

Breakthrough Board Minutes - Complete
10/12/2023

Attendance:

X	Vivek Swaminathan, Secretary
X	Michael Bing
X	Kendra Harpster
X	Juliette Berg
	Emily Hedin, Executive Director
	Raj Thomas, EdOps

Community members: none

Please note that there were insufficient Board members to approve minutes, strategic plan or approve new Board members. Accordingly, we tabled those votes until our next Board meeting. We did, however, vote on our contract with NCMPS as we did have quorum after excluding Board members who had a conflict of interest (Katie Brown, Keith Whitescarver and Jasmine Williams)

Thursday, October 12, 2023

5:00-6:30 pm

Zoom:

https://breakthroughmontessori-org.zoom.us/meeting/register/tZwscOGqqD0rH93_IBukvzT59E2I9tzGqkZy

- I. 5:00pm: Call to order & Welcome
- II. 5:05-5:10pm: Approval of the Minutes from August 10, 2023
- III. 5:10 - 5:40pm: Executive Director's Report and Discussion
- IV. 5:40-6:00pm: Public Comment
- V. 6:00-6:30pm: New Business
 - A. Strategic Planning Update
 - B. Discussion and vote on new contracts
 - C. Governance Committee: candidates for the Board of Trustees
 - D. Executive Session

VI. 6:30pm: Adjourn

5:09 ED Report (Approval of minutes postponed until quorum)

Finances

August/September financials show 76 days of cash.

We are starting this school year with a notable variance between projected and actual enrollment, which will impact financials. Our current financials indicate the variance in expense, but not yet the corresponding variance in revenue.

- Breakthrough's projected enrollment was 372 students. Our unaudited enrollment is 370.
- Breakthrough's projections included 42 students with IEPs. Our unaudited enrollment includes 62 students with IEPs.
- Because of the higher-than-projected population of IEP students, Breakthrough needs to employ 15 dedicated aides (rather than the 10 dedicated aides included in our budget).
- This is causing significant variance in payroll. However, not yet reflected is the corresponding variance in funding that will offset some of this cost.

October/November financials will give us a better picture, however, we anticipate that we will need to track finances carefully this year and make adjustments as necessary. If we need to reduce planned expenditures in order to afford expanding staffing, we can review the following non-personnel categories in the budget:

- Office supplies
- Staff professional development (in particular, staff travel/participation in conferences)
- Staff celebrations (such as winter and end-of-year parties)

Public Charter School Teacher Compensation from OSSE

OSSE has approved our spend plan for faculty and staff stipends. During the month of October, Emily will present to the entire staff/faculty on the plan and timeline for stipend disbursement. Breakthrough is responsible for \$30k of payroll taxes as a result of the stipend.

We have also begun our engagement with EdFuel for a current state analysis and equity audit of compensation at Breakthrough.

Enrollment

Enrollment for SY23-24 closed on October 5.

Breakthrough currently has 370 students enrolled. In the coming weeks, we are working on the enrollment audit to verify specific populations of students who are in Special Education, English Language Learner services, etc.

General Academics

Breakthrough has received results from spring 2023 PARCC scores, as well as fall 2023 iReady scores.

View powerpoint summaries of [PARCC scores](#) and [iReady scores](#).

The academic committee needs to meet during the month of October to dive deeply into these results.

Special Education

Breakthrough leaders participated in a dialogue facilitated by the DC Special Education Cooperative (SpEd Co-op). During the 3-hour work session, we answered the following questions:

- What are the current processes and tasks for managing the special education program at Breakthrough? What, if anything, is missing from these processes?
- Who are responsible parties/key staff for ensuring implementation of processes/execution of tasks?
- What isn't getting done?
- What are the barriers to successful implementation/execution?

The Co-op provided a follow-up report summarizing key points from the discussion and agreed upon next steps. Breakthrough leaders will reconvene on Friday, October 13 to work on action plans in response to the session. We will be working on the following:

- Delegate responsibilities across more roles (currently, an unsustainable list of responsibilities is concentrated with the Director of Student Support) and generate more cross-team collaboration.
- Work on our accountability structures
- Work on scheduling of specialized instruction

5:38 Facilities

- Construction on new offices complete
- Rain garden installation complete
- Upcoming project - Library
- Still pending - review of playground Safety Audit
- Still pending - review of Christopher Lalik's school facilities safety audit.

Staffing

- The position of assistant principal for assistant remains vacant (we anticipate this position will remain vacant for the entirety of the school year)
- We currently have 14 dedicated aides, whereas we only budgeted for 10. We are looking for another dedicated aide, which will bring it up to 15.

Policies (no change from previous board meeting)

Policies under revision for SY23-24:

- Communication Guidelines
- Threat Assessment Protocol
- Field Trip Protocol
- Classroom Observation Protocol
- Restraint and Seclusion Policy

5:50 New business - Strategic Plan Update

- Vote tabled until quorum
- Board will move forward with executing against the strategic plan and vote to approve at the next Board meeting

5:51 New contracts exceeding \$25k

- National Center for Montessori in the Public Center, NCMPS - elementary coaching services
- 4 Board members represents quorum after removing those with NCMPS conflicts of interest (Keith, Katie and Jasmine)

Vote to approve NCMPS. Approved

Motion: Vivek

Second: Michael

a	Kendra Harpster
A	Vivek Swaminathan
A	Michael Bing
a	Juliette Berg

New contracts not exceeding \$25k

- None since previous board meeting

6:02 Vote to motion to move to closed session. Approved

Motion: Vivek

Second: Michael

a	Kendra Harpster
A	Vivek Swaminathan
A	Michael Bing
a	Juliette Berg

6:35 Return from closed session and Adjourn.