

Midtown Academy Board Meeting

November 21, 2023

7:00 p.m.

Via teleconference

Attendees: Michael Booth, Monica LaVorgna, Tony Waddell, Kim Davis, Denia Payton, Lorenzo Bryant, Becky Eisen, Mark Wainwright, Pauline Lowenthal, Malika Al-Uqdah [Parents/Teachers: Janet Blair, Andre Alleyne, Adam Kutcher, Kennedy Holland, Danielle Sheppard, Lisa LeCompte, L. Bastfield, Evette Reid]

Called to order: 7:00 PM

Adjourned: 8:50 PM

10 MINUTES FOR PARENTS –

- Mark Wainwright spoke: Urgency in choosing a swing space so that we can recruit and move things forward. Are the choices final on swing spaces? Discussed that the PD space on Northern Parkway far commute and close to County line...bad traffic. If so, has the Board thought about transportation options? Mt. Washington seems to be too small. St. Aquinas is in Hampden and have reached out to Archdiocese.
- Said that they were made aware of 2-3 spaces as choices for permanent home and still feel we need to focus on swing space first

APPROVAL OF MINUTES, as circulated – minutes approved

PRINCIPAL'S REPORT – Kim Davis

Staffing

New Staff Members

Start Date	Name	Position	Focus
12/04/2023	Olivia Rodriguez	Teacher	Art K-8

The new custodial team started on November 1. So far, staff have been sharing compliments to the new crew. I will continue to support them as they are new to our routines. I am glad to say our building smells much better and looks much cleaner. Thank you for your support in trying a new company.

Vacancies

Date of Vacancy	Resigned Staff Member	Position	Response	Current Plan of Coverage
9/2023	LeShae Harris	Para	Continue Candidate Search	Small Group Tutor Supporting
11/2023	Owen Stone	Music	Position Eliminated	Ms. Ford

Enrollment

Currently Enrolled

183 students (2 new students/2nd and 4th grades)

15 open seats

Grade	Currently Enrolled	Open Seats
K	19	3
1	20	2
2	15	6
3	22	0
4	20	1
5	21	1
6	22	0
7	22	0
8	20	2

Staff Professional Development Schedule

Month	Topic	Facilitator
December	Instructional Expectations	Teaching Teams
January	Math Instruction Data Analysis	Outside Contractor

Complete formal observations by 12/8/2023

Feedback and scoring must be completed within 10 days of the formal observation

Data

By June 2024, students in grades K-2 will increase ELA proficiency from 49% to 54% as measured by Amplify Mclass and classroom assessments

By June 2024, students in grades 3-8 will increase ELA proficiency from 44% to 49% as measured by state assessments and classroom assessments.

Grades K-5th ELA Data

SY	Assessment	%Proficient	Goal	Strategies
2022-2023	mClass/Dibels K-5	45%	?	Unknown
2023-2024	mClass/Dibels K-5	47%	52%	<ul style="list-style-type: none"> • Small group instruction • Individualized instruction • Home connections • Targeted support with Enrichment in classes • Teacher PD • Literacy night • Review accommodations on IEP's

Grades 3rd - 8th ELA

SY	Assessment	%Proficient	Goal	Strategies
2021-2022	MCAP (3-8)	50%	?	Unknown
2022-2023	MCAP (3-8)	44%	49%	<ul style="list-style-type: none"> • Small group instruction • Individualized instruction • Home connections • Targeted support with Enrichment block in classes • Teacher PD • Literacy night • Check accommodations on IEP's • Peer to Peer Collaboration • Projects

By June 2024, students in grades 3-8 will increase Math proficiency from 9% to 14% as measured by state assessments and classroom assessments.

Grades 3-8 Math Data

SY	Assessment	% Proficient	Goal	Strategy
2021-2022	MCAP (3-8)	11%	?	Unknown
2022 - 2023	MCAP (3-8)	9%	14%	<ul style="list-style-type: none"> • Small group instruction • Support with Enrichment • Review materials • Intensive data analyses • Zearn - practice platform • Teacher PD • Math Night • Review IEP accommodations
2023-2024	BOY iReady 3-8 Progress Monitoring	7.25	13%	

<https://drive.google.com/file/d/10hk0YWIM0oWLEqZNm2Zk2A40I5-o2Mfi/view?usp=sharing>

Science Data

By June 2024, students in grades 5 and 8 will increase Science proficiency from 20% proficiency to 25% proficiency as measured by MISA.

SY	Assessment	% Proficient	Goal	Strategies
2021-2022	MISA	32%	?	Unknown
2022-2023	MISA	20%	25%	<ul style="list-style-type: none"> • Teacher professional development around management • Exposure to experiments • Projects • Peer to Peer Collaboration • Individualized instruction

				<ul style="list-style-type: none"> Connect new teacher with long standing practicing Science instructor
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Climate Goals

Ensure a safe and secure learning environment by maintaining office referrals at less than 50.

Ensure a safe and secure learning environment by decreasing school suspensions from 12 to 7.

Strategies

- Support and monitor teacher interventions and responses as outlined in the Code of Conduct
- Communicate and implement administrative interventions and responses as outlined in the Code of Conduct
- Professional development targeting classroom management
- Wholeness and restorative practices shared during professional development
- Teacher to teacher modeling and support
- Build relationships with students and families

Facilities Updates

Date	Concern	Contractor	Status
9/2023	Bathroom in basement - leak and ceiling fell in	Tito	Assessed 9/19 and will repair
9/2023	Loose Floor Tile in basement near bathroom	Tito	Assessed 9/19 and will repair

Schoolwide Communication

Weekly Newsletter from Interim Principal via Class Tag

Enrichment

Robotics - Citywide Competition - November 11, 2023. Midtown Magics places 25 out of 53 teams. Teams will meet each Friday 12:30 pm -2:00pm. Snacks will be provided. Snack donations are welcomed

Upcoming Events

Wellness Day - Wednesday, November 22, 2023
Asynchronous Learning Day - December 1, 2023

Celebrations

Our GAL students were featured on the BCPSS Inside Scoop website. Congratulations to those scholars and Ms. Al-Uqdah for leading.

PTO UPDATE (WELCOME, MARK!) – Mark Wainwright

Very excited about getting as many parents as possible involved in our new home search

COMMITTEE REPORTS & UPDATES:

Communications Committee – Whitney

Communications Committee has met twice-- on 10/11/23 and 11/9/23.

- We set the following goals at our first meeting, and discussed what's currently happening towards each goal, and what we want to happen:
 - Goal 1: Establish consistent, clear communications between Midtown's board and staff, families, and the larger community.
 - Goal 2: Develop a communications plan to increase our marketing and recruitment efforts
- We checked in on next steps from last meeting
 - Whitney updated group about the Parent Body meeting on 11/8:
 - Whitney represented the board and shared current building status updates
 - Parents shared concerns about the building timeline--noting that the charter lottery is December 1
 - Suggestion was made to add a component to board meetings where parents/staff can speak for a set time.
 - The group elected new PTO co chairs
- Angela Harrell has been working to update our Facebook presence
- Angela also sent out a survey to families about what communication they'd like more/less of from the board
- The board has now met with staff and parent bodies regarding building transition plans; next meeting with staff scheduled for December 8
- We generated ideas and goals for Midtown's social media presence.
 - Sent this question to the full group to reply by email and discuss at December meeting: *Midtown's social media and website are a tool for marketing and*

attracting families. What content should we feature (or feature more of) on these platforms?

Finance Committee Report - Denia

October Financial Report - Attached

Enrollment Adjustment

General Funds

- Projected enrollment - 198 students
- Final count - 181 students
 - Decrease of \$162,486

Special Education Funds

- Projected enrollment - 24 students
- Final count - 23 students
 - Decrease of \$7,869

Total - Decrease of \$170,355

District Enrollment Projection Plan - pending approval

- Move Teacher Elementary position FTE 1 - to ESSER
- Move Teacher Elementary position FTE .5 - to ESSER
- Move Paraprofessional position FTE .4 - to Title I (eliminated a vacancy)
- Decrease - non-personnel expenses in sped funds - to cover sped deficit
- Add - \$5,153 to stipends
- Add - \$16,714 to Charter acct
 - Need \$3,327.60 to cover a portion of Invoice D - see below

ESSER Funds available - \$233,303.40

- Teacher Elementary - FTE 1 - \$122,622
- Teacher Elementary - FTE .5 - \$62,723
- Tito Invoices - \$51,286
 - Invoice A - \$5,837
 - Invoice B - \$2,760
 - Invoice C - \$23,898
 - Invoice D - \$18,799

Total: \$236,631

New Expenses

The following invoices were recently provided by the vendors. The submitted budget did not include the full cost of services.

- Game On - Recess Program - \$41,200
- EleV8 - Community School Coordinator - \$24,287.20

Total - \$65,687.20

Next steps

- Follow up with the district to finalize the enrollment adjustment process
- Meet with Rob to discuss new expense and plan to cover the cost

- Meet with Becky to discuss school needs for grant funds
- December 2023 - complete journal entries to move the repair charges from general funds to ESSER

GIVING TUESDAY - Malukah

Finally has access to PayPal account. Will just make this a digital campaign with QR code and link.

SWING SPACE UPDATE - Malukah

1. First Meeting held on 11/2/23:

a. Meeting Notes: 11/2/23 - Swing Space Committee Meeting

b. Potential swing spaces - with what we know about them:

i. **Mount Washington building - 5300 Smith Avenue (5 miles)**. Only available for one year (2024-2025). Last used in 2022. How would we fit in such a small space? Well-developed neighborhood -. No outside space. Formerly PK-8, 158 students (as Sacred Heart) or PK-5 (as Mount Washington)

ii. **Professional Development Center (PDC) - 2500 E. Northern Parkway (7 miles from Midtown)** - large building, parking, large outside space, far from Bolton Hill, decent shape, well-developed neighborhood. Prior Friendship Academy Of Engineering And Technology (Closed 2021), 6th-12th, 306 students.

iii. **One more building is being confirmed but hasn't been named (located in NE Baltimore)**

iv. **The Thomas Aquinas Building - 3710 Roland Ave (2 miles from Midtown) is located in Hampden**, and is not owned by City Schools - closed by Archdiocese in 2017, previously a PK4-8th grade school, ~190 students)

2. Dates for Charter School Applications-We have limited time to ensure retention of our families:

a. Friday, February 2, 2024 – Charter Schools Student Enrollment Applications Due

b. Week of February 12, 2024 – Charter School Lottery

c. Monday, April 8, 2024 – Deadline for families to accept/decline charter school seat

3. Updates:

a. Whitney and Michael have been working to get information on potential swing spaces from ONI.

b. Currently, a letter is being drafted to the parish regarding the Thomas Aquinas building

Facilities / Site Committee Report

1. Existing Facility - Monica

- Ordered & received leaf blower for exterior school clean up
- Ordered & received recycled black rubber mulch to cover play area that had lost mulch and ensure kids don't get hurt on exposed concrete
- Waiting on ESSER approved PO to proceed with ground floor bathroom closest to kitchen waste pipe leak. Tito Construction proposal \$18,800 for 12ft of waste pipe replacement; 60ft of galvanized pipe replacement and ceiling tile replacement

BOARD MOVED INTO CLOSED SESSION TO DISCUSS POTENTIAL PERMANENT SITE UPDATES

Strategic Resources Report – Becky

Link for Ramp up <https://docs.google.com/spreadsheets/d/155ZckSCxDBcgE-XCzngC-ZeTjOcgN01B7ZXQEAudfZQ/edit?usp=sharing>

Becky met with interesting organization Flipcause...non-profit to help create website, set up payment processing and help with fundraising (act like a minor CM). Cost is \$200/mth + 1.5% of any processing fees. Becky will send the platform to Board. Decided to wait on table this so we can see how Malikah's DonorBox goes through end of the year.

WHAT WE HAVE ACCOMPLISHED:

- The Committee had created a SWOT Analysis for Midtown, and one for a few "Competitor Schools," incorporating feedback from teachers and staff. The Committee used these SWOTs to determine what is "the Midtown Difference" today, identify points

of parity with competitor schools that we believe are important to mention in marketing materials (take note, Communications Committee!), and we engaged in some 'hopestorming' around what we want to be different for Midtown in the future. See graphic below.

- I created a draft grant plan and asked for recommendations for educational grant writers that could help us apply for these grants. I do have one lead from whom I am asking for an hourly proposal. If you know someone else, please send them my way ASAP so we can compare.

WHAT NEEDS TO HAPPEN NEXT:

- The Board needs to determine which differentiators we want to pursue for the future of Midtown. Some of these will take major investments (i.e. a pre-K), and some additional planning. If we have time at the meeting on November 21, I will facilitate this conversation.
- Denia (our new Treasurer) and I will review the budget to determine which line items we can link to which grant applications, we will hire a grant writer and write some grant applications.
- The Strategic Resource Committee will develop an overarching Development Plan that includes goals and plans for Grants, Individual Campaigns and Events.



Nominating Committee Report – Whitney

Aisha Larkins is interested in joining Board. Whitney will get her resume and present for vote to join Board.

New Business –

Monica LaVorgna stepping down as Secretary and Current Facility Chairperson

Mike is going to talk to Parrish Finance Committee to test their interest in us staying another year or two in current building

NEXT MEETING: Tuesday, December 19th