

Breakthrough Board Minutes
4/21/2022

Attendance:

X	Keith Whitescarver, Chair
	Katie Brown, Secretary
X	Sara Suchman
X	Chris Lohse
	David Bagnoli
X	Rachel Kimboko
X	Michael Bing, Treasurer (JOINED LATE)
X	Vivek Swaminathan
X	Juliette Berg
X	Maggie Kash
X	Kendra Harpster, SHA President
X	Emily Hedin
	Hannah Richardson
	Kat Park
X	Michael Watts, EdOps
	Waseem Abbas, EdOps

Community members: **Sarah Raskin, Adaku Onyeka-Crawford,**

1. 5:00pm: Call to order & Welcome
 - a. Welcoming two new trustees. Maggie Kash and Juliette Berg
2. 5:05-5:10pm: Approval of the Minutes from February 10, 2022

Motion: Keith moves to approve the minutes.

Second: Vivek

a	Chris Lohse	abs	Maggie Kash
	David Bagnoli		Michael Bing
	Katie Brown	a	Rachel Kimboko
a	Keith Whitescarver	a	Sara Suchman
a	Kendra Harpster	a	Vivek Swaminathan
abs	Juliette Berg		

A=aye; N=nay; abs=abstain

3. Executive Director's Report

- a. Masks have become optional at BMPCS as of 4/18/22
- b. Playground buildout. Phase 2 currently. Pergola, raised beds and insect hotel should be installed by Friday, 4/22/22.
- c. Lottery results have been announced. Matched 54 PK students
- d. Implementing "Equitable Access Preference" SNAP or TANF benefits, homeless/foster care.
- e. Staffing report: Still searching for curriculum director, hoping to identify leading candidates this Friday.
- f. Recruiting for Nautilus coach. Nautilus is a Montessori-based approach to discipline. Improve the effectiveness of this approach with both students and faculty. This Nautilus coach would be a permanent position, like a "Dean of Students."

4. Public Comment: none

5. New Business

- a. Finance Committee Update: Draft FY23 budget process
 - i. Recovery fund and per capita investment
 - ii. Total revenue should be up by 11% due to increased enrollment as well as an increased investment from the City.
 - iii. New Upper Elementary classroom with guide and assistant, Nautilus Coach, Special Ed coordinator + Special Ed teacher. Planned to start enrichment program--will repost for a Spanish guide as well as an outdoor education guide. Expanding operations team for a manager of operations and data compliance. Still significant staff buildout.
 - iv. Other notable aspects of \$200,000 for any additional office space. Set aside \$\$\$ to work with a consulting firm for strategic planning purposes. Also setting aside \$\$ for a graphic design firm to assist in branding.
- b. Governance Committee Update: Onboarding process for new board members

- i. Update from Keith on Katie, Michael onboarding
Documents contained: History of school, 5 year history of the school, charter plans, powerpoint of legal responsibilities of the charter school boards. Emily discussed mission, vision, goals, etc.
Reflections from Maggie or Juliette?
Maggie suggests another trustee onboarding rather than Emily doing this work. Maggie would be happy to help with this process.
 - ii. Need to identify new officers as board members roll off
 - c. Introducing new board members
 - d. Recruiting future board members
 - i. Aiming for a second round of members by Fall 2022. Vivek recommends shooting for an early August target. Katie, Vivek and Emily will jumpstart the process then.
 - e. Strategic Plan - Application to Compass for pro bono support
 - i. Charter application has been the strategic plan thus far. Robust framework for the school. Next chapter as an established charter we need a new 5 year plan to guide Emily, the board and other school leaders. Also required for AMS accreditation
 - ii. RFP post that Emily has written in case we don't get the pro-bono work from Compass. We would pay for them directly then.
6. 6:30pm: Adjourn
- Kendra makes a motion to adjourn. Emily seconds and everyone present votes aye.

Breakthrough Board Minutes (Open Session)
5/19/2022

Attendance:

X	Keith Whitescarver, Chair
X	Katie Brown, Secretary
X	Sara Suchman
X	Chris Lohse (joined late)
X	David Bagnoli
X	Rachel Kimboko
X	Michael Bing, Treasurer
X	Vivek Swaminathan
X	Juliette Berg
	Maggie Kash
X	Kendra Harpster, SHA President
X	Emily Hedin
X	Hannah Richardson
	Kat Park
X	Michael Watts, EdOps
	Waseem Abbas, EdOps

Community members: Amanda Lutz, Shantae Price, Angelo Smith

I. 5:00pm: Call to order & Welcome

II. Approval of the Minutes from April 21, 2022

Motion: Vivek moves to approve the April 21, 2022 minutes.

Second: Katie seconds.

	Chris Lohse		Maggie Kash
A	David Bagnoli	A	Michael Bing
A	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay;

III. Executive Director's Report

A. Covid

1. Significant COVID outbreak, 53 cases; reinstating masking has helped to slow the spread
2. Little guidance from DC Health for how schools should determine a return to masking
3. Evidence of viral transmission within the school led to the decision to reinstate masking
4. Universal masking will remain in place until evidence suggests transmission is no longer occurring in school

B. Playground construction

1. Phase II completed, pergola, patio beds, insect hotel

C. Assessment

1. Completed first round of PARCC testing
2. iReady starts next week

D. Moving up ceremonies to be held in June, guides and children preparing for K and 3rd year children to move up

E. Special education resource room has opened; Breakthrough has completed needs assessment with Special Education coop to plan for next year

F. Finances: no significant change from last month, school is in a strong financial position; DSCR 2.31, 118 days of cash on hand

1. Partially due to careful stewardship
2. Partially due to ongoing staffing crisis—some vacancies remain unfilled, including dedicated aides
 - a) Casa Lala has filled in the gaps for positions we've been unable to fill permanently
 - b) Compensation has made these positions difficult to fill; Breakthrough increasing pay for this position by 23% in the coming year

3. FY 23 budget still being drafted, will be finalized and sent to the finance committee shortly before full board vote in June
- G. DCI search coming to a close, 8 candidate files reviewed, several interviewed, 2 brought to campus for a final interview, Q&A with staff, and student data presentation, more updates to be presented in closed session

IV. Public Comment:

- A. Amanda Lutz: Will any focus be placed on seeking out montessori-trained substitutes?
 1. Rachel and Wildflower are working on this—developing a shared substitute pool for DC Montessori schools
 2. May be opportunities for teachers in training to get some practice by substitute teaching
 - a) Historically, this has been a challenge because the training schedule clashed with the school calendar
 3. Hiring Montessori teachers full time is a challenge, let alone on a drop-in basis
 4. Having a school-based floater also helps meet this need

V. New Business

- A. Governance Committee Update: Succession plan for Board Chair
 1. Michael Bing nominated to succeed Keith as Chair in August
 2. Will need to identify new treasurer and a secretary elect

Motion: Vivek moves to appoint Michael Bing to the board chair position upon Keith's departure in August.

Second: Chris

A	Chris Lohse		Maggie Kash
A	David Bagnoli	A	Michael Bing
A	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay

- B. Planning committee membership for SY22-23: sign up via google doc, finalize assignments at June mtg, min of 3 members

1. Governance/Executive
2. Finance
3. Academics
4. Development (inactive)

C. Finance Committee Update: FY23 budget for approval in June

Motion: Vivek moves we move to closed session for personnel discussion.

Second: Chris

A	Chris Lohse		Maggie Kash
A	David Bagnoli	A	Michael Bing
A	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay

6:14pm moved to closed session

VI. 6:30pm: Adjourn

Breakthrough Board Minutes
6/16/2022

Attendance:

X	Keith Whitescarver, Chair
X	Katie Brown, Secretary (left at 7pm)
X	Sara Suchman
	Chris Lohse
	David Bagnoli
X	Rachel Kimboko
X	Michael Bing, Treasurer
X	Vivek Swaminathan
X	Juliette Berg
X	Maggie Kash
X	Kendra Harpster, SHA President
X	Emily Hedin
X	Hannah Richardson
X	Kat Park
X	Michael Watts, EdOps
X	Jacob Crouse, EdOps

Community members: Emunah Ammi, Amanda Lutz, Rebecca Bonhomme, Rachel Kuchinsky

I. 5:05pm: Call to order & Welcome

II. Approval of the Minutes from May 19, 2022

Motion: Kendra moves to approve the minutes from May, 19 2022.

Second: Rachel

	Chris Lohse	A	Maggie Kash
	David Bagnoli	A	Michael Bing
A	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay

III. Executive Director's Report

- A. Financial indicators unchanged
- B. We have enrolled the following numbers of new students from the lottery, with waitlist offers pending at each grade:
 1. PK3: 54 students enrolled
 2. Offers extended to ~11 students in other grades
- C. iReady:
 1. Reading
 - a) We came close to meeting our goal of 50% of students meeting their typical growth goal. 46% of students met or exceeded their typical growth goal in reading.
 - b)** The median percent progress towards typical growth for students in grades K-4 is 91%.
 - c) 21% of students met or exceeded their stretch goal in reading
 2. Math
 - a) Like reading, we came close to meeting our goal of 50% of students meeting their typical growth goal. 43% of students met or exceeded their typical growth goal in math
 - b)** The median percent progress towards typical growth for students in grades K-4 is 91%.
 - c) 21% of students met or exceeded their stretch goal in math
 3. Charter conditions are specifically for grades K-2, but grades 3-4 are where we saw the greatest growth
 4. By spring 2023, Breakthrough either needs to show improvement from these scores or meet/exceed national performance (still unclear how national performance is determined by either PCSB or Curriculum Associates)

5. iReady reading and math in grades K-2 is the only metric of important for our charter conditions; there is no metric for Montessori fidelity

IV. Public Comment

A. None

V. New Business

A. Presentation from Breakthrough Anti-Racism Team—strategic directions identified:

1. Contextualizing and addressing the tension between Montessori and Anti-Bias, Anti-Racism.
2. Working to eliminate inequity experienced by POC and other peoples who hold marginalized identities. Centering and valuing the lived experiences of the borderlands.
3. Implementing a robust equity framework that holds Breakthrough accountable to our communities of color by supporting ABAR development of students, families, leadership, and staff across all communities of Breakthrough.
4. Reconstructing and redistributing power and power structures (ie. Board, SHA, School Leadership, ART) that traditionally center white voices in order to uplift historically disempowered voices within.
5. Building a joyful and liberatory team culture through deepening individual relationships, regular caucusing, practicing self and community care, documenting and memorializing our processes to seed longevity of this work.

B. Finance Committee: Approval of the FY23 Budget

1. Next year's budget reflects an exciting new chapter for Breakthrough: opening our final upper elementary classroom
 - a) 6 primary, 5 lower el, 3 upper el
2. Added Nautilus coach
3. This represents our final staff buildout; roster should remain fairly consistent in future years
4. Money allocated to build additional offices
5. Reduced allocation for Casa Lala, reflecting some success in hiring for vacancies
6. DCSR for next year will be just at the threshold, reflecting our commitment to pay increases to address inflation; less cushion than we've had in previous years to add things mid-year

Motion: Michael moves to approve the FY 23 budget.

Second: Vivek

	Chris Lohse	A	Maggie Kash
	David Bagnoli	A	Michael Bing
A	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay

C. Planning committee membership for SY22-23

1. Sunset of special committee on facilities
2. New special committee on Truth feeder pattern
3. Michael nominated to serve as chair (approved at May meeting)
4. Katie Brown will take his place as treasurer
5. Vivek will take on the secretary role
6. We can continue to fill in Governance as we onboard new members

Motion: Vivek moves to approve nominations of board officer positions of Katie Brown for Treasurer and Vivek for secretary.

Second: Rachel

	Chris Lohse	A	Maggie Kash
	David Bagnoli	A	Michael Bing
A	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay

D. Discussion of proposed leasehold improvements

1. Increase number of offices on first floor from 5 to 7 by dividing up some existing space in offices and health suite
 2. Add row of offices on second floor
 3. Total cost estimated at \$200K-\$250K
- E. Approval of new contracts
1. Studio27 - leasehold improvements (\$29,475), change order to existing contract
 2. Seventh Day Adventist Church - parking (\$50,000)
 3. Powerschool - SIS (\$31,415)

Motion: Vivek moves to approve new contracts for Studio27 (\$29,475), Seventh Day Adventist Church (\$50,000), and PowerSchool (\$31,415).

Second: Rachel

	Chris Lohse		Maggie Kash
	David Bagnoli	A	Michael Bing
	Katie Brown	A	Rachel Kimboko
A	Keith Whitescarver	A	Sara Suchman
A	Kendra Harpster	A	Vivek Swaminathan
A	Juliette Berg		

A=aye; N=nay

F. Farewell to outgoing members

VI. Meeting adjourned at 7pm