



## **Board of Directors Meeting**

2 November 2020

7:00 pm - 8:30 pm

*APPROVED*

### **Meeting to Order:**

7:08 pm.

### **Attendance:**

From the Board—Kandis Gibson (chair), Doug Hollis (secretary), John Boochever, Ted Joseph (treasurer), Chante Chambers (vice chair), Natalia Bovkun, Kerron Kalloo

From the School—Janine Gomez (Executive Director)| AND Erin Hudson(Principal) and Matt Whitnall (Director of Operations) for item #4 (Working Group time)

### **1. Exec. Director Report (J. Gomez)**

- a. School Update-- Overall, the school is doing well.
- b. Student Work-- Families are working together well with the coaches and the learners seem to be learning and achieving.
- c. Enrollment Update-- The adjusted count is 56 learners following the enrollment audit. The current number is now 59 learners enrolled.

### **2. Financial Update (T. Joseph)**

- a. Budget Adjustment/Update-- The budget for this year was initially created based on 80 students. COVID has had an impact and we have less students, which means revenue is lower. Overall forecast for the year, based on the first quarter, has us in a good position based on all the normal indicators of actual revenue and expenses.
- b. Larger Financial Position-- While revenue is lower, it is partially offset by some grant funding I Dream has been awarded. Executive Director Gomez continues to explore additional grants. Expenses are also lower-- lower food, janitorial, and security costs.
- c. I Dream Form 990 (Return of Organization Exempt From Income Tax) for 2019 was completed. It was completed by our previously selected auditor. It will be filed in the coming week.
- d. T. Joseph will circulate the summary of the first quarter financials and the Form 990 to the Board.

### **3. Board Job/Position Description (K. Gibson)**



- a. The Board Job description was circulated prior to the meeting. There were no further comments, questions or discussion.
- b. Job Description was ready to be shared more broadly as we move forward with soliciting for and making applications available for family/parent board positions.

#### **4. Working Group Time (K. Gibson)**

**(Board joined by school team members, Erin Hudson-Principal and Matt Whitnall-- Director of Operations)**

- a. Board separated into two committees. The committees are Executive Director Evaluation and School Performance. The descriptions of the working groups are:  
School Performance Committee. The School Performance Committee shall work with the School leadership team – the Executive Director, Director of Operations, and Principal to create and monitor progress against academic and non-academic goals (attendance, enrollment, discipline, etc).

Executive Director Evaluation Committee. The Executive Director Evaluation Committee will undertake the responsibility of evaluating the Executive Director on an annual basis and presenting the evaluation to the full Board. Evaluations will consist of evaluating the Executive Director against a previously established framework developed by the committee and agreed upon by the Board. Among other factors, the school's academic and financial results will be considered when evaluating the Executive Director. The Executive Director Evaluation committee will also make a recommendation to the Board as to the Executive Director's compensation; such compensation will be determined using appropriate industry comparators, such as compensation for Executive Directors and Heads of School for DC charters of a similar size.

Chair Gibson shared the following deliverables:

- i. Each Committee needs a point person
  - ii. Each Committee needs to develop a meeting schedule
  - iii. Develop an update to share with entire Board
- b. Other critical questions for the Committee to consider:
    - i. What is the criteria that will go into the evaluation/performance?
    - ii. How will it be organized into categories?
    - iii. How will that be evaluated?
    - iv. What is the timeframe for collecting data, evaluating, presenting to the full board for comments, and providing feedback?
    - v. How will the full board provide comments on the proposed feedback?
    - vi. How will the feedback be provided to the school/Executive Director?
  - c. Will need a written update by January 4th.

#### **5. Administrative notes about the schedule (K.Gibson)**



- a. Starting December, Board meetings will shift to our original intent of one meeting per month. Other committee meetings will continue and be scheduled as needed.
- b. The upcoming meetings are as follows:
  - i. November 16, 2020
  - ii. December 14, 2020
  - iii. January 11, 2021

**Meeting concluded at 8:35 pm**