

## **University Prep Board Meeting - 8/3/20**

### **Minutes**

**7:00 – 8:30 AM**

*\*Note: This meeting of the U Prep Board of Trustees took place over Zoom. Further, it was originally scheduled for July 27<sup>th</sup>, but was postponed by a week due to changes in the school calendar (as a result of COVID-19 and shifts to the DPS calendar that influenced U Prep's launch to the school year).*

**Call to Order:** David Scanavino calls Meeting to order

**Board Attendance (virtual):** Cuneyt Akay, Bev Sloan, David Scanavino, Emily Eikelberner, Kimberlee Sia, Renae Bellew, Nicholas Martinez, Brenna Copeland and Tracey Lovett

**Board Absence:** Juan Pena

**Staff Attendance:** David Singer (Executive Director), Alastair Dawe (COO), and Liz Suarez (CAO)

### **Remote Schooling 2.0 [A Preview of 100% Virtual Instruction]**

Liz Suarez, Chief Academic Officer, reviewed U Prep's plans for 100% virtual instruction as school launches this fall. Ms. Suarez focused her presentation on a few key guiding questions.

- What will the teacher/scholar experience look like?
- What supports are we putting in place to get our teachers, scholars and families ready?
- What does ongoing professional development for our staff look like?
- How is our approach to remote schooling this fall unique from the work we did this past spring when there was an abrupt and immediate shift? And why?

During the presentation the board discussed concerns around families being fully connected and efforts in place by the team to get ahead of such challenges. Further, conversations covered question tied to supports for scholars with special needs as well as English Language Learners. Overall, there was a deep dive into the anticipated daily scholar experience, which includes core content, enrichment, and additional supports for all U Prep's learners.

As a conclusion to the presentation, Liz reviewed efforts tied to adult learning in preparation for the launch of the year along with outreach and orientation endeavors explicitly tied to all families at both campuses.

### **Monitoring Performance in 2020-21**

David Singer, Executive Director, reviewed a proposed approach to performance oversight in 2020-21 and how the organization is thinking about goals. In particular, the framing of goal setting in the year ahead would focus on what is within the organization's locus of control while remaining deeply committed to the mission of our schools.

During Singer's presentation, the focus was on three over-arching questions:

- What does the board (and our staff) need to be examining to know we are doing right by our kids/families/team?
- How does this look similar or different from how we've examined school performance data in the past?
- How can we continue to hold an "equity lens" as we operate a 100% remote school?

The board asked a series of questions tied to the proposed lead and lag measures. Input from the board included the need to examine both attendance and work completion as part of the lead measures. Further, Trustees shared the desire to examine both lead and lag measures along the way to ensure strong line of sight on school performance throughout the launch of such an atypical year.

In further discussing the presentation, members of the board had questions around whether or not the metrics were both the right metrics to be going after as well as whether or not they were overly ambitious given the real challenges ahead. With this in mind, the board charged the ED to go back to campus-based and network-based leadership along with teacher leaders and ensure strong stakeholder input before finalizing.

### **Revisiting Roles & Responsibilities at the C-Level:**

With two nearly brand new, C-level roles to the organization now on the team, David Singer (ED), Alastair Dawe (COO) and Liz Suarez (CAO), shared a presentation that built off of an initial overview of R's and R's from the last board meeting. The focus of this information sharing session and conversation was to ensure full understanding of not only core responsibilities tied to each role, but how the roles interface with one another.

Questions were posed by the board in relation to solid line and dotted line reports. Discussion took place focused on the continued adoption of new curriculum and how the CAO role directly supports Principals and campus-based leaders with that ongoing effort. In addition, a discussion of campus-based operations teams centered on how the COO engaged with Deans of Operations at the campus-level while their direct manager remains the Principals at each campus.

The board acknowledged the need to have as much clarity on the front end as possible while recognizing the team will find areas of ambiguity and that everything about the new roles and new approaches will require ongoing evolution and re-examination.

### **Updates:**

Singer previewed key content for the August board meeting (8/31) in which significant energy and effort will be put towards board officer roles, committee chairs and committee compositions.

Further, Singer shared information on hiring and fund development while also previewing a timeline for the upcoming board retreat.

**Meeting was adjourned at 8:33 AM**