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DRAFT Board Meeting Minutes

January 14, 2026

6:30 PM

In Person

I. Call to Order and Roll Call

The meeting of the St Coletta Special Education Public Charter School Board was called to order at 6:35 pm. Board members present: Josh Lewis, Janel Brown, Chip Henstenburg, Jenny Shah, Carla Ware-Easterling, Roni DiGenno, Carla Hall. Absent (all excused): Shanta Bryant, Frances Slaughter, Francis Campbell.

II. Approval of Prior Meeting Minutes

The Board reviewed the minutes from the November 2025 meeting. A correction to the spelling of a board member's name was noted. With that amendment, a motion to approve the minutes was made at 6:37 pm and approved unanimously by all members present.

III. State of the School – Amy Warden, Principal

School leadership provided an update on recent activities and initiatives. Highlights included:

- Successful holiday performances that engaged students, staff, and families, as well as a community giving initiative benefiting the Salvation Army.
- Parent-teacher conferences were held in November, earlier than in prior years, resulting in significantly increased participation (approximately 65% of families, up from roughly 40% in previous years).
- Upcoming events include a Best Buddies activity with students from Discovery Lane School and a Town Hall for St Coletta families.
- Strong enrollment interest, with approximately 45 applications received since the start of open enrollment.
- Staffing levels have improved considerably. Therapy departments are currently fully staffed. Ongoing recruitment includes teachers (3 needed), a Board-Certified Behavior Analyst (BCBA), and a school psychologist.
- One ongoing due process complaint related to transportation.
- Recent Public Charter School Board qualitative site review. Leadership reported positive informal feedback. A formal report is expected in the spring, followed by a charter renewal vote scheduled for May.
- Additionally, the school will undergo its NCASES accreditation review in May. This multi-day, on-site review will assess instructional quality, operations, and organizational compliance.
- One student suspension during the current reporting period.



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IV. Finance Report – Michael Olivarri, CFO

The Board reviewed the financial report for the first five months of the fiscal year. The organization is on budget and performing significantly better than the same period last year, with positive changes in net assets and improved expense management.

Key drivers include increased enrollment revenue, higher special education funding levels, and reduced expenses resulting from the transition of contracted therapists to staff positions.

V. Chief Development Officer Report – Jasmine Pletzer, CDO

School leadership provided an update on fundraising and other development-related topics. Highlights included:

- Grant and institutional funding exceeded expectations, driven largely by an unprompted multi-year commitment from the Stewart Trust. The Trust committed \$50,000 annually over three years, totaling \$150,000.
- Advocacy related to Level 5 funding for the school continues.
- Re-branding (e.g., new logo) is complete and implementation/adoption across staff and vendors is underway.
- Fundraising events will be held in the future; further details to come.
- Board members were encouraged to assist with audience-building by making introductions and inviting prospective supporters for tours.
- An on-going effort to build an internal asset library, including high-quality videos and social media content.
- The development team is now fully staffed for the first time.

VI. COO and CEO Reports – Kaiheem Mason and Mike Rodrigues

School leadership provided HR and operational updates, including planning for building improvements (e.g., HVAC and energy-efficiency upgrades) and provided an update on the construction activities in the area.

Leadership also provided an update on (1) funding advocacy ahead of the release of the Mayor's budget in the coming months; and (2) strategic planning and budget-related efforts ahead of the board's review/vote as soon as the May board meeting.

VII. Adjournment

A motion to adjourn the public session was made and approved unanimously at 8:25 pm.

The meeting minutes from this session will be reviewed during the next scheduled meeting of the St Coletta Public Charter School Board, currently scheduled for March 2025.

This meeting is governed by the DC Open Meetings Act. Please address any questions or complaints to the Office of Open Government at opengovoffice@dc.gov