program and its expansion to 11<sup>th</sup> grade. The school's enrollment fulfillment rates for SY 2012-2013 and SY 2011-2012 were 99 percent and 89 percent, respectively.

**Education Strengthens Families PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 12 students. The school's current enrollment ceiling for SY 2013-2014 is 440 students. The request will increase the ceiling to 452 students. The school's enrollment projection for SY 2013-2014 is 461. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic programs. The school's enrollment fulfillment rate for SY 2012-2013 was 131 percent, and 126 percent for the previous school year.

**Excel PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 20 students. The school's current enrollment ceiling for SY 2012-2014 is 630 students. The request will increase the ceiling to 650 students. The school's enrollment projection for SY 2012-2013 is 650. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic program and the increased capacity at the school's

current location. The school's enrollment fulfillment rate for SY 2013-2014 was 99 percent, and 100 percent for the previous school year.

**Next Step PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 100 students, which will result in an increase from 250 students to 350 students for SY 2013-2014. PCSB staff recommends that the request be approved; Next Step's enrollment projection for SY 2013-2014 is 300 students. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic program. The school's enrollment fulfillment rate for SY 2012-2013 was 132 percent and 98 percent for SY 2011-2012.

**Paul PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 135 students, which will result in an increase from 575 students to 710 students for SY 2013-2014. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school's academic program and the recent approval to expand to serve students in 10<sup>th</sup> grade. The school's enrollment fulfillment rate for SY 2012-2013 was 97 percent, and 103 percent for SY 2011-2012.

Paul will enter its 14<sup>th</sup> year of operation during SY 2013-2014. School leadership's long-term growth strategy, coupled with increased demand for the school's 6<sup>th</sup>-9<sup>th</sup> grade program and the expansion to offer 10<sup>th</sup>-12<sup>th</sup> grade in the coming years, necessitate the school's enrollment threshold being increased in SY 2013-2014. The school had a

waiting list of 7 students for SY 2012-2013. Paul is fiscally sound, receiving an 88 out of 100 (88%) on the FY2011 Charter Audit Resource Management (CHARM) scorecard.

**Washington Yu Ying PCS** – Mr. Fowler summarized the board memorandum requesting that the board approve an enrollment ceiling increase of 47 students, which will result in an increase from 468 students to 515 students for SY 2013-2014. PCSB staff recommends that the request be approved. The request is attributable to increased demand for the school’s academic program and the expansion to 5<sup>th</sup> grade. The school’s enrollment fulfillment rate for SY 2012-2013 was 102 percent, and 104 percent for SY 2011-2012.

Mr. Soifer moved and Ms. Mead seconded a motion to approve the enrollment ceiling increases for Carlos Rosario, KIPP, DC Prep, E.L. Haynes, Education Strengthens Families, Excel, Paul, Next Step and Washington Yu Ying Public Charter Schools. The motion carried 4-0.

**Basis DC PCS** – Mr. Fowler summarized the board memorandum requesting that the board not approve the request to increase the SY 2013-2014 enrollment ceiling from 511 to 546, due to lack of a performance track record, high mid-year withdrawals, and other issues. Basis PCS opened in SY 2012-2013 with 443 students in 5<sup>th</sup>-8<sup>th</sup> grade. Its enrollment ceiling in that year was 468. According to its charter agreement, the school’s enrollment ceiling automatically increases to 511 to accommodate its growth plan of adding 9<sup>th</sup> grade.

Staff Representative: Paul Morrissey (Head of School)

Mr. Morrissey stated that the need for a ceiling increase of 35 more students is to cover the debt obligation services, such as an increase in rent payment from \$1 million to \$2 million dollars.

Mr. Soifer asked Mr. Morrissey to speak to the request educationally.

Mr. Morrissey said that by offering the students thirty-five more seats, it gives the students a chance to succeed in their curriculum and in a school that holds high standards. Opening thirty-five more seats will give thirty-five more students the chance to succeed.

Mr. Soifer asked what grade level the new seats will fill.

Mr. Morrissey answered 5<sup>th</sup> grade.

Ms. Mead asked Mr. Morrissey about the significant mid-withdrawals currently in the school.

Mr. Morrissey answered that Basis DC PCS has a total of 709 students pre-enrolled for next year. Mid-year withdrawals are more common in the opening year. The reason is that when a Basis school comes into a market, there are students who understand what the workload is and what it takes to be successful at Basis DC PCS; however, other students are not prepared to do the work.

Ms. Mead stated that she would not feel comfortable voting for an increase until the board sees a second year decline in the mid-year withdrawals.

Mr. Soifer moved to deny the enrollment ceiling increase; Mr. Woodruff seconded the motion. The board voted 4-0.

**Creative Minds PCS** – Mr. Fowler summarized the board memorandum requesting that the board deny an enrollment ceiling increase of 12 students due to lack of an academic track record. The school's current enrollment ceiling for SY 2013-2014 is 135 students.

The school's enrollment projection for SY 2013-2014 is 136. The request will increase the ceiling to 147 students. Per its Charter Agreement, the school's enrollment ceiling is already slated to increase by 30 students (from 105 to 135) from this school year to next school year. Creative Minds satisfied 100 percent of its enrollment projections for SY 2012-2013. Creative Minds had a waitlist of 192 students in SY 2012-2013. The school has no current PMF or DC CAS results to evaluate the strength of the school's academic programs.

School Representative: Golnar Abedin, Executive Director

Ms. Abedin stated on the record that the current total number of ceiling increase is 148.

Ms. Abedin also stated that the goal of Creative Minds PCS is to have smaller school rooms and a small school size. In the first year, they had a class of 15 students in a classroom. Based on the success of their program, Creative Minds met 100 percent of their enrollment target of last year, and after exhausting their waitlist, there were still 192 students on the waitlist. This year Creative Minds PCS has had over 900 applications for 30 spaces available, which shows that there is a high demand for their program. Based on their program success, there has been 100 percent participation in parent-teacher conferences and strong support.

Ms. Mead asked for an explanation of the rationale for a 12 student increase.

Ms. Abedin responded that on average there were 15 students in a classroom and during the summer families move their kids to other schools; logically, it makes sense to have 15-17 students enrolled and have more room to accommodate other students in a classroom.

Mr. Soifer asked Ms. Abedin to speak on the certificate of occupancy.

Ms. Abedin replied that there are currently three floors at Creative Minds and a fourth floor is being added, and they are currently working with a real estate agent. The completion of the construction will give them 3,000–4,000 square feet.

Mr. McKoy asked Ms. Abedin to speak on academic performance.

Ms. Abedin stated that the 2<sup>nd</sup> grade reading assessment data was used as its criteria as it is the closest to DC CAS 3<sup>rd</sup> grade. Of the students in 2<sup>nd</sup> grade, 50 percent of them are Individualized Education Program (IEP), two of them have level-four IEP, and 67 percent of students are reading at, or are at, the level of 3<sup>rd</sup> grade.

Mr. McKoy asked what the consequence would be for not having the additional 12 students.

Ms. Abedin responded that there is no real consequence. Basis DC can still make their financial obligations.

Mr. Soifer moved to deny the enrollment ceiling increase; Ms. Mead objected. The board voted 3-1 to deny the increase.

For Discussion: PCSB 2012 Audit

Staff Representative: Lin Johnson III, Financial Analyst

PCSB's auditors, Kendall Prebola and Jones CPAs, have completed their review of our FY 2012 financial activities and have issued an unqualified opinion. This marks the 15<sup>th</sup> successive year that PCSB has received a favorable opinion on its financial activities. This is attributed to the establishment of sound accounting policies which have been continually refined in consultation with the DC Office of the Chief Financial Officer over the years.

The essential findings of the FY 2012 audit are as follows:

- Total Assets: \$675K (as of September 30, 2012) - includes cash and fixed assets
- Total Liabilities: \$438K (as of September 30, 2012) - payroll-related payables account for nearly 50% of the balance
- Net Assets (reserves): \$237K (as of September 30, 2012) - this represents a \$100K decrease from the FY 2011 year-end balance
- Total Revenues: \$4.8M
- Total Expenses: \$4.9M
- Additional investments in ProActive was required to enhance PCSB's ability to gather and process data received from public charter schools. Approximately \$200K more than budgeted was spent.

Mr. Woodruff moved to approve the motion to approve the audit; Mr. Soifer seconded.

The board voted 4-0.

Policy Votes: Data Management Policy

Staff Representative: Tim Harwood, Data Analyst

Mr. Harwood summarized the board memorandum that recommends the board vote to approve the Data Management Policy first introduced for public comment on February 25, 2013. PCSB received public comments from Community Academy PCS, Next Step PCS, Education Strengthens Families PCS, Maya Angelou PCS, and FOCUS, and revised the policy based on the feedback. Most of the concerns centered on the 30-day data-validation window being too short. Changes to this policy attempt to clear up the language to show that schools will have between 45-55 days to verify previously submitted attendance and discipline data for any given month.

Mr. Woodruff moved to approve the policy; Ms. Mead seconded. The board voted 4-0 to approve the motion.

The meeting was adjourned at 9:03pm.