



**October Meeting Minutes for the
Board of Trustees of DC Scholars Public Charter School (DCSPCS)**

Wednesday, October 12, 2022

4:30 pm via Zoom

<https://dcscholars-org.zoom.us/j/2327287755?pwd=WnYweTh0aWFZdEVldVJOaDZlYR3JnQT09>

Board Members Present: Jackie Lendsey, Janelle Suggs, Crystal Williams, Evan Piekara, Laura Fitzgerald, Maegan Marciano, Raleigh Sims, Stanley Schwartz, Tikia Thompson.

Board Members Absent: Shantania Williams.

Guests: Vickie Ho (EdOps).

DC Scholars Staff Present: Director of Finance and Operations Kimberly Lucas, Business Manager Emily Stone.

- I. Welcome and Agenda Review
 - a. Ms. Lendsey called the meeting to order at 4:33 pm after taking roll call to determine the presence of a quorum.

- II. Chair Updates & Introductions
 - a. Ms. Lendsey announced Ms. Helms absence for today's meeting due to a personal emergency.

- III. Approval of Meeting Minutes
 - a. Annual Meeting (2022)
Mr. Piekara made a motion to approve the Annual Meeting Minutes. Ms. Marciano seconded. Ms. Lendsey conducted a roll call vote. The motion was approved.
 - b. September 14, 2022 Meeting
Mr. Piekara made a motion to approve the Sept 14, 2022 Meeting Minutes. Ms. Marciano seconded. Ms. Lendsey conducted a roll call vote. The motion was approved.

- IV. Governance Committee Report
 - a. Ms. Lendsey recognized Governance Committee Chair Crystal Williams to provide the Governance Committee Report. Ms. C. Williams and Ms. Marciano provided Committee updates regarding the Board Member Donation Policy, Zoom Accessibility Features, Library & Library Education, and Financial Literacy Program. Discussion Followed.

- V. Finance Committee Report
 - a. Mr. Piekara provided an overview of the recent call with CityFirst Bank and made remarks on the August 2022 financials included in the board materials. Discussion followed.



- b. Mr. Piekara acknowledged Kimberly Lucas, Dir. Of Finance and Operations, to review the Contract Summary included in the board materials.
- VI. Head of School's Report
- a. Ms. Lendsey re-announced Ms. Helms's absence and announced that Ms. Helms will provide a report via email on Thursday, October 13, 2022.
 - b. Ms. Lendsey recognized Ms. Lucas to provide an update from an incident at the school. Discussion followed.
- VII. Academic Committee Report
- a. The Academic Committee Chair Ms. Fitzgerald announced that there will be a Committee meeting and updates in November.
- VIII. Head of School Oversight Committee Report: Executive Session
- a. Ms. Lendsey announced that pursuant to the DC Code §2-575(b)(10), a portion of an Open Meeting may be closed "to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of ... public charter school personnel, where the public body is the board of trustees of a public charter school."
 - b. All DC Scholars staff and contractors were asked to leave the meeting.
 - c. Mr. Piekara made a motion to enter the Executive Session at 5:11 PM. Ms. Marcano seconded the motion. Ms. Lendsey conducted a roll call vote. The motion was approved.
- IX. Closing
- a. Ms. Lendsey made closing remarks and called for a motion to end the Executive Session and the meeting. Ms. Suggs made a motion to adjourn the meeting. Mr. Sims seconded, and Ms. Lendsey conducted a roll call vote. The motion was approved, and the meeting was adjourned at 5:40 PM.

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at open.govoffice@dc.gov.



**November Meeting Minutes for the
Board of Trustees of DC Scholars Public Charter School (DCSPCS)**

Wednesday, November 16, 2022

5:15 pm via Zoom

<https://dcscholars-org.zoom.us/j/2327287755?pwd=WnYweTh0aWFZdEVldVJOaDZlYR3JnQT09>

Board Members Present: Janelle Suggs, Evan Piekara, Laura Fitzgerald, Raleigh Sims, Stanley Schwartz, Tikia Thompson, Shantania Williams (5:23 pm), Jackie Lendsey (5:24 pm)

Board Members Absent: Maegan Marcano.

Guests: Vickie Ho (EdOps), Crystal Williams.

DC Scholars Staff Present: Head of School Amy Helms, Director of Finance and Operations Kimberly Lucas, Business Manager Emily Stone, Executive Coach Jennifer Leonard.

- I. Welcome and Agenda Review
 - a. Mrs. Helms called the meeting to order at 5:19 pm after taking roll call to determine the presence of a quorum.
 - b. Mrs. Helms announced Ms. Lendsey's delay and that the Board meeting will begin with committee reports.

- II. Governance Committee Report
 - a. Ms. Helms recognized Mr. Sims to provide a Governance Committee update.
 - b. Mr. Sims provided Committee updates regarding the October 28th School Visit and Capitol View Library partnership. Discussion Followed.
 - c. Ms. Leonard provided an update on the Board member contribution process. Discussion followed.

- III. Chair Updates & Introductions
 - a. Ms. Lendsey announced the submission of the SY21-22 Annual Report and encouraged board members to review the report.
 - b. Ms. Lendsey announced that she will return to the Board with an update on the Governance Chair and adding a Public Comment period next month.

- IV. Approval of Meeting Minutes
 - a. October 12, 2022
Mr. Piekara made a motion to approve the Oct 12, 2022 Meeting Minutes. Ms. S. Williams seconded. Mrs. Helms conducted a roll call vote. The motion was approved.

- V. Finance Committee Report



- a. Ms. Lucas provided an overview of the September 2022 financials included in the board materials. Discussion followed.
 - b. Mr. Piekara acknowledged Kimberly Lucas, Dir. Of Finance and Operations, to review the Contract Summary included in the board materials. Discussion followed.
 - c. Ms. Lucas recognized Mrs. Jennifer Leonard to provide an overview of the CBIZ Insurance proposal and The Hartford policies. Discussion followed.
 - i. Vote for Approval
 - 1. CBIZ Insurance Proposal; The Hartford
After discussion and at the recommendation of the Finance Committee, Mr. Piekara motioned to approve the CBIZ Proposal and the Hartford contract. Ms. Lendsey seconded. Mrs. Helms conducted a roll call vote. The motion was approved.
 - 2. FY22 Audited Financial Statements
After discussion and at the recommendation of the Finance Committee, Mr. Piekara made a motion to approve the FY22 Audited Financials and the Management Letter. Ms. Lendsey seconded. Mrs. Helms conducted a roll call vote. The motion was approved.
 - d. Mr. Piekara provided an update on the auditor selection process and policy.
- VI. Academic Committee Report
- a. The Academic Committee Chair Ms. Fitzgerald provided an overview of the November Academic Committee meeting, including schoolwide scholar attendance, Early Childhood student achievement data, schoolwide curriculum, and teacher development. Discussion followed.
- VII. Head of School's Report
- a. Mrs. Helms provided updates on the following topics. Discussion followed.
 - i. Board Visit on October 28th
 - ii. No Shots, No School policy
 - iii. Student Attendance
 - iv. Insight Surveys
 - v. Fundraising and Development updates
 - vi. Priorities for the winter
 - b. Ms. Lendsey announced that pursuant to the DC Code §2-575(b)(10), a portion of an Open Meeting may be closed "to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of ... public charter school personnel, where the public body is the board of trustees of a public charter school."
 - c. All DC Scholars staff and contractors were asked to leave the meeting, except for Ms. Helms and Ms. Lucas.
 - d. Ms. Lendsey made a motion to enter the Executive Session at 6:21 PM. The motion was seconded. Mrs. Helms conducted a roll call vote. The motion was approved.



i. Executive Session.

VIII. Closing

- a. Mr. Schwartz motioned to end the Executive Session and the meeting. Ms. Suggs seconded, and Ms. Lendsey conducted a roll call vote. The motion was approved, and the meeting was adjourned at 6:53 PM.

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