



Members Present:

Patricia Sosa, Chair (by phone)
Brahim Rawi, Vice-Chair
Margaret Yao, Secretary
James Moore, Treasurer
Francisco Ferrufino, Member
Allison R. Kokkoros, Member
Vilma Rosario, Member
Hector Torres, Member
Johan Uvin, Member

Members Not Present:

Yeshimebeth Belay (Mama Tutu), Member
Bo Pham, Member

Staff in Attendance:

Kristine Dunne, General Counsel
Stacy Kirk, Executive Assistant to the CEO

Quorum: Yes

The meeting was called to order at 6:12pm.

Minutes Approval (VOTE):

Minutes of the Board’s September 22, 2019 meeting were brought forward for approval. Hector Torres moved to approve the minutes, and James Moore seconded. The September 22, 2019 minutes were approved by unanimous vote.

CEO Report

Allison Kokkoros began her report by sharing highlights and photos from Fall Semester events. She noted the success of the October fundraiser “An Evening for the Future”, which was held at the Tabard Inn. Funds raised will go toward student scholarships and the School’s partnerships with counterpart adult institutions in El Salvador and Ethiopia. Allison thanked Hector Torres for generously donating a piece of his artwork to the event.

Allison spotlighted the week-long visit in October by a Middle States Association reaccreditation team of five educators. As part of the reaccreditation visit, four Board members met with the team. Brahim Rawi remarked on the exceptional coordination effort by School staff to prepare for the visit. He mentioned that the visiting team sensed the strong bonds within the School community and how staff members truly live the mission statement. Allison thanked Brahim for his role as the Board representative during the year-long reaccreditation preparation process. Through their findings, the Association team determined that the School met all 12 standards of accreditation, thus they will

recommend to Middle States that the School be reaccredited for another seven years. The formal Commission vote will take place in spring 2020.

Allison provided an overview of her November trip to Ethiopia as part of Mayor Bowser's delegation. Board member Mama Tutu and Student Success Coordinator Alelign Dessie joined her on the trip. Allison noted that the primary reason for the School's participation was to formally establish a partnership with a sister school in Addis Ababa, called the Catering and Tourism Training Institute (CTTI), which is federally funded by the government of Ethiopia and serves adult students. She shared that the partnership will be mutually beneficial, providing CTTI with critical ESL program support and Carlos Rosario School staff with increased cultural competencies to better serve the School's large population of Ethiopian students.

Allison highlighted an exciting new partnership with Aramark and Events DC at the Convention Center. The first event of the partnership entailed a team of Culinary Arts Academy chefs and 75 students participating in the MetroCooking DC show on November 16 and 17, 2019, attended by more than 13,000 people. The team had its own designated booth and gave cooking demonstrations of Ethiopian and Salvadoran cuisines. Thanks to the partnership, the School's participation costs, including food, were fully covered. Hector Torres noted that the event provided great exposure for the School and made a wide audience aware of the culinary arts program. Allison added that it gave crucial hands-on experience to students, as well as connections to potential jobs at restaurants also present at the event. James Moore suggested getting connected with health care conventions to provide similar opportunities to students in the Nurse Aide Training Program.

Allison also directed Board members to her written report and invited any questions from Board members. Board members asked about enrollment figures for Culinary Arts and GED (asking for the latter to be broken down by English GED and Spanish GED). Allison walked through the breakdown of student enrollment by program.

Finance Committee Report

Brahim Rawi reminded the Board that the School has changed audit companies. The new company is RSM, and it brings extensive experience with charter schools. Margaret Yao acknowledged that changing auditing firms takes work but is a best practice to periodically change, and expressed appreciation to the Finance Committee for doing so.

Brahim mentioned that the School underwent another successful audit this year, noting that the School's practices follow government auditing standards and that the financial statement was free of any mistakes or misstatements. James Moore noted that there will be a one-time adjustment to accrue the value of faculty salaries that are spread over a 12-month period and extend over the summer into the next fiscal year.

Johan Uvin asked what auditors review. Allison explained that the auditors review a sampling of audit materials that they request. Hector stated that they also review back audits. Kristine added that in addition to the standard annual audit, the PCSB also conducts an audit covering finances and contracts. There is also an audit of student registration records.

Allison mentioned that RSM staff will be present at the February Board meeting to give their report orally and respond to questions.

Board Task Force Updates

Kristine Dunne provided an update on the board task forces: Board Effectiveness Task Force and the Development & Advocacy/Community Relations Task Force. She shared a handout describing the mission and composition of each of the task forces including the staff liaison, and asked if there were any questions. Both task forces have meetings scheduled in January.

Kristine also mentioned an upcoming new board member orientation, and all board members are welcome to attend.

Community Meeting Planning

Allison discussed the Board’s plans to hold a community meeting with staff members. This meeting will take place during School Year 2019-20. The Executive Committee will follow up with the Board once a date has been confirmed. Board members have also received a calendar of School events which they are invited to attend and participate in.

Adjourn

The meeting was adjourned at 8:26pm.

Minutes prepared by Stacy Kirk, Executive Assistant to the CEO



Respectfully submitted by Margaret Yao, Board Secretary