

ST. COLETTA SPECIAL EDUCATION PUBLIC CHARTER SCHOOL  
1901 Independence Avenue, SE  
Washington, DC

**Draft Board Meeting Minutes**

October 4, 2023

6:30 PM

Hybrid: In-person at school and ZOOM

In Person- Janel Brown, Shanta Bryant, Francis Campbell, Chip Henstenburg, Josh Lewis, Adele Robey, Amy Warden, , Mike Rodrigues, Michael Olivarri, Kaiheem Mason, Rebecca Hill, and Chloe Harrell

Zoom- Carla Ware-Easterling

**Welcome, roll call, and call to order**

The meeting was called to order by Josh Lewis beginning with roll call of Board Members at 6:32 PM

Approval of the minutes of previous board meeting (July 12, 2023)

All Board Members approved the meeting minutes with two corrections emailed earlier today.

**Period of open comment and questions from members of the public**

Two members of the school staff attended to listen to the proceedings. Devin McGrath and Kiara Hughes

Mission Moment: Presentation from a Teacher

**The State of the School: Highlights and Challenges Presented by Principal Amy Warden**

First Day of School was August 28, 2023, welcomed 28 new families to the school, all ages, new faces and friends. Data collection and assessment was the initial focus, targeting specific areas of learning to support IEP Development and student progress. Utilize data for summary of assessment needs and supports.

September 20, 2023, a virtual Town Hall Meeting was held, concern brought about was parent communication (daily), staffing changes and updates in the classroom. A plan for enhanced communication with school and parents was discussed, Issues with Classroom DOJO require additional attention due to inconsistencies of entries/notifications to parents. A meeting of the leadership team, classroom teachers to review Classroom DOJO was held, and a call to the APP administrators to improve service delivery. Daily checks with classrooms have been instituted to ensure that the APP is being utilized for the intended purpose. Responsibility as the School Principal to ensure improvement in communication.

Projected enrollment of 252 students.

Today, 100% of Residency verification has been completed.

Shift to a new program for level four (IV) students.

Staffing- St. Coletta has welcomed six (6) ParaProfessionals, two (2) teachers, and one (1) nurse.

The current need is four(4) additional teachers (one offer has been presented to a potential new hire for a teaching position), four (4) Occupational Therapy positions are available, seven (7) SpeechLanguage vacancies need to be filled, one (1) position is Paraeducator, one (1) Behavior Specialist and one (1) Special Education Coordinator is needed. Contractors are currently supporting students until vacancies are permanently filled.

Agency Updates- two Due Process complaints (transportation and Comp. Ed)

Alternate Accountability- Mission specific Goals Data Due today, Report due in October 2023.

Dyslexia Awareness Legislation - Screener and training are required for all staff.

Zero suspensions this month.

Best Buddies help provide more inclusive support for persons in the community. Partner with Civil Rights group to provide a talk regarding rights of students and compliance of rights to the students.

Special Education Leadership- bringing on additional support from the Center for Equality

Fall festival, Halloween Parade and other activities will occur during the month of October 2023.

**Financial Report—Michael Olivarri, CFO**

Budgeted Loss of 793,000 with a loss of 843,000, UPSFF 17 FY 23 under budget on Salaries, First Quarter not fully staffed, other loss is reported. Other changes, Pre-COVID/ Post Pandemic, over budget by 40, 000.

FY 23 Revenue \$24,405,667

FY23 Expenses \$26,584,524

Assets \$29,800,454

St. Coletta will receive 1.37 million for extended school year services.

**Additional comments—Mike Rodrigues, CEO**

FY 22 21.4 million revenue (loss 2.9 million), FY23 27.2 million with change of enrollment, and FY 24 (loss 2.9 %) Projecting a surplus for the entire organization based on projected progress.

Adult Services have been included in the above figures.

*A motion was made for approval of the budget- roll call of Board Members to pass was made. The Budget- passed with all in agreement.*

### **Board Development Status**

First Meeting of the Year to review and approve of full slate of officers

Slate of Officers for the next school year

Josh Lewis- President

Janel Brown Vice President

Francis Campbell- Treasurer

Carla Ware-Easterling- Secretary

*A motion was made and passed on slate of Officers as Above*

### **Update on board membership**

Currently an even number of Board Members with the departure of Peggy O'Briend is out of compliance, a previous candidate will not be able to join the Board due to previous commitment, thus additional members are needed from the St. Coletta Family, or larger community.

Membership Terms should be reviewed during the next meeting.

### **Debrief on Recent School Meetings**

DEI In Person Training on 9/13/23

Both Boards were able to come together, bond, an introduction to the consulting firm and building block to organization. Feedback of survey and presentation of findings were professional and presented with great energy. Identification of what Equity looks like, working together as a unified Board, and being mindful of the work needed to be done.

Branding Workshop on 9/15/23

Process began late fall of last year, the focus is on communities where we are located and service the students, and development of recommendations for decision making groups. Function, location where we serve, Executive Team Members will work toward next steps.

*A call was made for a closed session in order to discuss personnel matters (in accordance with DC Official Code 2-575) was made by Josh Lewis at 7:50 PM- All Board Members voted to adjourn the open meeting.*

*A call to adjourn the public meeting was made and passed at 7:52 PM*

The closed session began 7:52 PM

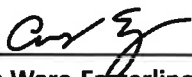
*A call to adjourn the closed session was made and passed at 8:03 PM*

A motion was made to adjourn the meeting at 8:03 PM, roll call of current Board Members was completed with all in agreement.

- The meeting minutes are a draft, the information in this document will be reviewed and approved during the next St. Coletta Public Charter School Board Meeting.

**The next St. Coletta Public Charter School Board Meeting is scheduled for Wednesday November 08, 2023 at 6:30 PM**

**This meeting is governed by the DC Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).**



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**Carla Ware-Easterling**  
**Secretary St.Coletta PCSB**