

**St Coletta Special Education Public Charter School Board  
Minutes for February 16, 2021 (Virtual) Meeting**

To be approved at the May 18, 2021 Board Meeting

**Present:** Peggy O'Brien, Francis Campbell, Chip Henstenburg, Josh Lewis, Frances Slaughter, Carla Ware-Easterling. Also present: Kaiheem Mason, Christie Mandeville, Michael Olivarri and Chloe Harrell. Called to order at 6:30pm.

**Public Comment:** This was our annual open meeting and a number of St Coletta staff persons attended. Dr. O'Brien welcomed members of the public, provided a quick introduction to the board and its functions and invited public comments or questions. There were none.

**Minutes:** Minutes from the November 17, 2020 Board meeting were reviewed and a motion was made and carried to approve the minutes as final.

**Program Update:** Ms. Mandeville provided an update on our charter renewal and the school program. Our charter renewal was unanimously approved by the DCPCSB with very positive support. We have substantially met all of our charter goals. Staff continues to attend PCSB Charter Leader meetings on reopening, instruction and recovery learning as well as DME and city leader calls on reopening.

We are targeting March 1 as the reopen date. The OSSE health liaison site visit is scheduled for this Friday, February 19. We surveyed families and staff regarding in-person instruction and senior staff is in the process of finalizing learning cohorts. Slightly more than 50% of the student body opted to continue virtual learning at this time. The reopen plan is on the website but we are making some revisions based on CDC and DOH recommendations and requirements. We will utilize a hybrid model of instruction and will also offer a fully virtual option. All teachers will be returning in some capacity and there is an all-virtual option for staff that need medical or childcare accommodations. The recovery learning plan will be based on the SANDI and Lakeshore Learning assessments plus in-person observation. Returning students will not be required to do state testing this year. We have one due process hearing underway with DCPS.

**Finance Report:** Mr. Olivarri presented the finance report. We received the Q3 UPSFF payment and have submitted all required financial reports to PCSB. We received our final audit report and there were no changes from the draft that the Board previously reviewed. The form 990 is being compiled and the Board should receive their review copy shortly. We reviewed and discussed the Combined School Statement of Activities for the period ending December 31, 2020. Overall, the financials and expenses are fine. Mr. Olivarri highlighted a few areas where the budget may need to be modified in the next iteration. In this uncertain environment, he has been monitoring all expenses closely. MSDE proposed a 1.4% rate increase for FY22. Various grants and new funding related to CO-VID and reopening have been very helpful. He is also researching additional sources of funds from OSSE and the CARES Act. The Medicaid cost report audit for the year ending September 30, 2019 should be completed next week showing

over \$982K of reimbursable costs. The audit of our 403(b) defined contribution retirement plan is underway. We have provided the auditor with all requested information.

**Property Update:** Mr. Mason updated us on the significant development plans for parcels adjacent to the school that may affect a portion of the rear driveway, parking lot and bus cueing area. An RFP has been sent to developers. Some protections were included in the original agreement negotiated prior to school construction. Mr. Mason and Sharon Raimo, acting as a consultant to SCGW, are actively discussing potential impacts and solutions with city authorities and prospective developers. Board member Francis Campbell, as a former local ANC Commissioner, is also keeping abreast of developments.

**CEO Search:** Dr. O'Brien provided an update on the SCGW CEO search. Following a holiday break, recent activity has been encouraging. The search firm forwarded a number of potentially good candidate resumes for the search committee to review. Phone interviews will begin this week.

The meeting adjourned at 7:40 pm.

## BYLAWS OF

### ST. COLETTA SPECIAL EDUCATION PUBLIC CHARTER SCHOOL, INC.

A District of Columbia Nonprofit Corporation

#### ARTICLE I — General Provisions

**Section 1.01 *Charter*** The Corporation shall be operated in a manner consistent with the Charter granted to the Corporation pursuant to the D.C. School Reform Act of 1995, as amended.

**Section 1.02 *Registered Office*** The Corporation shall maintain a registered office within the District of Columbia at such place as the Board of Trustees may designate.

**Section 1.03 *Other Offices*** The Corporation may also have offices at such other places both within and without the District of Columbia as the Board of Trustees may from time to time determine or the business of the Corporation may require.

**Section 1.04 *Name*** The name of this organization shall be St. Coletta Special Education Public Charter School, Inc. (hereinafter "the Corporation" or "the School").

#### ARTICLE II — Corporate Member

**Section 2.01 *Name of Corporate Member*** The name of the Corporate Member is St. Coletta of Greater Washington, Inc (the "Corporate Member").

**Section 2.02 *Voting Rights of Corporate Member*** The Corporate Member shall not vote on the affairs of the Corporation but shall have the power to approve or veto amendments to these Bylaws and to appoint or dismiss Trustees of the Board of Trustees, as described more fully in these Bylaws.

#### ARTICLE III — Board of Trustees

**Section 3.01 *General Powers*** The affairs of the Corporation will be managed by its Board of Trustees in compliance with the law, the Articles of Incorporation, the Charter, and these Bylaws. The Board may delegate the management of the corporation's activities to any person(s), provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. No assignment, referral, or delegation of authority by the Board or anyone acting under such delegation shall preclude the Board from exercising full authority over the conduct of the corporation's activities, and the Board may rescind any such assignment, referral, or delegation at any time.

**Section 3.02 *Specific Powers*** The Board shall manage and govern the affairs and activities of the School and make such rules and regulations therefor which are consistent with the law, the corporation's Articles of Incorporation, the Charter, and these Bylaws, as it deems best. Subject to

final approval of the Corporate Member and without prejudice to its general powers set forth in Section 3.01 above, the Board shall have the following powers in addition to any other powers enumerated in these Bylaws and permitted by law:

- a. To adopt, make and use a corporate seal and to alter the form of the seal from time to time, as it deems best;
- b. To acquire real property for use as the School's facilities, from public or private sources;
- c. To receive and disburse funds on behalf of the School for Corporate purposes;
- d. To ensure appropriate insurance is in place and to make contracts and leases, including agreements to procure or purchase services, equipment, and supplies;
- e. To incur debt in reasonable anticipation of the receipt of funds from the general fund of the District of Columbia or the receipt of Federal or private funds;
- f. To solicit and accept any grants or gifts for the School's purposes, if the School does not accept any grants or gifts subject to any condition contrary to law or contrary to its Charter, and if the School maintains for financial reporting purposes separate accounts for grants or gifts;
- g. To sue and be sued in the Corporation's own name; and
- h. To carry out such other duties as are described in the Charter granted by the eligible chartering authority, including the submission of an annual report on the extent to which the School is meeting its mission and goals, and any other powers required for compliance with the Charter School laws of the District of Columbia.

**Section 3.03 *Number and Qualifications of Trustees*** The School shall be governed by a self-perpetuating Board of Trustees consisting of an odd number not less than five (5) and not more than fifteen (15), as may be fixed from time to time by resolution of the Board of Trustees. Within six months of the commencement of operations as a public charter school, the Board of Trustees shall include at least two parents of students attending the School. The majority of Trustees will be residents of Washington, DC.

**Section 3.04 *Election and Term of Trustees*** The first Board of Trustees shall consist of those persons named in the Articles of Incorporation. The founding trustees and Trustees elected during the pre-opening year shall have a term of two (2) or three (3) years, providing for staggered expiration of terms. Trustees elected after the School is in operation shall have two (2) or three (3) year terms and be elected at a designated time each year as determined by a Board nominating committee. Each Trustee will have the option of being elected to a two (2) or three (3) year term. The term applicable to each Trustee shall be specified in the resolution electing the Trustees. A Trustee whose term is expiring may vote with the other Trustees in the election of his or her successor. A Trustee whose term is expiring shall be eligible to be reelected. The Board, after receiving approval from the Corporate Member, of the nomination of any person, may elect, reelect, or appoint such person who in its discretion it believes will serve the interests of the School faithfully and effectively.

**Section 3.05 *Vacancies, Resignation, and Removal of Trustees*** Any vacancy occurring in the Board of Trustees and any seat on the Board to be filled by reason of an increase in the number of Trustees may be filled by a person approved by the Corporate Member, who receives the affirmative vote of a majority of the Trustees in office, though less than a quorum of the Board of Trustees, or by a sole remaining Trustee. A Trustee elected to fill a vacancy will be elected for the unexpired term of his or her predecessor. Any Trustee may resign at any time by giving written notice to the Board President, the Secretary or the Board. Such notice shall take effect at the time specified therein, and the acceptance of such resignation shall not be necessary to make it effective. Any Trustee may be removed at any time, with or without cause, by the unanimous affirmative vote of all other members of the Board of Trustees or by action of the Corporate Member; provided, however, that the Corporate Member may not remove more than (1) one-half of the board of trustees whenever there is an even number of trustees, or, (2) one less than a majority of the trustees whenever there is an odd number of trustees over the course of a single fiscal year of the Corporation.

**Section 3.06 *Compensation and Expenses*** The Board of Trustees shall serve in their capacity as Trustees or committee members without compensation. The Trustees may be reimbursed for reasonable expenses, if any, incurred in carrying out the purposes of the School, as long as such activities are approved in advance by the majority of the Trustees. The Board of Trustees shall have the power and authority, in its discretion, to contract for and to pay Trustees compensation for unusual or special services rendered to the School, provided, that any such compensation shall be reasonable and appropriate to the value of the services rendered by the Trustees, and further provided that any such payment shall be disclosed to the Board of Trustees.

**Section 3.07 *Interested Parties*** Not more than 49% of the persons serving on the Board may be interested persons. An "interested person" is: (1) any person currently being compensated by, or who is seeking compensation from, the School for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employees, independent contractor or otherwise; or (2) any sister, brother, ancestor, descendant, spouse, sister-in-law, brother-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law of any such person,

#### **ARTICLE IV - Board of Trustees Meetings**

**Section 4.01 *Meetings*** The Board of Trustees shall meet at least 4 times each year, with the specific dates and times to be selected by the President. Other regular **meetings** may be held as required. Meetings shall be open if required under the Open Meetings Act.

**Section 4.02 *Special Meetings*** The majority of Trustees or the President of the Board may call a special meeting for any purpose at any time.

**Section 4.03 *Notice of Meeting*** Written notice of the time, date and place of each meeting of the Trustees shall be given to each Trustee by the President, or his or her designee, at least five days in advance to the usual business or residence of the Trustee. The notice for special meetings must state the purpose for, and the agenda to be covered, at such meeting. The Corporation shall provide advance public notice of meetings in accordance with the requirements of the Open Meetings Act.

**Section 4.04 Attendance at Meetings** Trustees shall attend meetings on a regular basis. Trustees may participate in any meetings of the Board or any committee thereof through conference calls, video conferences or other forms of communication that permit participants to hear and be heard by all other participants, and such participation shall constitute attendance by such Trustee at such meeting. Trustees who are unable to attend a meeting which has been announced in accord with Section 4.03 above must notify, in writing or orally, one of the officers of the Board. A Trustee who misses two consecutive meetings without advance notification of absence will be considered inactive and referred to the Board for a vote regarding retention of the Trustee or a request for the Trustee's resignation. Meeting attendance will be recorded in the minutes of Board meetings. An absence for which prior notice has been given will be cited in the attendance section of the minutes as an "excused" absence.

**Section 4.05 Waiver of Notice of Meeting** Meetings may be held without notice if all the Trustees are present in person or by proxy, or if notice is waived in writing by those not present, either before or after the meeting.

**Section 4.06 Quorum** A simple majority of Trustees in office shall constitute a quorum for the transactions of any business. If a quorum is present, a majority vote of Trustees is an act of the Board of Trustees, except where the act of a greater number is required by these Bylaws, the Articles of Incorporation or provisions of statute.

**Section 4.07 Action by Unanimous Written Consent** Any action of the Board or the Corporation permitted by these Bylaws or otherwise may be taken pursuant to the unanimous written consent of the Trustees without a meeting or notice thereof.

## ARTICLE V — Officers

**Section 5.01 Officers** The officers of the corporation will be a President, Vice-President, Secretary, Treasurer and such other officers as may be elected in accordance with the provisions of this article. Only those Trustees who have signified their consent to serve if elected shall be nominated for officer positions.

**Section 5.02 Election and Term of Office** Board members will be elected to offices by a majority of the quorum present. Elected Trustees serve in their office for a one-year term. Trustees may serve in a single office for an unlimited number of terms if elected.

**Section 5.03 Removal** Any officer elected or appointed by the Board of Trustees may be removed, with or without cause, at any time by an affirmative vote of two-thirds (2/3) of the Board or, in accord with Article II, Section 2.02, by the Corporate Member.

**Section 5.04 Vacancies** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Trustees for the unexpired portion of the term. In the event of a vacancy in any office other than that of the President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices appointed at the discretion of the Board may or may not be filled, as the board shall determine.

**Section 5.05 *Duties of President*** Subject to Board control, the President has general supervision, direction, and control of the affairs of the School, and such other powers and duties as the Board may prescribe. If present, the President shall preside over the Board meetings.

**Section 5.06 *Duties of Vice-President*** In the absence of the President or in the event of the President's inability to act, the Vice-President shall perform the duties of the President and when so acting shall have all the powers of, and be subject to, all the restrictions upon the President. The Vice-President shall perform such other duties and have such other powers as the Board or, if authorized by the Board to do so, the President may from time to time prescribe.

**Section 5.07 *Duties of Secretary*** The Secretary shall:

- a. Keep or cause to be kept, at the School's principal office, or such other place as the Board may direct, a book of minutes of all meetings of the Board and Board Committees either electronic or in hard copy, noting the time and place of the meeting, whether it was regular or special (and if special, how authorized), the notice given, the names of those present, and the proceedings;
- b. Keep or cause to be kept a copy of the School's Articles of Incorporation and bylaws, with amendments;
- c. Have such other powers and perform such other duties as the Board may prescribe.

**Section 5.08 *Duties of the Treasurer*** The Treasurer will:

- a. Keep or cause to be kept adequate and correct accounts of the School's properties, receipts and disbursements;
- b. Make the books of account available at all times for inspection of any Trustee;
- c. Deposit or cause to be deposited the School's monies and other valuables in the School's name and to its credit, with the depositories the Board designates;
- d. Disburse or cause to be disbursed the School's funds as the Board directs;
- e. Ensure that the books and accounts for the School are examined annually by an independent Certified Public Accountant.
- f. Render to the President and the Board, as requested but no less frequently than once every fiscal year, an account of the School's financial transactions and financial condition as reflected in the annual independent audit;
- g. Submit or cause to be submitted financial reports, as required, to the charter authority;
- h. Prepare any reports on financial issues required by an agreement on loans, and;
- i. Have such other powers and perform such other duties as the Board may prescribe.

## **ARTICLE VI - Committees**

**Section 6.01 *Committees of Trustees*** The Board of Trustees, by resolution adopted by a majority of the Trustees in office, may designate and appoint from among its members such committees as are deemed desirable, each of which shall consist of two or more Trustees, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Trustees, in the management of the School, provided, however, that no such committee shall have any power prohibited by law or the power:

- a. To change the principal office of the school;
- b. To amend or authorize the amendment of these Bylaws;
- c. To elect officers required by law or these Bylaws to be elected by the Trustees, to fill vacancies in any such office or to supervise the performance of the Head of the school;
- d. To change the size of the Board of Trustees or to fill vacancies in the Board of Trustees;
- e. To remove officers or Trustees from office;
- f. To authorize a sale or other disposition of all or substantially all the property and business of the School; or
- g. To authorize the liquidation or dissolution of the School.

Each member of a committee shall hold office until the next annual meeting of the Board (or until such other time as the Board of Trustees may determine, either in the vote establishing the committee or at the selection of such member) and until such member's successor is elected and qualified, or until such member sooner dies, resigns, is removed, or is replaced by change of membership, or becomes disqualified by ceasing to be a Trustee, or until the committee is sooner abolished by the Board of Trustees.

## **ARTICLE VII — Fiscal Year**

**Section 7.01** The fiscal year of the corporation is coincident with the school year. It shall begin on the first day of July and end on the last day of June in each year.

## **ARTICLE VIII — Amendments to Bylaws**

**Section 8.01** These foregoing bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the Trustees in office, provided that a copy of the proposed amendment(s) shall have been submitted to each member of the Board at least ten (10) days prior to the meeting at which the vote is taken and such amendment has been approved by the Corporate Member. The ten-day submission requirement set forth in this Section may be waived by the unanimous written consent of the Trustees.

## **ARTICLE IX - Additional Requirements**

**Section 9.01** As a publicly supported corporation organized and operated exclusively for charitable purposes as defined in Section 501 (c)(3) of the Internal Revenue Code, the following

restrictions and conditions are mandatory under the Internal Revenue Code and the District of Columbia School Reform Act of 1995:

- a. No part of the net earnings shall inure to the benefit of private persons, except that the School shall be authorized to pay reasonable compensation.
- b. No substantial part of its activities shall consist of attempts to influence legislation by propaganda or otherwise, and the corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office.
- c. The Corporation shall dissolve if the Charter has been revoked, has not been renewed, or has voluntarily been relinquished by the Corporation.
- d. Upon dissolution, the remaining assets of the School shall be disposed of in accordance with the Articles of Incorporation and in strict compliance with the requirements of DC Code § 38-1802.13a.

## **ARTICLE X — Indemnification**

**Section 10.01 *Authority to Indemnify*** To the fullest extent permitted by law, the Corporation shall indemnify any present or former Trustee or officer, and may, by resolution of the Board of Trustees, indemnify any employee against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by the individual so indemnified in connection with any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, to which he or she may be or is a party by reason of having been such Trustee, officer, or employee.

**Section 10.02 *Expenses of Indemnity*** Before the final disposition of any action, suit, or proceeding referred to in this Article, the Corporation shall pay the expenses incurred by any present or former Trustee or officer seeking indemnification in defending a civil or criminal action, suit, or proceeding, upon receipt by the Corporation of an undertaking by or on behalf of such individual to repay such amount if it shall be ultimately determined that he or she is not entitled to such indemnification. Such expenses incurred by employees and agents of the Corporation may also be paid upon such terms and conditions, as the Board deems appropriate.

**Section 10.03 *Scope of Indemnity*** The indemnification provided by this Article shall not be deemed exclusive of any other rights to which such Trustee, officer or employees may be entitled under any statute, Bylaw, agreement, vote of the Board of Trustees, or otherwise.

**Section 10.04 *Liability Insurance*** Except as may be otherwise provided under provisions of law, the Board of Trustees may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a Trustee, officer, employee or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity of arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

## ARTICLE XI — Other Provisions

**Section 11.01 *Checks, Notes and Contracts*** The Board of Trustees shall determine those persons authorized on the Corporation's behalf to sign checks, drafts or other orders for payment of money; to sign acceptances, notes, or other evidence of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.

**Section 11.02 *Deposits*** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.

**Section 11.03 *Books and Records*** The Corporation shall keep at its principal office in the District of Columbia: (1) correct and complete books and records of account, and (2) minutes of the proceedings of the Board of Trustees and any committee having any of the authority of the Board.

**Section 11.04 *Inspection Rights*** Every Trustee shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation and shall have such other rights to inspect the books, records and properties of the Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

## Article XII — Nondiscrimination

**Section 12.01** The School's policy is to comply faithfully with its legal obligations under Federal and District of Columbia anti-discrimination law. The School shall not discriminate as to its students or in any aspects of employment, including hiring, salary, promotion, discipline, termination and/or benefits on the basis of race, color, ethnicity, religion, national origin, gender, age, marital status, sexual orientation or disability.

## Article XIII — Conflict of Interest

**Section 13.01** Any Trustee, officer, key employee, or committee member having an interest in a contract, other transaction or program presented to or discussed by the Board or Committee for authorization approval or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or Committee prior to its acting on such contract or transaction. Such disclosure shall include relevant and material facts known to such person about the contract or transaction, which might reasonably be construed to be adverse to the Corporation's interest. The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can be reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor be present for deliberations on such contract or transaction, except to present factual information or to respond to questions as deemed necessary by the Board or Board Committee. A person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the Corporation, or is a director, trustee or

officer of, or has a significant financial or influential interest in the entity contracting or dealing with the Corporation.

**ST. COLETTA SPECIAL EDUCATION PUBLIC CHARTER SCHOOL, INC.**

**Resolution**

WHEREAS, Section 8.01 of the bylaws of the Corporation provides that:

These foregoing bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the Trustees in office, provided that a copy of the proposed amendment(s) shall have been submitted to each member of the Board at least ten (10) days prior to the meeting at which the vote is taken and such amendment has been approved by the sole corporate member, St. Coletta of Greater Washington, Inc. The ten-day submission requirement set forth in this Section may be waived by the unanimous written consent of the Trustees.

WHEREAS, the Board of Trustees has reviewed the Amended and Restated Bylaws attached hereto as Exhibit A (the “Amended and Restated Bylaws”);

WHEREAS, the sole member of the Corporation is St. Coletta of Greater Washington, Inc. (the “Corporate Member”);

NOW, THEREFORE, BE IT

RESOLVED, that the Amended and Restated Bylaws are hereby approved and is hereby submitted to the Corporate Member for the requisite approval of such Corporate Member; and; and

RESOLVED, that in the event the Corporate Member approves the amendment, the officers of the Corporation are and each of them hereby is authorized and directed, for and on behalf of the Corporation, to execute and deliver all such documents, instruments and certificates, and to take such other and further action as may be necessary, appropriate or in their opinion desirable to carry out the purposes of this resolution.

**St Coletta Special Education Public Charter School Board  
Minutes for May 18, 2021 (Virtual) Meeting**

To be approved at the September 21, 2021 Board Meeting

**Present:** Peggy O'Brien, Francis Campbell, Chip Henstenburg, Josh Lewis, Frances Slaughter, Carla Ware-Easterling. Also present: Kaiheem Mason, Christie Mandeville and Michael Olivarri. Called to order at 6:30pm.

**Minutes:** Minutes from the February 16, 2021 Board meeting were reviewed and a motion was made and carried to approve the minutes with one minor correction (revised copy attached).

**Bylaws Revisions and Vote:** In May, Dr O'Brien notified the Board of minor modifications to the bylaws required by the DC PCSB as part of our charter renewal. A draft of the changes was distributed to Board members and an optional virtual meeting was arranged with Chelsea Rubin, our attorney, and any Board members that may have questions. We voted unanimously by email to waive the 10-day notice period for the changes. At the May 18 meeting, the Board reviewed the changes, a resolution was discussed, and the Board voted unanimously to approve. The revised bylaws will be submitted to the DC PCSB this week after they are also voted on by the St Coletta of Greater Washington Board. The revised bylaws and the accompanying Board resolution are attached.

**Finance Report and Budget Vote:** Mr Olivarri gave the financial report. Revenues and expenses are currently on track and expected to be within budget at year end. Our quarterly financial statements have been submitted to DC PCSB. There are no current problems or surprises. We have received all UPSFF funds for FY 21 and expect to receive two ESY installment payments in June and September. We reviewed the Combined School Statement of Activities for the period ending March 31. The application for PPP loan forgiveness has been completed and will be submitted as soon as additional information required by the SBA is completed.

Mr Olivarri presented the proposed charter school budget for the FY ending June 30, 2022. He explained some of the budgeting challenges given the current environment as well as presented the key underlying assumptions used. There will be a 3.6% increase in UPSFF funding, and we assumed full enrollment of 250 charter students and 24 non-public students. Staff is monitoring all revenues and expenses diligently to be able to adapt quickly to any financial changes. After discussion by the Board a motion was made and carried to approve the budget.

**Program Update:** The school is operating on a hybrid schedule, combining virtual and in-person with an option for 100% virtual. Some families are still uncomfortable with in-person learning. DC has notified schools that by fall, all schools should be open full time for all students with virtual instruction limited to medial exceptions and quarantines. Staff is working toward that goal, with periodic outreach to families to move more students in person. We have had some covid cases but no evidence of spread and there have been no positive covid cases in the past three weeks. We had 26 open spaces for enrollment and 27 applicants. Some applicants

will need meetings to determine Least Restrictive Environment. We are planning for an in-person graduation ceremony in July with only immediate family participation.

The Charter renewal revisions are due to DC PCSB this Friday. Continuous education plans are due to OSSE at the end of June. Data collection continues for student assessments. There will be a new Special Education Report form that increases focus on student outcomes. The new Executive Director of DC PCSB, Dr. Michelle Walker-Davis, will meet virtually with charter school leadership on June 2.

**CEO Search:** Dr O'Brien updated us on the CEO search. The search committee modified the approach with the search firm to keep the process flowing more quickly, engage senior school leadership earlier in the process and, hopefully, successfully conclude the process. She commended search committee members for their extraordinary efforts on our behalf. Dr O'Brien also presented a draft Board Development Plan covering a two-year period including onboarding the new CEO, recruiting new board members and strengthening orientation and board processes to eventually lead to new board leadership. We all agreed this was a good, broad roadmap.

The meeting adjourned at 7:50 pm.