



Members Present:

Patricia Sosa, Chair
Brahim Rawi, Vice-Chair
Margaret Yao, Secretary
James Moore, Treasurer
Yeshimebeth Belay (Mama Tutu), Member
Allison R. Kokkoros, Member
Bo Pham, Member
Hector Torres, Member
Johan Uvin, Member

Members Not Present:

Francisco Ferrufino, Member
Vilma Rosario, Member

Staff in Attendance:

Alejandra Amaroli, Communications and Development Manager
Kristine Dunne, General Counsel
Stacy Kirk, Executive Assistant to the CEO
Jerry Luna, Chief Financial Officer

Guests in Attendance:

Erick Quinteros, Carlos Rosario School graduate

Quorum: Yes

The meeting was called to order at 6:20pm.

Allison Kokkoros introduced Erick Quinteros, a scholarship recipient and graduate of the Carlos Rosario School, who recently completed an Associate's degree in Early Childhood Education and will soon pursue a Bachelor's degree. Erick shared that he came to the United States five years ago from El Salvador. He enrolled at the School for ESL courses and completed the Bilingual Teaching Assistant Program. He described his current position as a bilingual teaching assistant at a DC school and how he is helping families navigate the challenges of distance learning. Board members expressed their gratitude to Erick for sharing his story and supporting families during these unprecedented times. Following his presentation, Erick left the meeting.

Minutes Approval (VOTE):

Minutes of the Board's February 5, 2020 meeting were brought forward for approval. Hector Torres moved to approve the minutes, and Bo Pham seconded. The February 5, 2020 Board meeting minutes were approved by unanimous vote.

CEO Report

Allison Kokkoros provided an overview of how distance learning and other School operations have progressed since mid-March when the school went to remote operations. She highlighted that faculty have reinvented the nature of teaching English and teaching adults, noting the top priorities of keeping students engaged and focusing on their well-being. She described the various tools being used to support instruction, including Schoology and Remind, and shared that for the fall semester, the plan is to streamline learning platforms to use Schoology for all classes. She also shared information about students' access to technology, noting that when distance learning began, most students did not have laptops or reliable internet connections at home. Since then, the School has lent 394 devices to students, including laptops, tablets, and hotspots. For the fall, every student will receive a device and internet access.

Allison also updated the Board on fall registration, noting that it is a significantly greater logistical challenge than usual. Pre-registration has begun for students currently enrolled in spring classes. At this point, 60% of students have re-enrolled. Strategies have been implemented to support this process, with teacher and staff assistance a key component.

The Board asked questions about the logistics and impact of operating the school remotely. There was also concern for the economic impact of the pandemic on students. Allison shared that the School has a Student Emergency Fund that has received donations from staff, Board members, and external funders for students in need during this time.

Allison also shared information about distribution of technology devices to students on loan, to be returned to the school upon course completion. Jerry Luna noted that technology will be a significant new expense for the School.

Allison shared information on student enrollment for Fall 2020, and about the status of students who completed classes in Spring 2020. Given the remote status of the school, post-testing cannot be conducted as usual, and the DC Public Charter School Board has released schools from certain requirements relating to that.

Allison then shared information about strategic partnerships that have been formed during the past few months, most notably with DC Public Schools through providing critical supports to ELL parents, including workshops on internet safety and computer skills. Board members commended the School for taking on a leadership role in promoting the important work of adult charter schools and their impact across the city.

Board members also asked about health and safety measures in effect, including COVID-19 contact tracing. Kristine Dunne explained that DC Health plans to expand contact tracing throughout the District, and that schools are required to report all positive cases within the school community to DC Health for tracing and next steps.

Allison then discussed plans for reopening in the fall. Different options are being considered that take into account health and safety needs, including limited people per classroom. She noted that staff and students will be providing input through a range of channels to support our planning starting next week. There will be no in-person classes this summer, and the anticipated start to the school year is August 31. She emphasized that the School's priority is health and safety, and we are following and exceeding current DC Health guidance for reopening schools. Board members affirmed prioritizing the safety of staff and students with regard to school reopening plans.

CFO Report

Jerry began by reviewing FY2020 financial statements and potential challenges for FY2021. He noted that the School received full funding for school year 19/20. The school is expected to have a positive revenue variance due to an increase of \$600,000 from increases in per-pupil funding and grant revenue. Regarding expenses, Jerry stated that the School is fully funded and paying all regular full- and part-time staff through the end of the 19/20 school year. He anticipates \$540,000 less in expenses because the buildings have been closed since March. This is helpful because while there have been savings due to closed buildings, there will be additional costs related to remote learning such as devices and internet access. Overall, the School is ending the fiscal year in a better financial position than initially anticipated when the budget was approved. He noted that both the School and Community Capital Corporation (CCC) are in a strong financial position. CCC paid off a significant portion of its building debt, and the interest rate for its loan was lowered.

Jerry then reviewed the financial statements including cash on hand. He emphasized that the organization is in a strong financial position for dealing with uncertainties that may arise for FY2022. He noted the biggest potential challenge for the upcoming school year is a reduction in per-pupil funding. The greatest concern will be the School's actual enrollment, since funding is on a per-pupil basis. He mentioned that adult charter schools are proposing a safety net, i.e. that the funding floor be no less than 95% from the previous school year. He stressed that the situation is constantly evolving and that the executive leadership team will be thinking through various budget scenarios over the next few weeks.

Board members discussed the timeline for completing enrollment to determine its impact on the budget. While enrollment takes place through August, the actual enrollment audit date is in October, so we will not have firm numbers until then. Board members encouraged outreach strategies to support enrollment.

Jerry shared that the School did not apply for the federal Paycheck Protection Program (PPP) funding. The School did receive DC Education Equity Funds for technology purchases. Allison noted that the School successfully advocated for access to this funding, as it was originally intended just for K-12 schools.

Jerry then informed the Board that the IRS pushed the Form 990 filing deadline to July 15. He is working on finalizing drafts with the auditors and will reach out soon with dates for Board members to review the Form 990s. He also provided an update on the annual Financial Audit Review (FAR) report. The School scored 99.5 out of 100 points, with the PCSB noting the School's strong financial position. Board members expressed their gratitude to Jerry for his outstanding work and results on the FAR report and other responsibilities under these ever-changing circumstances.

Board Meeting Planning Discussion

Kristine provided an overview on scheduling Board meeting dates for the 2020-2021 school year. She noted that due to the pandemic, the Board had to postpone its meeting with the School community that was planned for the spring. The Board intends to reschedule the meeting in the coming school year. The Board shared their interest in engaging with the School community in other ways as well, especially to express their gratitude to the staff for their hard work during the shift to remote learning.

Allison shared that the Achieving the Dream event will be held in the fall so that it can hopefully take place in person. Scholarships will be awarded online sooner than later in a celebratory manner still to be determined. Since graduation cannot be held in person, Hector suggested creating a video message from Board members.

Allison returned to the topic of the Student Emergency Fund and stated that additional financial support is needed for both this and the scholarship fund. Board members were encouraged to spread the word about the Fund to their networks.

Adjourn

The meeting was adjourned at 8:33pm.

Minutes prepared by Stacy Kirk, Executive Assistant to the CEO



Respectfully submitted by Margaret Yao, Board Secretary