

**LAYC Career Academy**  
**Board of Trustees Meeting**

**December 3, 2020**

**6:15 PM**

Trustees Participating: Elizabeth Burrell, Emmanuel Caudillo, Lori Kaplan, Linda Moore, Juan Carlos Pereira, Kate Brannon

Absent Trustees: James Gaston, Justin Lofton, Ana Hageage

Staff & Contractors Participating: Nicole Hanrahan, Mohammad Bashshiti (Building Hope).  
Monique Booker (SB & Company)

<b>ITEM/SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION/PROPOSED ACTION</b>
Motion to open the meeting		The virtual meeting was called to order at 6:24 pm by Lori Kaplan following a motion by Liz Burrell and a second by Juan Carlos Pereira
SY 2019-20 Audit Report	Monique Booker from SB&Company gave an overview of the audit report, which has previously been reviewed by the Audit Committee. The audit was performed completely remotely. Financial statements were found to be clean. No instances of fraud were found. There was one notation about cybersecurity and the IT infrastructure due to the increased reliance on IT during the pandemic. SB&Company recommended securing IT insurance. There was an increase in total assets at year end. The PPP loan is on the balance sheet at the end of the fiscal year but, once the loan is	Lori Kaplan commended the financial team for work that led to a good audit report.  Monique Booker will provide information about how to secure cyber insurance.

	<p>forgiven, it will be treated as a grant on the financial statement. Per pupil funding from OSSE increased during the year while expenses were reduced. Liz Burrell asked what is involved in securing cyber insurance. Ms. Booker committed to providing that information. There were questions about reduced G&amp;A expenses and federal grants from previous years. The G&amp;A expense reduction is due, in part, to the new financial services agreement.</p>	
<p>Financial Report</p>	<p>Mohammad Bashshiti presented the financial report for the period ending October 31<sup>st</sup>. There were 250 days of cash, \$2.7M, available at that time. Budget variances in grants income is due to timing. Expense has several positive variances. Ms. Brannon asked about occupancy expenditures. Mr. Bashshiti responded that we are under budget in that area, due, in part, to decreases in utility costs.</p>	<p>At some point the audit committee will need to entertain proposals for new auditors.</p>
<p>Approval of meeting minutes</p>		<p>Liz Burrell moved to approve the minutes from the board meetings on October 8<sup>th</sup>, November 9<sup>th</sup> and November 24<sup>th</sup>. Emmanuel seconded the motion, which was approved unanimously.</p>
<p>Follow-up on leveraging Catalogue of Philanthropy placement</p>	<p>Nicole Hanrahan reported that \$840 was raised from eight donors on Giving Tuesday. The year-end fundraising letter will go out</p>	<ol style="list-style-type: none"> <li>1. Trustees will seek to get donations from 1-2 new donors in response to the year-end appeal letter.</li> </ol>

	<p>shortly and we are expecting several upcoming media placements. Ms. Kaplan suggested conducting a social media audit after the holidays to assess the success of the academy’s marketing activities. Nicole asked that trustees commit to asking one or two people to make a donation at any level in response to the year-end solicitation letter.</p>	<ol style="list-style-type: none"> <li>2. Nicole Hanrahan will circulate list of new Giving Tuesday donors to determine whether they have relationships with trustees.</li> <li>3. Ms. Hanrahan will follow up on the suggestion to conduct a media audit after the holidays.</li> </ol>
<p>CMO update and vote to renew agreement</p>		<p>Board approval of the new CMO agreement will be tabled until the next meeting.</p>
<p>ED Update</p>	<ol style="list-style-type: none"> <li>1. Ms. Hanrahan asked for feedback about her goals for the next year (See attached list). Trustees were generally in support of the goals, especially the emphasis on communications, advocacy and thought leadership. Lori suggested including advocacy for allowing high school graduates who are not prepared for post-secondary education or the workforce to be served by alternative and adult education schools in the list of goals. She also suggested that advocacy activities should focus, in part, on the post-pandemic workforce need for IT and medical assistance personnel.</li> <li>2. Re-opening Plans—Ms. Hanrahan is leaning heavily on deferring re-opening until the early spring primarily due to the current and expected</li> </ol>	<p>Follow-up suggestions for Nicole:</p> <ol style="list-style-type: none"> <li>1. Survey students to assess their availability to participate in-person classes.</li> <li>2. Possibly offer incentives to students for attendance.</li> <li>3. Include finding solutions for re-engaging lapsed students.</li> </ol>

	<p>oncoming surge in COVID cases and the health vulnerability of students and staff.</p> <p>3. Good news: The receipt of the \$25K grant from Marriott and a new OSSE grant. New media exposure is planned.</p> <p>4. Ms. Hanrahan is considering allocating approximately \$36K for year-end bonuses to staff. Bonuses would be based on the length of employment. She asked trustees to consider her eligibility to receive a bonus. Trustees supported the notion of a year-end budget, leaving the details to Nicole.</p> <p>Liz Burrell made the motion to go into executive session for the purpose of considering Nicole’s eligibility to receive a year-end bonus. Kate Brannon seconded the motion, which passed unanimously.</p>	
<p>Executive Session</p>	<p>Trustees discussed whether to authorize Nicole’s participation in the year-end bonus. Kate made motion to authorize up to a \$4000 year-end bonus for Nicole Hanrahan and a total cap of \$45,000 for all staff. Juan Carlos Pereira provided the second and the motion was approved unanimously. Trustees also recommended that Ms. Hanrahan consider</p>	

	awarding a larger bonus to Dr. Jacqueline Fernandez, principal.	
Resumption of General Meeting	Lori Kaplan reported the results of the aforementioned motion and recommendation.	
Governance and Board Development	Liz Burrell asked Nicole Hanrahan to request draft language from the DC Charter School Alliance to ensure by-law compliance with the DC Open Meetings Act.	<p>Nicole will follow-up accordingly, ask a pro bono attorney to look over the proposed language and the governance committee will present the information at the February board meeting on Thursday, February 4, 2021.</p> <p>Linda Moore will write a holiday message to staff for inclusion in the December newsletter</p>
Motion to close the meeting		Following a motion presented by Linda Moore and seconded by Kate Brannon, the meeting was adjourned at 8:24pm.

LAYC Career Academy  
Special Board of Trustees Meeting  
December 18, 2020  
10:00AM

Trustees Participating: Kate Brannon, Emmanuel Caudillo, Ana Hageage, Lori Kaplan, Juan Carlos Pereira

Absent Trustees: James Gaston, Justin Lofton, Linda Moore, Elizabeth Burrell

Staff Participating: Nicole Hanrahan

ITEM/SUBJECT	DISCUSSION	ACTION/PROPOSED ACTION
Motion to open the meeting		The virtual meeting was called to order at 9:18 a.m. by Lori Kaplan. A motion was made by Juan Carlos and seconded by Kate Brannon to open the meeting.
Purpose of meeting	To approve the CMO agreement update that was presented at the 12/3/20 board meeting	
CMO agreement approval vote	A motion to approve the CMO agreement with the Latin American Youth Center with a 5% increase. This takes the CMO agreement from \$167,000 to \$175,000.	A motion was made by Ana Hageage and seconded by Emmanuel and passed unanimously.
Meeting Adjournment		Meeting was adjourned at 9:31 am.

**LAYC Career Academy**  
**Board of Trustees Meeting**

**February 4, 2021**

**6:15 PM**

Trustees Participating: Elizabeth Burrell, Emmanuel Caudillo, Lori Kaplan, Linda Moore, Juan Carlos Pereira, Ana Hageage

Staff & Contractor Participating: Nicole Hanrahan, Mohammad Bashshiti (Building Hope)

<b>ITEM/SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION/PROPOSED ACTION</b>
Motion to open the meeting		The virtual meeting was called to order at
Financial Report	Mohammad Bashshiti presented the financial report for the period ending 1/31/2020	
Approval of meeting minutes		Liz Burrell presented a motion, seconded by Juan Carlos Pereira to approve the 12/3/20 board meeting minutes. The motion was passed unanimously. Emmanuel made a motion, seconded by Juan Carlos Pereira, to approve the 12/18/2020 minutes. The motion was approved unanimously with one abstention (Liz Burrell).
Executive Session	The regular board meeting was adjourned to enter an executive session for the purpose of considering a merit increase to Executive Director, Nicole Hanrahan, based on her most recent performance review. Lori Kaplan reviewed trustees' performance review ratings for Ms. Hanrahan and noted that she has met all goals.	Ana made a motion, seconded by Emmanuel, to award a 3% merit increase based on the performance review. The motion carried unanimously.  In addition, Lori Kaplan agreed to lead the board in a review of the school's employee benefit package.

		<p>Linda Moore made a motion to begin the salary increase for Ms. Hanrahan with the next pay period and to align her performance review with the new fiscal year, effective with school year 2021-22. The motion was seconded by Liz Burrell and was approved unanimously.</p> <p>Liz Burrell made a motion, seconded by Emmanuel to adjourn the Executive Session and resume the regular meeting of the board of trustees.</p>
<p>ED Update</p>	<p>1.Nicole Hanrahan asked trustees to review their annual goals and indicated that the most urgent priorities are securing IT internships for students, fundraising, raising the school’s profile and recruiting additional trustees.</p>	<p>1.Ms. Hanrahan will forward a description of needed trustee skillsets and experiences to board members.  2.Lori Kaplan will contact the World Bank about possible internship placements.  3. For use in marketing and securing placements, Nicole will request feedback from past and current internship sites about the quality of internship performance and descriptions of the specific tasks they performed.  4. Ms. Hanrahan will follow up on a suggestion made by Juan Carlos to have a school open house for representatives of prospective internship sites.  5. Trustees will contact these organizations about internship placements: Building Hope, World Wildlife Association, Martha’s Table, DC Public Charter School Alliance, The</p>

	<p>2.Re-opening Plan—The school is dedicated to getting back into the building as soon and as safely as possible. The anti-racist and safe re-opening plan will offer onsite and virtual instruction. Ms. Hanrahan has been working with the landlord since summer 2020 to upgrade the HVAC system and will request completion by the end of March.</p> <p>Approximately half of staff and faculty have received at least one Coronavirus vaccination.</p> <p>While a number of services have been taking place at and within the school building since March 2020, (food distribution, tutoring, some in-person classes), the target date for re-opening of the building for full-time instruction is April 19, 2021.</p> <p>Surveys of students reveal that only half of the students report that they are prepared to return for full-time in-person or hybrid instruction on April 19, 2021. Among the reasons that students reported were: work conflicts, child care needs, fear of the virus because of prior loss of family and friends. Ms. Hanrahan is exploring whether stipends can be paid to students to encourage attendance.</p> <p>Discussion:</p>	<p>Congressional Hispanic Caucus and Unidos.</p> <p>Nicole will meet with the landlord to establish benchmarks and a timetable for completing the HVAC system update.</p> <p>Building tentatively scheduled to re-open for instruction in April.</p>
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	<p>Q. What is the planned response to students and staff who have vaccine hesitancy?</p> <p>A. Few students meet eligibility requirements for vaccinations now. Students who work in medical settings are eligible. A medical professional will speak to employees at an upcoming staff meeting.</p>	<p>Ms. Hanrahan asked trustees to give feedback about the school's new PMF template.</p>
<p>Other Business</p>	<p>Trustees brainstormed prospective new trustees needed for the board:</p> <ul style="list-style-type: none"> <li>• IT company representatives</li> <li>• Lawyer</li> <li>• Marketing and communications professional</li> <li>• Healthcare professional</li> <li>• African American prospective trustee</li> </ul>	<p>Nicole agreed to forward a list of hygiene items that trustees can donate and/or secure for students.</p>
<p>Motion to close the meeting</p>		<p>Following a motion presented by Liz Burrell and seconded by Linda Moore, the meeting was adjourned at 8:00pm</p>

**LAYC Career Academy**  
**Board of Trustees Meeting**

**April 22, 2021**

**6:15 PM**

Trustees Participating: Elizabeth Burrell, Lori Kaplan, Linda Moore, Ana Hageage, Kate Brannon

Staff & Contractor Participating: Nicole Hanrahan, Bernadette Kreh, Ivette Cruz, Jacqueline Fernandez, Mohammad Bashshiti

ITEM/SUBJECT	DISCUSSION	ACTION/PROPOSED ACTION
Motion to open the meeting		The virtual meeting was called to order at
Approval of meeting minutes		Liz Burrell presented a motion, seconded by Kate Brannon, to approve the 2/4/21 board meeting minutes. The motion was passed unanimously.
Financial Report	Kate Brannon led the presentation on the financial report for the period ending 2/28/21. Forecasted cash on hand=257 days. Cash balance at month's end=\$2.4 M. Grant revenue is behind budget due to timing of grant reimbursements; lower than budgeted expenses boosted the bottom line to \$219K. Debt ratio was 31%.	
Report on Re-opening	Jacqueline Fernandez summarized the academy's experience with re-opening. Re-opening began on April 19. There are 47 students in cohort A and 48 in cohort B.  Bernadette Kreh discussed the mitigation strategies that are being used during re-opening.	CI

	<p>Kate asked whether there are plans to continue virtual instruction now that in-person classes are being offered and was told that decisions on that question have not been determined.</p>	
<p>Review of Board Member Goals</p>	<p>Liz Burrell hopes to secure internships and to be more present at the school.  Kate Brannon hopes to secure internships and computers.  Ana Hageage will work on securing internships and to work on advocacy.  Linda Moore will focus on securing internships.</p>	
<p>ED update</p>	<p>Nicole Hanrahan reported that:  Students were provided with the opportunity to process the recent death of Ma'Khia Bryant and the Derek Chauvin verdict.</p> <p>Attorney is open to meeting with the Governance Committee to discuss the options for reconciling the school's by-laws with the OMA.</p> <p>Policy update:</p> <p>City Council will not vote on the budget until July.</p> <p>Ms. Hanrahan and leaders of other adult schools have been lobbying for parity in funding with K-12 schools.</p>	<p>Nicole will schedule meeting with attorney.</p>

	<p>An adult education roundtable will be scheduled in the future.</p> <p>Attendance rose by twelve points from November 2020 to March 2021.</p> <p>Work in marketing, communications and fundraising is going well.</p> <p>Trustees are invited to come to the campus sort groceries for four hours each month.</p>	
Adjournment	Liz Burrell made the motion to adjourn the meeting, seconded by Kate Brannon.	The meeting was adjourned at 7:43 pm.

Financial Report: Kate Brannon led the presentation on the financial report.