

Breakthrough Board Minutes - Complete
8/10/2023

Attendance:

X	Vivek Swaminathan, Secretary
X	Katie Brown, Treasurer
X	Keith Whitescarver
X	Michael Bing
X	Sara Suchman
X	Kendra Harpster
X	Jazz Williams
X	Betsy Romero
X	Juliette Berg
	Keisha Igbazua, SHA rep
	Emily Hedin, Executive Director

Community members: none

Thursday, August 10, 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 June 15, 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 - Results from July Board Retreat

B. Welcoming new board members; thanking board members completing their terms

VI. 6:30pm: Adjourn

5:06 pm Approval of the Minutes from June 15, 2023

Vote to approve minutes from June 15, 2023. Approved

Motion: Kendra

Second: Vivek

a	Keith Whitescarver	a	Michael Bing
A	Vivek Swaminathan	a	Jazz Williams
a	Katie Brown	a	Sara Suchman
A	Kendra Harpster		

A=aye; N=nay

5:07 Finances

May finances show 121 days of cash and a DSCR of 1.37

Public Charter School Teacher Compensation from OSSE

This fiscal year, Breakthrough “teachers” (defined as guides as Montessori Support Specialists/SpEd Teachers) will receive a one-time bonus equivalent to 12% of the FY23 salary. Breakthrough is working with EdOps to provide OSSE with the required information to ensure these bonuses are received. Information includes:

- Roster of teachers who were employed by Breakthrough as of October 2022
- Roster of teachers who are employed by Breakthrough as of August 2023
- Breakthrough’s current pay scale
- Salary data (minimum, maximum, and average) from SY19-20, which is the year before Breakthrough’s pay scale went into effect.

This year, Breakthrough will proactively engage our staff on the topic of compensation in preparation for revising our pay scale for FY25. Breakthrough has worked hard to ensure transparency and equity in compensation. We have also made a commitment to our faculty to keep salaries at or above the 50th percentile for the DC charter school sector.

- In September/October, Breakthrough will engage EdFuel to conduct a 5-week “current state analysis” of compensation at our school. Using an equity lens, EdFuel will review our pay scale, org chart, and job descriptions. They will also assist us in collecting and

analyzing feedback from faculty. This process culminates in recommendations for ensuring competitive, equitable compensation.

- In December/January, Breakthrough will receive updated salary data for DC charter schools. This data will tell us if we are meeting our goal of keeping compensation at or above the 50th percentile.
- In February, Breakthrough will begin budgeting season, including a revision of our pay scale per the EdFuel recommendations and the updated city data.
 - Questions from Sara and Vivek around the history of compensation benchmarking with EdOps. Emily wants to get ahead of salary data being made public with recommendation. EdFuel is looking at equity where EdOps looked at the salaries Breakthrough could support given its budget.
 - Michael asked about the possibility of supporting recommendations for increased pay. We won't know until we get recommendations back in November. Salary data in December/January.
- In May, the revised pay scale will be used to determine salaries for SY24-25

5:19 Enrollment

Enrollment for SY23-24 is ongoing:

- Primary (PK3-K): 183 students in 7 classrooms
- Lower Elementary (Grades 1-3): 135 students in 5 classrooms
- Upper Elementary (Grades 4-6): 62 students in 3 classrooms
- **TOTAL: 380 (enrollment target: 372)**

We have students on the waitlists for all grades:

- PK3: 106
- PK4: 45
- Kindergarten: 57
- Grade 1: 1
- Grade 2: 6
- Grade 3: 26
- Grade 4: 7
- Grade 5: 7
- Grade 6: 26

Sara asked about 6th graders and we do not need to hit a target by grade.

5:25 General Academics

Breakthrough expects to receive SY22-23 embargoed PARCC scores on Friday, August 11.

Breakthrough has been selected to participate in NAEP for the second year in a row.

For the 2023-24 school year, Breakthrough Montessori has set the following goals. These three goals are sequential, with progress on each goal supporting progress towards the subsequent goals.

1) From fall to spring, all children receiving behavioral supports will show improvement in the skills necessary to safely remain in their Montessori classroom.

Through ongoing staff training in Positive Discipline, coupled with weekly staff coaching provided by a behavior specialist, we will support students in developing skills of self-regulation, emotional intelligence, and conflict resolution. We will increase the amount of time students remain engaged within their classroom and reduce instances when a student leaves their classroom to achieve emotional/behavioral de-escalation.

2) All classrooms will demonstrate an increase in student work engagement from fall to spring. By May 2024, all students demonstrate work engagement (defined as practicing skills they have not yet mastered) on a daily basis.

To support growing work engagement across all 15 classrooms, Breakthrough will establish school-wide expectations for lesson planning and follow-up work. Breakthrough will collect observational work engagement data from all 15 classrooms every seven weeks to identify students who are at risk of not developing healthy work engagement habits within the classroom and are thus eligible for additional support.

3) At least 45% of students in all sub-populations (race, ethnicity, gender, at-risk, SpEd, and ELL) will meet their annual growth goal in reading and math.

We will achieve this goal through evidence-based classroom instruction in reading and math, as well as tiered interventions for students showing insufficient progress within the general classroom curriculum.

With these goals, Breakthrough will focus its energy and resources on the core ingredients for strong student outcomes: the social emotional skills necessary for healthy behavior; the executive functions of concentration and persistence on classroom work; and continuous growth in academic skills.

5:35 Special Education

Breakthrough is beginning the year with a fully staffed Special Education department (Director of Student Support, Special Education Coordinator, and 4 Special Education teachers/Montessori Support Specialists). To address the challenges we experienced last year, Breakthrough is taking the following steps:

- Vision for Special Education (included in our SY23-24 Family Handbook)
- Launching Breakthrough Montessori MTSS (Multi-Tiered Support System) to provide systematic, evidence-based interventions to students prior to their referral to Special Education
- Clear data collection requirements for Special Educators (logging every session of specialized instruction)
- Clear family communication requirements for Special Educators (updates once every other week in Transparent Classroom)
- Revised protocols for seclusion and restraint (revised reporting formats, revised policy, new training for adults authorized to use restraint)

- Sara asked about Montessori and Special Education - Emily mentioned Montessori work and discipline is embedded within recommended approaches above.

5:42 Facilities

- Construction on new offices complete
- Rain garden installation begins August 15
- Still pending - review of playground Safety Audit
- Still pending - review of Christopher Lalik's school facilities safety audit.

5:43 Staffing

The bigger the school gets, the more important it becomes to clearly communicate to everyone within our community what roles different community members play. Staff, families, and students all need to know who to go to with different questions, ideas or concerns. In the spirit of clarity and transparency, we have changed two job titles in our organization to more clearly communicate the roles these team members play.

- Nautilus Coach has been renamed Behavior Coach: Breakthrough is still committed to Positive Discipline as well as the Nautilus Protocol for implementing Positive Discipline in the classroom. However, Behavior Coach more clearly signals to parents and other community members who are less familiar with Montessori nomenclature.
- Primary and Elementary Coach have been renamed Assistant Principal for Primary and Elementary: While coaching is an important part of this job, it has never been the only part of the job. These positions also play a huge role in academic and instructional planning, family communication and engagement, student assessment implementation, and data analysis. The role of Assistant Principal more clearly captures the many buckets these individuals manage.
 - Katie mentioned other schools using Director title instead of Coach
 - Vivek highlighted ability to compare with a broader peer group with more common titles. Could open up compensation differences as well.
 - Emily mentioned that it would help with attracting new talent
 - Keith asked about reporting relationships for Maria (Principal). Maria manages 15 guides and Assistant Principal will manage assessments of their primary and elementary classrooms.

We are close to fully staffed for the 2023-24 school year. We have one administrative position open: Assistant Principal for Elementary.

Policies

Policies under revision for SY23-24:

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

New contracts exceeding \$25k

- None

New contracts not exceeding \$25k

- EdFuel (current state analysis of compensation): \$12,896.80

5:55 New business - Board Retreat Update

- Vivek summarized July 17th Meeting
- Will send around strategic plan for Board members to review and vote to approve at next meeting

5:58 New business - Board Member Update

- Keisha to become ex-officio member as SHA present
- Kendra invited to stay on as a Board member
- Maggie to end her term as Board member early
- Jazz welcomed to first Board meeting
- Sara Suchman to end her term at Breakthrough

6:00 Adjourn