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## **GGA Board of Directors Meeting July 27, 2020**

### **Attendees**

Karen Venable-Croft  
Jason Mellen  
Paige Fryer  
Shayne Swift

Shalini Benson  
Beth Blaufuss  
Kevin Bryant  
Maureen Colburn  
Maura Dunn  
Scott Ganske  
Elaine Harris  
Max Levasseur  
Christine Miller  
Mary Pendleton  
Donna Tymus

**Absent:** Marilyn Edwards

### *Meeting Called to Order*

The meeting was called to order by Max

### *Presentation by Karen*

This was the first agenda item. Key items of discussion were the teacher orientation, opening plans, and next steps. Some highlights are included below.

### *Teacher orientation is 3 weeks*

Shayne is facilitating  
We have an outstanding group of teachers

### *Concerns of parents are being identified and addressed:*

#### *In-person*

- Wearing masks for too long
- What if Covid gets worse
- Social distancing is hard to enforce
- Students won't or don't wash their hands properly
- Potential capacity issues

- Lack of PPE or cleaning
- Safety of family

### *Virtual*

- Learning is challenging
- Special education services might be different
- Supervision at home

Opening has been altered to accommodate concerns and follow health guidelines. The plan is to move from starting virtually to on-campus instruction.

### *Schedule*

*Hours are 8:15 AM- 3:30 PM- Wednesday is early departure day 8:15 AM- 1 PM.*

Student Orientation: Week of August 24<sup>th</sup>

Virtual learning: Ends October 2<sup>nd</sup>

Hybrid schedule: October 5- November 30, Tuesdays and Thursdays on campus

School out of session: December 1 to the start of the 2<sup>nd</sup> trimester; thorough cleaning will be done during this period

### *Building relationships*

Culture Goal: GGA will create a climate fostering belonging and building relationships

Building community starts before the first day of school with Sisterhood Chats and Summer Enrichment (options- digital exchange, reading, sign language; 50% will take place in these activities)

*There will be student support services and 5 equally split student cohorts- least restrictive arrangement- advisory, service learning day*

### *Virtual culture features*

- Advisory (build relationships, social emotional skills)
- Community meetings (Wednesdays- entire community across cohorts- every student and teacher will have a chance to work together)
- There's a Wellness specialist
- LEADership Academy
- "Office Hours"
- Building social emotional strength

Wellness for teachers is also being addressed. Teachers have planning time during the day and informal learning

*On campus- students will stay in place*

*5 cohorts, 10 students, 6 feet apart, same desk, teachers rotate*

#### *Health & Safety*

*No visitors allowed. All will be asked about symptoms, exposure and will have temperature checks. No temps over 104 degrees.*

*Training will be provided on how to ride public transportation safely.*

*Families have a choice and can opt out of on-campus instruction*

#### *How to Prevent Burnout with Virtual Learning*

- *Synchronous instruction for 50 minutes, take breaks, yoga stretches*
- *Wellness specialist will support the whole school*
- *Brain breaks during synchronous sessions*

#### *Resources*

*Access to meals, food distribution will be provided*

*Will provide a backpack program- food provided for when not at school in hybrid model*

*Genuine Foods is the designated vendor; they are working with other charters district wide.*

*At the conclusion of Karen's presentation, Paige, Shayne, and Jason left the call.*

### **June Meeting Minutes Approved**

June meeting minutes were reviewed. After a minor change recommended by Maureen, Shalini made a motion to approve them. Maureen seconded the motion. They were unanimously approved.

#### *Meeting Schedule*

Board is meeting in August vs skipping it given recruiting and other things we want to monitor

4<sup>th</sup> Mondays of the month

- August 24<sup>th</sup>
- September 28<sup>th</sup>
- October- board retreat- 17<sup>th</sup> or 24<sup>th</sup>- (this will replace the October meeting)

Calendar invites will go out.

#### *Committee Planning*

Each committee should define its overarching goals and how that translates into activities. Max encouraged all the committees to think about their goals. At a later time, will share what the Development Committee has done.

#### *Banking Signatures*

Eagle Bank has a process to record signatories- officer transitions resulted in changing seats. Have to formally document those changes in the board.  
Eagle Bank needs to see the officer change.

**Max motioned to approve signatory changes that need to be recorded with Eagle Bank resulting from the change in offices on the GGA Board. Beth Blaufuss to be taken off as a signatory and Maura Dunn added. Karen Venable-Croft, Jason Mellon and Max Levasseur should remain on record as signatories for the account.**  
Beth seconded the motion.

The motion was unanimously approved.

#### *Standing Committee Chairs*

Christine led this discussion

The governance meeting- discussed scheduling of the retreat- rules of the committees, gaps, summarized into bullet points. Voted on a few committee members. This is the recommended slate for standing committees:

- Maura Dunn to head Finance Committee
- Shalini Benson to head the Risk Committee
- Mary Pendleton to head the Academic Committee
- Christine Miller to continue heading the Governance Committee
- (Originally Maura's role was for a month. Now proposing that this role will be ongoing.)

Applications for these roles were sent to the board

**Christine recommended that the board vote on everyone as a slate- everyone that has been nominated.**

**Christine then motioned that the slate be approved. Maura seconded the motion.**

Slate of standing committee chairs was unanimously approved.

In October we should be at full capacity. Other positions do not require a vote.

#### *Risk Update*

Made by Shalini- Focused on highest probability risks

Majority have been seen before

Mary led Academic Committee entry

Loss of students is a risk

Training for teachers- guidance from DC Health and OSSE

Learning can be draining

Plan to meet families early on- reassure parents around high quality experience

Professional development must be strong

Planning for at home learning

Building trusting relationships- making sure that's part of the foundation

Track and close

Attendance and re-enrollment; cancelled the PARC measures

Hired an operations associate- will hand out all of the devices

Ordered a device for every student; they have to come pick up the device

For everyone to access the classes and courses, they need to have a device

Karen said devices will arrive the week of August 17<sup>th</sup> plus mobile hotspots. We started early and are in better shape than many schools in terms of securing the equipment before school starts.

### *Facilities*

Discussion was led by Max.

A lease was signed in early Feb after weeks of negotiations. Core elements were hashed out and there were a few components left.

Since then Calvary and GGA have amicably worked through agreements on parking spaces and office spaces, certificate of occupancy, development plans, and shared space.

The landlord has been inflexible in wanting a deposit account control agreement to secure their financial interest. Calvary wants absolute certainty that they will get paid and are asking for complete control of GGA funds to secure that interest. GGA has been trying to meet Calvary's needs without turning over control. Outstanding elements- getting Calvary paid, paying rent, and using funds for operations.

Money has been set aside for rent reserve of \$150K. Got \$450K credit enhancement from OSSE. Calvary received a special guarantee letter. They want to be first lien on all money from the city. They are asking for things beyond what anyone would ever want or expect. The GGA team and lawyers have tried to communicate that what they are asking for is beyond the normal. (Christine)

Eagle Bank can't meet Calvary's requirement. City First, recommended by title companies, presented an alternate proposal. Would need to transfer the GGA operating account to them and set up a deposit account. Escrow agent at City First would be the objective 3<sup>rd</sup> party. Calvary would get their money in the first sweep, then the remaining money would go into an operating account. This would not raise eyebrows with OSSE and meet Calvary's concern. The objective 3<sup>rd</sup> party can act only with approval of both parties and can only be modified if both parties agree.

Time lag between deposit and sweep over should be one day. Any delays would set up a cascade of problems that would exacerbate the situation. In this kind of structure we don't get the money directly.

Finance and facilities committee recommend that negotiation with Calvary be done with these options in order of priority:

- City First proposal is first choice- long term home in our chosen ward.

- If Calvary rejects it, then offer the 1 year lease option
- 3<sup>rd</sup> choice would be another location

Max proposed Motion 1:

- 1. Approve the account control agreement proposed by City First Bank as currently described in essence for the purpose of completing the leasing arrangement with Calvary Church for the site of GGA and accept the potential future operational and financial risks involved.**

Maureen seconded the motion.

The motion was approved with 9 in favor, 2 opposed (Donna and Maura), and no abstentions.

**Max proposed Motion 2 should Calvary not accept the first proposal:**

**Grant the Executive Director of GGA with support of the Facility Committee (“the GGA Team”) the authority to continue to negotiate on behalf of GGA with Calvary Church for the purpose of completing the remaining aspects of the pending leasing arrangement. The GGA Team will bring back any resulting binding contract(s) to the Board for review and approval before finalizing.**

Maura seconded the motion. It was unanimously approved.

Goal is to meet with them tomorrow so they need to respond.

### *Budget*

Maura presented the budget and reviewed the budget decisions.

The budget was approved in June but it was revisited and a detailed recruiting plan was prepared.

The recruiting numbers changed which effects the total revenue. The target is 77.

The target for private donations was adjusted to \$30K after discussion with the Development Committee

The Rev 1 budget doesn't include the use of the rent reserve or the enhanced credit facility, but does include federal grants and donations which have been secured

The recruitment plan has been at the core of the plan and potential attrition has been considered.

**Maura made a motion that the Board approve the Rev 1 budget as presented based on projected enrollment of 77 students and agreed development targets.**

Max seconded the motion.

The budget was unanimously approved.

The meeting was adjourned.





## **GGA Board of Directors Meeting August 31, 2020**

### **Attendees**

Karen Venable-Croft

Shalini Benson

Beth Blaufuss

Kevin Bryant

Maureen Colburn

Maura Dunn

Marilyn Edwards

Scott Ganske

Elaine Harris

Max Levasseur

Christine Miller

Mary Pendleton

Donna Tymus

### ***Meeting Called to Order***

Max called the meeting to order

A quorum was declared.

### ***Vote on New Member- Christine***

After everyone shared 5 words describing the past 5 months, Christine presented background on new member candidate, Catalina Talero.

Christine, Maura and Beth participated in the interview process and were consistent in their enthusiastic recommendation that Catalina become a GGA board member. It was noted that she lives in DC.

**Christine made a motion to accept Catalina Talero as our final GGA board member.**

**Maura seconded the motion.**

**The motion was unanimously accepted and Catalina joined the remainder of the meeting.**

### ***Housekeeping- Minutes- Max***

A correction was made per Maura

Maura made a motion to accept minutes from the July meeting with changes made from Finance.

Kevin seconded the motion.

The motion was unanimously approved.

### ***OMA- Max, Christine***

The Open Meetings Act will be in effect October 1

Our calendar will need to be posted.

There are no changes to the meeting schedule, which will continue to be the 4<sup>th</sup> Monday of the month. August was different because of the opening of GGA. The next meeting is September 28<sup>th</sup> and the retreat on October 24<sup>th</sup> will replace the October meeting.

Christine: OMA is part of some of the work she did last year. She characterized it as a positive-great opportunity to build connections through outward facing opportunities to engage families

and students. It provides a direct line of communication. Will help build community and sisterhood plus enhance our effectiveness as a board. Creates less opportunity for FOIA requests as people can look for themselves.

Transparency is important. The DC Charter Alliance and EdBoard Partners have been doing training on how charters are impacted.

Max recommended that a subcommittee led by Governance (Christine) plus the Board Secretary meet to synthesize OMA requirements and recommend meeting best practices, including how the technology will work.

### ***GGA Opening- Karen***

Karen reported that GGA opened with 65 students. Three weren't present. "The first day and first week were phenomenal."

They did a big welcome recognizing the students- were dismissing them when they encountered a national Zoom connectivity issue. They enacted plan B quickly keeping students and teachers calm. No frustration. Patient.

They also encountered people trying to disrupt the learning environment, which they successfully addressed.

The entire week was spent building community and a sense of belonging. Students understand the specialness of GGA. Conversations and discussions were remarkable- talking about things that matter to them- global warming, Covid-19, goals and aspirations. Anything is possible. A lot of emails were received expressing appreciation for the courage to do GGA and for girls to have this option.

### ***Risk Committee- Shalini***

Shalini reported that we're doing an audit now to make sure we're set up for next year. \$3000 was budgeted but the cost is \$18,000.

She is working on risk mitigation across GGA, providing support to Karen and Shane. . Another word for risk is opportunity.

High impact is classified as having an impact in the current year. Low impact is not actively threatening. If risk is done/over, it's marked as closed. The board may rate differently than administration.

### ***Finance- Maura***

Quarterly updates recommended. Accrual is slow so quarterly is the best way to go.

GGA is ahead of projections- received more than expected and spent less than expected (secured PPP loan and later starts for staff). Net income- \$416,000. Looking forward to the audit as an opportunity to optimally set structure and avoid ingrained poor best practices.

### ***Board Software- Maura***

Critical functionality included:

- Meeting minutes
- Retention schedule
- Agenda management
- Minutes management
- Committee support
- Strategic planning and goal setting
- Actions by month and by quarter
- Tracking

- Calendars
- Recording votes

Looked at two options- Board on Track and Board Effect. Board on Track is favored. Let us know if anyone has used either system- would like to get info on experience

Maura will send list to Governance. Needs will impact software selection.

### *Recruiting Update*

- Mailer went out to 41K households
- 100 lawn signs are on family lawns
- Flyers were posted on grocery store boards
- Social media was deployed with a focus on wards 7 and 8
- Aisha called 227 families in the past couple of weeks (August). Some did not respond. Most declined. Some were still waiting to hear from other schools.
- Was hoping to generate 6 applications. Still contacting.
- One of the no's is now putting in an application
- There were 17 inquiries and 10 applicants in August.
- Seven are in the pipeline for enrollment
- Digital marketing contacts- not all have been contacted. MySchoolDC Lottery is where GGA has its profile. Some conversion is possible.
- Retention is also important. Independent school scholarship came through for one and lost a couple more to a local school.
- Will go up to count day- October 5<sup>th</sup>.
- Wellness calls matter.

We want to get as close to 90 as possible (77). There was a misunderstanding in MySchoolDC on the matches. Several families thought we didn't choose them vs. them not matching. By the time this was discovered, they already had chosen other schools. The lesson learned is to call every family whether they match or not. Maura suggested giving feedback to MySchoolDC.

68 is the total including those in the pipeline. 61 is the worst case scenario. 21 are in MySchoolDC- will see who has post lottery availability. There's ebb and flow and no historical data. Continuing to find families. Keeping engaged. Parents want to keep siblings together.

Independent schools and application schools tend to be the first choice and we're second behind that.

### *Karen's review- Beth, Max*

Karen left the meeting and the recording was stopped so that Karen's evaluation could be discussed.

Her appraisal is confidential.

The process was reviewed. Both the appraisal letter and reappointment letter will be sent to Karen. She will receive a bonus and a raise.

### *Facilities*

Documents are being signed. GGA will be at Calvary.

**Beth moved for the meeting to be adjourned. Kevin seconded the motion.**



## **DRAFT- To be approved at the October 24<sup>th</sup> meeting**

### **GGA Board of Directors Meeting September 28, 2020**

#### **Attendees**

Karen Venable-Croft

Shalini Benson

Beth Blaufuss

Kevin Bryant

Maureen Colburn

Maura Dunn

Elaine Harris

Max Levasseur

Christine Miller

Mary Pendleton

Catalina Talero

Scott Ganske

#### ***Meeting Called to Order***

Max called the meeting to order

A quorum was declared.

#### ***Development Update- Kevin***

Dana provided an end of year development summary

Impressive for a start up without a history

Kevin suggested the inclusion of per pupil funding in the future

A lot of funds were received from Title 5B and grants/awards from foundations

It was mentioned that the EdForward grant was not solely contingent on the enrollment target, but also includes family engagement and coaching. It's being negotiated.

GGA is continuing to apply for grants.

The board give-get policy was presented.

It's purposely meant to be broadly achievable, accessible for all of the members

Straight forward- self determined and that board feels appropriate

No range or minimum

What is the accountability measure? It's part of the annual board assessment.

If we engage in a campaign, it can be built into the platform

This is a foundational policy- may evolve to where we will set minimums

How is 100% giving board part of the fundraising strategy?

Foundations are interested in how vested the boards are. Puts us in a stronger position.

Are we looking at board giving as percentage of the fundraising strategy? Where does our development as a group rank as a priority? Budgeting and fundraising should be discussed at the retreatment

The GGA board desires to achieve status as a 100% giving board; therefore, it is expected that all board members actively engage in the financial growth of GGA by supporting the GGA Board Give-Get policy.

GGA Board Give-Get Policy Statement:

Board members are expected to give an amount of their financial resources that is self-determined and that they deem appropriate or get resources from other individuals or organizations that support the general operations and programs of GGA, annually.

GGA support may be achieved by:

- Asking individuals within one's network (or soliciting others) to offer their skilled, professional services or to donate needed supplies, materials, or money to GGA
- Prospecting and referring grant-makers to GGA that result in grant awards
- Supporting fundraising activities sponsored by GGA leadership
- Creating or supporting board-led fundraising activities and events

***Beth moved that we accept the board give-get policy as presented.***

***Shalini seconded***

***The motion was unanimously approved***

National Giving Day is in the nascent stages

Gets the whole organization behind

There will be a campaign to get the whole organization involved

Girls will be doing in service- giving to another org so others may eat and something else financial- how to ask for funds

Let the girls decide what the goals are

GGA is starting a student advisory group

If anyone knows of an organization in need, please let Karen know.

***Housekeeping- Minutes***

***Maura made a motion to accept the minutes into the record***

***Maureen seconded the motion***

***Minutes were unanimously approved***

Policies GGA is required to implement must be approved by the board

Policy examples include Harassment, Equal Opportunity, and Grievance.

These have to be submitted to DC Charter School Board to demonstrate that we have a policy.

HR Committee started working on this some time ago.

This goes into employee handbook so person's name has to be referenced.

Change Beth to Max in 2<sup>nd</sup> and 3<sup>rd</sup> steps of the Grievance procedure.

In EEO there's a reference to personal appearance and source of income.

Personal appearance is tied to religious beliefs and cultural norms. Can't discriminate on money.

There are minimum standards for grooming when in roles with children

Teacher raised question about attire because she wears athletic gear.

There's nothing about 2<sup>nd</sup> jobs not to interfere.

Can't compete using logo merchandise

Can't do 2<sup>nd</sup> job at the times they're at GGA

Pass the policies and can always amend if necessary.

***Max made a motion to approve the compilation of employment policy proposed by GGA leadership relative to edit names discussed.***

***Catalina seconded***

*The motion was unanimously approved*

*Update- Karen*

Ten will participate in Baldwin- Buckley debate, responding to questions in breakout room

GGA will participate with Close Up- empowering female voices

Students will examine civic engagement in the time of 100 years of women fighting for the right to vote

Five parents are interested in joining the GGA Board

One person has been interviewed

25 have organized a parents group

Hired an additional three people in September; there's one pending offer

GGA is holding at 65- pushing seven families to submit their paperwork

There were 30 more leads, 12 received a contact, but no enrollment

6<sup>th</sup> and 7<sup>th</sup> graders are looking already

Reviewed baseline data- literacy and mathematics

Learning loss is an issue (virtual mode) but have a development plan to move students forward

Enrichment will begin in October.

There are several organizations that want to work with GGA -Washington Urban Debate, GEMS,

the Y, Close Up, Boom Box,

Student yoga will be Tuesdays and Thursdays

Sign language one day/week

SWE (Society of Women Engineers) will engage 1 day/week)

Student advisory council will start

Baseline data (student names can't be used) shows 83% need help with literacy

*OMA- Maura*

Overview:

Increased transparency and accountability

Key public audiences- Parents, public, press

Training may be an exception to public meetings, but the retreat doesn't count as training

Starting Oct 1- if whole board is meeting or the majority of the board, the meeting has to be publicized

Final minutes in 30 days, published draft in 7 days; recordings in 3 days

Intent to close a meeting requires a vote and the closure should be cited in advance. Only the subject cited can be discussed. Closing meetings should be done judiciously.

Required to take roll call vote starting Oct 1

For outside observers, we are not required to allow anything besides attendance

The question was asked how we accommodate more than an observation ('feels like we're cutting people off')

We will generate meeting transcripts

Everyone on the Board will get a GGA email, only to be used for GGA business

Standard meeting agenda will facilitate timing  
Very specific requirements

Retreat is a great test run as our first public meeting new

Public comment is important  
Need to determine what that will look like  
We want all the stakeholders in the conversation

The various Zoom options were explained:  
Zoom Pro  
Zoom Business- enables transcripts  
Zoom Webinar- allows you to control entry and what and who are seen  
Cloud hosting- have to publish closed sessions on demand

Going with Board on Track as our Board software management option  
Managing data takes up a lot of space

A/V equipment- how do you record in a quality that's usable?  
When meetings are live, we may need an intern to help attendees

### ***Board Retreat- Max***

Meeting planning is in progress  
Will be doing foundational work  
Karen's perspective- It's really about the organization's priorities- how to drive the board forward- driving the values- definitely around our pillars  
Establish SMART goals and priorities to drive the committees

### ***Moved into closed session to discuss Karen's evaluation and next steps***

Meeting was adjourned.