



Imagine Foundations Board Meeting Minutes

School(s): Imagine Foundations at Morningside & Imagine Foundations at Leeland

Date: November 19, 2025

Location: Virtual (Teams)

1. Call to Order & Roll Call

Chair **Levonía Wiggins** called the November Imagine Foundations Board meeting to order and welcomed all participants.

Board Members Present

- Levonia Wiggins, Board Chair
- Ivan Douglas, Board Member
- Angela Glymph, Board Member

(Additional board members were noted as traveling/working and joined as available.)

2. Mid-Atlantic Regional Team & School Leaders Present

Mid-Atlantic Regional Team

- **Shawn Toler**, Regional Executive Director
- **Lance Pace**, Regional Director
- **Travis Miller**, Regional Academic Director
- **Mark Connelly**, Regional Academic Coach
- **Nate Evans**, Senior Accountant
- **Jeffrey Jones**, Senior Accountant
- **Jeffrey Darko**, Marketing & Communications
- **Quincy Jackson**, Regional Office Manager



School Leaders & Staff

- **Sara Cypress**, Principal, Imagine Morningside
- **Sherilyn Reid-Williams**, Principal, Imagine Leeland
- **Ms. Amadasun**, Academic Facilitator (Leeland)
- **Ms. Herron**, Academic Facilitator (Morningside)
- **Ms. Dunn**, Academic Leader (expected to join)

Parents & Guests

- **Student Representative (Prospective):** Janelle Okasanya – 7th grader, Imagine Leeland
- **Prospective Board Member:** Jamie Hayman – Imagine Morningside parent & PTO Recording Secretary
- Additional Leeland parents recognized in chat: **Mana Carter** and **Shaunie Spiel**

3. Pledge of Allegiance

The Board and attendees recited the **Pledge of Allegiance**.

4. Board Updates & Introductions

- **Student Board Representative (Leeland)**
 - Chair Wiggins introduced **Ms. Janelle Okasanya**, recommended by Leeland administration (Ms. Jenkins & Principal Reid-Williams).
 - Janelle introduced herself as a 7th grader, Imagine scholar since 1st grade, member of **National Honor Society** and **Safety Patrol**, and a focused scholar committed to quality work.
 - Administration noted the family as a **“legacy family”** with multiple children who have been part of Imagine Leeland over the years.



- **Prospective Board Member (Morningside)**
 - **Ms. Jamie Hayman** introduced herself as an Imagine Morningside parent (3rd grader), **PTO Recording Secretary** for two years, and expressed willingness to support the Imagine charter network from a parent perspective.
 - Chair Wiggins noted that he will meet with Ms. Hayman on Monday to discuss **formal board membership**.
- Chair Wiggins expressed appreciation for parent presence and encouraged continued involvement through PTO and board engagement.

5. School Leader Report – Imagine Foundations at Morningside

Presenter: Principal Sara Cypress

Theme & Framework

- Focused on the **Imagine Schools Six Measures of Excellence** as a “road map” for reaping success for **100% of scholars**.
- Reaffirmed the campus belief statement centered on scholars’ capabilities and rigorous, safe, and responsive learning environments.

Shared Values & Culture

- Core focus on **Integrity** in Q1 (wholeness, everyone doing their part).
- Ongoing work around values: **Respect, Empathy, Accountability, Perseverance**.
- Staff recite and revisit belief statements and shared values regularly.

Parent Choice & Engagement

- **November PTO Meeting** held.
- **MCAP Experience Night**: Parents reviewed the MSDE report card and engaged with sample MCAP items in reading, math, science, and social studies. Many families



expressed surprise at the rigor and gained a clearer understanding of expectations and assessment frequency.

- **Specialty Fair Night** with returning 9th-grade alumni sharing their high school experiences.
- **Upcoming events:**
 - **Financial Literacy Workshop** for families (in partnership with Community Schools).
 - **Prospective IFAM Open House** for new families.

Academic Growth – Teacher Practice & Instruction

- **Math Problem of Practice:** Increase use of academic language to strengthen student discussion and reasoning.
- **Reading/Writing Focus:** Provide actionable feedback during independent writing to improve communication skills.
- **Teacher Leadership:**
 - Teacher leaders supporting peers with coaching, bi-weekly data meetings, and peer observations.
 - Emphasis on consistency in instructional processes to build momentum and results.

TenSquare Site Visit Feedback (Renewal Support)

- Visit dates: Approximately **Nov 4–6**.
- TenSquare conducted classroom observations, focus groups (leaders, teachers, scholars, families, board), and provided immediate feedback.
- **Highlights:**
 - Strong **culture of high expectations** for teaching and learning.
 - K–2 language acquisition and phonics instruction noted as particular strengths.



- High use of **academic vocabulary** and **text evidence** in student responses.
- TenSquare stated Morningside has teachers who could lead a “**master class**” in pushing student thinking and providing effective feedback.
- **Growth Areas:**
 - Deepening math discussions to further develop student reasoning.
 - Adjusting lesson pacing and feedback based on **scholar readiness**.

Academic Data – PSAT & MSDE Report Card

- **PSAT 8/9 Data:**
 - Morningside’s mean score is **above the district** in total score, reading/writing, and math.
 - Team will use PSAT, benchmark, and STAR data during upcoming **Data Days** for goal setting and planning reteaching.
- **MSDE Report Card:**
 - Morningside currently a **3-star school** with a total of **55.5 points**.
 - Only **4.5 points** away from **4 stars**, which could be achieved solely through attendance improvement, even without academic changes (although academic improvement remains a priority).
 - Middle school earned **15/15 points** for non-chronically absent students (attendance ~96.8%).
 - Elementary earned **4/15 points** (~66.8% not chronically absent), creating a 10-point gap in school quality.

Attendance

- Current attendance rate: **95.7%**.
- Chronic absenteeism: **10.3%** (students with ≥5 absences so far).
 - **Elementary:** 38 chronically absent students.



- **Middle School:** 3 chronically absent students (two due to surgery/long-term illness).
- Many absences are illness-related; ~80% excused with medical documentation.
- The team conducts personal outreach, weekly meetings with the **PPW** and counselor, and searches for solutions like carpool connections and community supports.

Character Development & Enrichment

- Continued emphasis on core values and character lessons in classes and small groups.
- Student clubs and Community School partnerships support social-emotional and enrichment experiences.

Economic Sustainability

- Ongoing fundraisers and partnerships (through Community Schools) to offset costs (e.g., field trip transportation, incentives, experiences).

Board Q&A with Principal Cypress

- **Report Card Communication:**
 - Board (Douglas) asked how the MSDE report card is shared.
 - Response: Available on MSDE website and shared with families through the **school newsletter**.
- **Community Schools Support (Glymph):**
 - Principal Cypress highlighted priorities: mentorship (boys/girls groups), attendance incentives, celebrations, and **field trip support** (e.g., funding transportation so families pay less).
- **Chair Wiggins' Comments & Questions:**
 - Congratulated Principal Cypress and team on TenSquare feedback and progress.



- Requested information on the **financial literacy workshop** to connect support from his bank. Principal Cypress will have Community Schools Coordinator **Ms. Nembhard** provide follow-up.
- Asked about root causes of absenteeism. Principal Cypress explained majority are illness-based, with some complex family circumstances; personal outreach is helping identify and solve issues (e.g., transportation after a parent’s passing).

6. School Leader Report – Imagine Foundations at Leeland

Presenter: Principal Sherilyn Reid-Williams

Theme & “Big Rocks”

- Theme: **“Building Excellence and Reconstructing Character & Strengthening Scholars.”**
- Key focus areas:
 1. **Mathematics:** 5% growth per grade level; 10%+ schoolwide growth (Ready Math → STAR → MCAP).
 2. **Science:** Increased emphasis, particularly **5th and 8th grade**.
 3. **Special Education:** Identified as a **TSI school** requiring targeted support; focus on specially designed instruction.
 4. **School Culture & Climate:** Strengthening relational culture and student engagement.

MSDE Report Card – Four-Star Status

- Leeland regained **4-star status** in the most recent cycle.
- Comparison of SY 23–24 vs 24–25 shows improvement in:
 - Academic progress (especially **math growth** in middle school).
 - Attendance and school quality measures.



- **Attendance metrics:**
 - Middle school: nearly **perfect score (15/15)** on attendance; ~99% not chronically absent.
 - Elementary: ~95% not chronically absent, near full points.
- School is **~4.2 points short** of **5-star** status. This is the target going forward.

Attendance – Current Year

- Overall attendance averages **97% or higher**.
- Chronic absenteeism currently around **6.3%**.
- New practice:
 - Letters sent at the beginning of the year to all families whose students ended last year as chronically absent.
 - Monitoring from September onward; structured conversations with families.
- Deeper analysis reveals a significant issue with **late arrivals**, compounded by local **construction** impacting arrival times. School is balancing expectations with reasonable flexibility for families.

Assessment & Academic Data

- **PSAT 8/9:**
 - Leeland mean combined score: **768**.
 - Above the **district** average, slightly below the **state** (~790).
 - Data will be used to target instruction and support, especially in the upper grades.
- **RELA Benchmark Data:**
 - Recently completed; roughly **25–30%** of students testing proficient.
 - Middle school students performing at higher proficiency rates (e.g., ~48% in Grade 7).



- Data used by RELA leadership (Ms. Dunn) to shape ongoing instruction and MCAP preparation.
- **STAR Math & Reading:**
 - Math: Slight increase in advanced students (+4%); benchmark around 24%; working to reduce urgent intervention group. Current NCE ~47 (goal ≥ 50 by year-end).
 - Reading: 4% increase in advanced; benchmark ~26%; small decrease in urgent intervention; NCE ~49 (goal ≥ 50).

Math Instruction & I-Ready Platform

- **I-Ready MyPath** used as individualized learning for math:
 - Supports both enrichment and remediation.
 - Data informs small group instruction and prerequisite skill support.
- **“Principal’s Chair” Incentive:**
 - Students with the highest number of **accurate completed lessons** by grade/section sit in the principal’s chair for a week.
 - Students who win three times earn a **special lunch with the principal**.
 - Incentive has significantly increased engagement and performance on the platform.

Reading Instruction – “Wow Wednesdays”

- Focused small-group instruction in RELA:
 - Primary grades: teacher-led centers, using Great Minds (Really Great Reading), Lexia, and DIBELS for progress monitoring.
 - 2nd grade teacher **Ms. Felder** provides PD and peer support to K–2 staff under Ms. Dunn’s leadership.

Culture, PBIS & Enrichment



- **PBIS Event – “Book or Treat”** with PTO transforming the gym into a book-themed experience.
- **Terrapin Partnership:**
 - Collaboration with University of Maryland on a science grant; students learning about Terrapins, environment, and conservation.
 - Led by Mr. Brock (7th–8th grade), Ms. Jenkins (school mental health clinician), and the student advocate.
- **Read-a-thon** fundraiser completed successfully.
- **Clubs for SY 25–26:** Crochet, Beautification, Green Team, Rap Club, Basketball, and more.
 - Boys’ basketball: **2–0** record.
 - Girls’ basketball: **1–1** record.

Parent Choice & Engagement

- Strong **PTO** presence:
 - Recent “Jump into Fun” Sky Zone event following parent-teacher conferences.
 - Ongoing **catalog fundraiser** for the fall.
- **High School Night:**
 - Presentation on PGCPs specialty programs and high school options.
 - Representatives from **Seton** and **Bishop McNamara** shared admissions information.
- **Open House (Specialty Program Follow-Up):**
 - 22–25 parents attended a session with Principal Reid-Williams and toured the school.
 - Positive indicator of strong parent interest in Leeland as a school of choice.



Upcoming Events

- **5th Grade North Bay Trip.**
- **PBIS “Cozy Cinema” Pajama Event** – Nov 24–25.
- **Quarter Awards Ceremonies** – Nov 24 (Grades 2–4) and Nov 25 (Grades 5–8).

Board Q&A with Principal Reid-Williams

- Chair Wiggins requested clarification on the PSAT gap vs. the state.
 - Confirmed: Leeland’s 768 mean vs. state ~790.
- Chair noted:
 - Leeland is closing academic gaps and nearing target metrics (STAR and report card).
 - Encouraged by strong **prospective family interest** demonstrated by open house attendance.
- Chair requested that Principal Reid-Williams share the board report electronically for distribution to the full Board (via himself or Mr. Jackson).

7. Regional & Renewal Updates – TenSquare & PGCPS Process

Presenter: Mr. Shawn Toler & Mr. Lance Pace

- Mr. Toler invited **Mr. Pace** to share a brief overview of the **renewal process** and the role of TenSquare.

TenSquare Focus Group & Feedback

- Regional team participated in a **focus group** with TenSquare focused on:
 - Level of regional support to both schools.
 - Priority areas: **Special Education** and **Mathematics**.



- Feedback from TenSquare was **positive**, indicating the region is headed in the right direction.

Renewal Process – Next Steps

- **TenSquare** will complete a report based on site visits and focus groups.
- That report is submitted to the **PGCPS Charter School Office** (not directly to the board).
- The **Charter School Office** will:
 - Share the TenSquare report with Imagine leadership.
 - Receive Imagine’s feedback or corrections.
 - Combine TenSquare’s report, Imagine’s feedback, and their own observations into a **single recommendation document** to the Superintendent and School Board.

Timeline (Estimated)

- TenSquare’s report expected within the **next 4–6 weeks**.
- Charter Office’s recommendation to the PGCPS Board anticipated around **January–February 2026**.
- Final decision process (first read, second read, etc.) will be guided by the PGCPS Board’s procedures.

History of TenSquare’s Involvement

- Chair Wiggins asked about when and why TenSquare was introduced.
- Mr. Pace explained:
 - Under prior Charter Office leadership (Ms. Liz), the district moved from internal review committees to using a charter-expert third party (TenSquare).
 - The original leadership that brought in TenSquare is no longer in place; the current Charter Office is operating under an **overlapping existing contract** with TenSquare for this cycle.



- Future use of TenSquare beyond this contract is undecided.

8. Parent & Guest Acknowledgements

- Chair Wiggins acknowledged parents **Mana Carter** and **Shaunie Spiel** (Leland parents), thanking them for their participation and encouraging continued engagement through **PTO and board meetings**.
- The Chair again thanked:
 - **Prospective Board Member** Jamie Hayman.
 - **Student Board Representative** Janelle Okasanya for staying engaged through the full meeting and noted the board will further define her role and involve her in future meetings.

9. Requests & Follow-Up Items

- Both **Principal Cypress** and **Principal Reid-Williams** were asked to submit their **board reports** to Chair Wiggins (or via Mr. Jackson) for distribution to the full board.
- Principal Cypress will have the **Community Schools Coordinator** follow up with Chair Wiggins regarding the **financial literacy workshop** partnership opportunity.

10. Adjournment

With no further business:

- **Motion to adjourn** was made by **Board Member Ivan Douglas**.
- **Second** by **Board Member Angela Glymph**.
- Motion carried unanimously.

The November Imagine Foundations Board meeting was **adjourned**.