



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

Wednesday, December 14, 2022

4:45 pm via Zoom

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

Board Members Present: Jackie Lendsey, Stanley Schwartz, Tikia Thompson, Laura Fitzgerald, Janelle Suggs.

Board Members Absent: Maegan Marcano, Raleigh Sims, Evan Piekara, Shantania Williams.

Guests: Vickie Ho (EdOps).

DC Scholars Staff Present: Head of School Amy Helms, 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 4:47 pm after taking roll call to determine the presence of a quorum.
- II. Chair Updates
 - a. Ms. Lendsey provided updates on the recent trainings on the DC Open Meeting Act and Roberts Rule of Order.
 - b. Ms. Lendsey announced the appointment of Raleigh Sims as Governance Committee Chair.
- III. Approval of Meeting Minutes
 - a. November 16, 2022
Mr. Schwartz made a motion to approve the Nov. 16, 2022 Meeting Minutes. Ms. Suggs seconded. Ms. Lendsey conducted a roll call vote. The motion was approved.
- IV. Governance Committee Report
 - a. Ms. Lendsey reminded members of the Board member contribution policy.
 - b. Ms. Lendsey provided an update on the Board member attendance policy and expectations.
- V. Finance Committee Report
 - a. Ms. Lendsey acknowledged Ms. Kimberly Lucas, Dir. Of Finance and Operations, to provide an overview of the October 2022 financials included in the board materials. Discussion followed.



- b. Ms. Lucas reviewed the November Contract Summary included in the board materials. Discussion followed. The Board requested that the school continue to advocate for and recruit for an off-duty officer for Wednesday dismissal.
 - c. Vote for Approval
 - i. Candace Crews – Spring 2023 Contract
After the recommendation of the Finance Committee, Ms. Suggs motioned to approve the Candace Crews contract. Ms. Thompson seconded. Mrs. Stone conducted a roll call vote. The motion was approved.
 - 1. WayFinder Education Consultants
After the recommendation of the Finance Committee, Ms. Suggs made a motion to approve the WayFinder Education Consultants contract. Ms. Fitzgerald seconded. Mrs. Stone conducted a roll call vote. The motion was approved.
- VI. Head of School's Report
- a. Ms. Helms provided updates on the following topics. Discussion followed.
 - i. Board Giving Appreciation
 - ii. Fundraising and Development
 - iii. No Shots, No School Policy and Implementation
 - iv. Student Attendance and Discipline Data
 - v. ELA and Math Proficiency Data
 - vi. Winter Recruiting for Families and Staff
 - vii. Priorities for Winter 2022
 - viii. Winter Events
- VII. Closing
- a. Mr. Schwartz motioned to adjourn the meeting. Ms. Suggs seconded, and Mrs. Stone conducted a roll call vote. The motion was approved, and the meeting was adjourned at 5:56 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.



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

Wednesday, January 18, 2023

4:30 pm via Zoom

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

Board Members Present: Jackie Lendsey, Janelle Suggs, Evan Piekara, Laura Fitzgerald, Raleigh Sims, Stanley Schwartz (4:37 PM), Tikia Thompson (4:39 PM).

Board Members Absent: Maegan Marcano, Shantania Williams.

Guests: Vickie Ho (EdOps).

DC Scholars Staff Present: Head of School Amy Helms, 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 4:35 pm. Mr. Piekara seconded. The meeting was opened after taking roll call to determine the presence of a quorum.
- II. Approval of Meeting Minutes
 - a. December 14, 2022
Ms. Suggs made a motion to approve the Dec. 14, 2022 Meeting Minutes. Mr. Piekara seconded. Ms. Lendsey conducted a roll call vote. The motion was approved.
- III. Chair Updates
 - a. Ms. Lendsey thanked all board members for their year end donations and acknowledged 67% board member giving in 2022.
- IV. Governance Committee Report
 - a. Mr. Sims provided an update on the Governance Committee. The Committee will provide a report next month.
- V. Finance Committee Report
 - a. Mr. Piekara provided an overview of the December 2022 financials included in the board materials. Discussion followed.
 - b. Mr. Piekara reviewed the December Contract Summary included in the board materials. Discussion followed.
 - c. Vote for Approval
 - i. Financial Policy Manual Revision and Additions



After discussion and the recommendation of the Finance Committee, Mr. Piekara motioned to approve the Financial Policy Manual revisions. Ms. Suggs seconded the first change and Mr. Schwartz seconded the other changes. Mrs. Stone conducted a roll call vote for each change to the policy. The motions were approved.

VI. Head of School's Report

- a. Ms. Helms provided updates on the following topics. Discussion followed.
 - i. Board Giving Appreciation
 - ii. Fundraising and Development
 - iii. Marketing and Community Presence
 - iv. Enrollment Planning and Marketing for SY23-24
 - v. Winter 2023 Priorities
 - vi. SY23-24 Planning

VII. 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." Mr. Schwartz motioned to move into executive session; Mr. Piekara seconded. Mrs. Stone conducted a roll call vote. The motion was approved, and the meeting was moved to Executive Session at 5:34 PM.
- b. All guests and non-executive staff were excused from the meeting.
- c. At 6:00 PM Executive Session was closed after roll call vote. The motion was approved.

VIII. Academics Committee Report

- a. Ms. Fitzgerald provided a Committee Report based on the February committee meeting with Ms. Helms, including attendance, family engagement, professional development, and teacher engagement. The Committee hopes to provide data updates in future meetings.

IX. Closing

- a. Ms. Thompson motioned to adjourn the meeting. Mr. Piekara seconded, and Mr. Piekara conducted a roll call vote. The motion was approved, and the meeting was adjourned at 6:11 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.



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

Wednesday, February 15, 2023

4:30 pm via Zoom

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

Board Members Present: Jackie Lendsey, Stan Schwartz, Tikia Thompson, Janelle Suggs, Raleigh Sims, Evan Piekara (4:40 pm until 5:40 pm), Shantania Williams (4:40 pm), Maegan Marcano (4:58 pm), Laura Fitzgerald (5:02 pm).

Board Members Absent: none.

Guests: Vickie Ho (EdOps).

DC Scholars Staff Present: Head of School Amy Helms, Business Manager Emily Stone, Executive Coach Jennifer Leonard.

- I. Welcome and Agenda Review
 - a. Ms. Lendsey called the meeting to order at 4:36 pm. Mr. Schwartz seconded. The meeting was opened after taking roll call to determine the presence of a quorum.
- II. Chair Updates
 - a. Ms. Lendsey acknowledged regular meetings with the Head of School and preparing to partner with a Board training and recruitment organization.
- III. Approval of Meeting Minutes
 - a. January 18, 2023
Ms. Lendsey made a motion to approve the January 18, 2023 Meeting Minutes. Mr. Schwartz seconded. Ms. Lendsey conducted a roll call vote. The motion was approved.
- IV. Governance Committee Report
 - a. Mr. Sims provided an oral report on the Governance Committee's spring goals and reminded Committee Chairs to record their meeting minutes in the Committee tracker.
- V. Finance Committee Report
 - a. Mr. Piekara provided an overview of the December 2022 financials included in the board materials. Discussion followed.



- b. Mr. Piekara reviewed the January 2023 Contract Summary included in the board materials. Discussion followed.
- c. Vote for Approval
 - i. Teach for America Agreements
After discussion and the recommendation of the Finance Committee, Mr. Piekara motioned to approve the Teach for America agreements. Ms. Lendsey conducted a roll call vote to approve the contract. The motion was approved.
- d. City First Bank discussion
 - i. Mr. Schwartz provided an oral report on a call with the City First Bank, regarding some of the school's debt and investing some of the school's funds in Certificates of Deposit. Discussion followed.
 - ii. Ms. Leonard provided an update on the City First and Bank of America credit lines.
- VI. Academics Committee Report
 - a. Ms. Fitzgerald provided a verbal report from the Academics Committee on the attendance and discipline data provided in the packet.
- VII. Head of School's Report
 - a. Ms. Helms provided updates on the following topics. Discussion followed.
 - i. Student Enrollment Efforts
 - ii. Middle of Year Data for ELA and Math
 - iii. End of Year Instructional Strategies
 - iv. Instructional Priorities for SY23-24
 - v. Budgeting Planning for SY23-24
 - vi. Fundraising and Development
 - vii. Spring 2023 Priorities
- VIII. Closing
 - a. Ms. Suggs motioned to adjourn the meeting. Ms. Williams seconded, and Ms. Lendsey conducted a roll call vote. The motion was approved, and the meeting was adjourned at 6:01 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.



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

Wednesday, March 15, 2023

4:30 pm via Zoom

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

Board Members Present: Jackie Lendsey (4:30 pm - 5:00 pm, 5:21 pm – 5:35 pm), Stan Schwartz, Raleigh Sims, Shantania Williams, Evan Piekara, Janelle Suggs, Laura Fitzgerald (joined at 4:37 pm), Tikia Thompson (joined at 5:03 pm).

Board Members Absent: Maegan Marcano.

Guests: Vickie Ho (EdOps), Crystal Williams (Former Board member).

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

I. Chair Updates

- a. Ms. Lendsey announced that the Board signed a contract with Bellwether and outlined the plan for partnering with them over the next couple of years.
- b. Ms. Lendsey thanked Board members for planning to visit the school on Friday.
- c. Ms. Lendsey acknowledged and thanked the Board for contributing to the Book Fair.

II. Welcome and Agenda Review

- a. Ms. Lendsey called the meeting to order at 4:35 pm. Mr. Piekara seconded. The meeting was opened after taking roll call to determine the presence of a quorum.
- b. Ms. Lendsey announced that the Finance Committee Report will follow the Agenda review.

III. Finance Committee Report

- a. Mr. Piekara provided an update on the Finance Committee taking actions to invest funds. The Finance Committee will update the Board as updates occur. Discussion followed.
- b. Mr. Piekara provided an overview of the January 2023 financials included in the board materials. Discussion followed.
- c. Mr. Piekara reviewed the February 2023 Contract Summary included in the board materials. Discussion followed.
- d. Vote for Approval
 - i. Houghton Mifflin Harcourt – Read 180



After discussion and the recommendation of the Finance Committee, Mr. Piekara motioned to approve the Read 180 curricular purchase. Mr. Sims seconded. Mrs. Stone conducted a roll call vote to approve the contract. The motion was approved.

ii. Amplify Science

After discussion and the recommendation of the Finance Committee, Mr. Piekara motioned to approve the Amplify Science curricular purchase. Mr. Schwartz seconded. Mrs. Stone conducted a roll call vote to approve the contract. The motion was approved.

IV. Approval of Meeting Minutes

a. February 15, 2023

Ms. Lendsey made a motion to approve the February 15, 2023 Meeting Minutes. Ms. S. Williams seconded. Mrs. Stone conducted a roll call vote. The motion was approved.

V. Governance Committee Report

a. Vote for Approval

i. With the approval of the Governance Committee, Mr. Sims announced the nomination re-elect Ms. Jacquelyn Lendsey to the Board. Mr. Schwartz moved to approve the term renewal of Ms. Lendsey. Mr. Piekara seconded the motion. Mrs. Stone conducted a roll call vote. The motion was approved and Ms. Lendsey's term was renewed.

ii. Mr. Sims made a motion to approve the Board Giving Policy Memo. Mr. Schwartz seconded the motion. Mrs. Stone conducted a roll call vote. The motion was approved.

b. Mr. Sims provided a verbal report on the Governance Committee's work to document the Board's composition using a Google survey, which was included in the packet. Discussion followed.

VI. Academic Committee Report

a. Ms. Helms provided a verbal report on the academic data provided in the packet. Discussion followed.

VII. Executive Session

a. Mrs. Stone 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. Mr. Sims motioned to move into Executive Session, Mr. Piekara seconded. Mrs. Stone conducted a roll call vote. The motion was approved, and the meeting was moved to Executive Session at 5:15 PM.



- c. All guests and non-executive staff were excused from the meeting.
- d. At 5:34 PM Executive Session was closed after roll call vote. The motion was approved.

VIII. Closing

- a. Ms. Lendsey motioned to adjourn the meeting. Mrs. Stone conducted a roll call vote. The motion was approved, and the meeting was adjourned at 5:35 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.



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

Friday, March 24, 2023

4:30 pm via Zoom

<https://dcscholars-org.zoom.us/j/87141114534?pwd=ODNnYTArcWpzcDlaVm9pQlQ3NjJJUT09>

Board Members Present: Jackie Lendsey, Stan Schwartz, Evan Piekara, Maegan Marciano, Tikia Thompson, Laura Fitzgerald (4:37 pm).

Board Members Absent: Raleigh Sims, Shantania Williams, Janelle Suggs.

DC Scholars Staff and Contractors Present: Business Manager Emily Stone, Executive Coach Jennifer Leonard.

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

- II. Vote for Approval
 - i. CareFirst Renewal
After discussion and the recommendation of the Finance Committee, Mr. Piekara motioned to approve the CareFirst contract renewal. Mrs. Stone conducted a roll call vote to approve the contract. The motion was approved.

- III. Additional Business: Board Discussion regarding Treasury Notes.

- IV. Closing
 - a. Ms. Lendsey motioned to adjourn the meeting. Mrs. Stone conducted a roll call vote. The motion was approved, and the meeting was adjourned at 4:38 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.