



# Community College Preparatory Academy

## Open Board Meeting Minutes

June 23, 2021

at 6:35pm (Eastern Time)

### **Location:**

Virtual (via Zoom)

### **I. Call to Order:**

The virtual meeting of the Open Board was called to order at the above time by the Chair, Ms. Ray.

### **Members Present:**

Monica Ray (Chair)  
Christopher Early  
Darrell Gaston  
Ashley Mitchell  
Jovanda Warren  
Layvon Washington  
Darya Williams

### **Staff Present:**

Dr. Jason Lody – Chief Executive Officer (CEO)  
Julian Garcia – Business Manager  
Dr. Wallace Henry – Director of Academics and Training  
Tawana Bostic – Director of Student Support  
Santana Questa – Communications and Marketing Manager  
Andrea Robinson – Executive Assistant to the CEO and CAO  
Connie Spinner – Chief Advocacy Officer  
Monica Jones – Board Liaison and Governance Administrator

### **In Attendance:**

Waldo Ford

### **Apologies for Absence** – none were received

The Chair welcomed everyone and staff introduced themselves. It was confirmed that the meeting was quorate.

### **II. Approval of the Agenda**

The motion (proposed by A. Mitchell and seconded by D. Williams) to accept the agenda for the meeting was **approved** by a unanimous vote.

### **III. Approval of the Minutes**

*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)*

The motion (proposed by A. Mitchell and seconded by D. Williams) to accept the minutes as a correct record of the previous Board meeting held in May 2021 was **approved** by a vote of members.

#### **IV. Public Comments**

There were no public comments.

#### **V. Committee Reports**

##### **a) Finance Committee**

The recent activities of the Finance Committee were outlined by C. Early who highlighted that the College was in a strong cash position to meet FF&E requirements for the new building. Recent developments relating to staff bonuses and the Janitorial/Maintenance RFP were also referred to.

The details set out in the recent Finance Report and related KPI reports were referred to by the Chair who also highlighted that the CEO had recommended \$50k of bonuses should be shared with staff who had met and/or exceeded expectations. The motion to accept the CEO's recommendations concerning staff bonuses (as proposed by D. Williams and seconded by L. Washington) was **approved** by 5 votes to 1 by a recorded vote of members.

The College financial forecast projected that it would have 364 days of cash at the year end which was \$6.5m and \$565k above target.

##### **b) Governance/Compliance Committee**

There was no report from the Governance/Compliance Committee for this meeting.

##### **c) Development/Fundraising Committee**

C. Spinner had previously provided a report on the activities of the Development/Fundraising Committee, and the Chair referred to the detailed action plan that was now in place for the new Grant Writer to implement. Ms. Spinner would be focusing on advocacy activities in the year ahead.

#### **VI. New Business**

##### **A. Board Retreat – August 12 -15, 2021**

The Chair reported that the Board Retreat would be taking place next month to focus on the strategic plan, policy review and KPI goal setting. The motion (proposed by D. Gaston and seconded by A. Mitchell) to approve the date of the Board Retreat was **accepted** by a unanimous vote.

##### **B. Leadership Board Retreat – March 10-13, 2022**

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The Chair mentioned that the Leadership Board Retreat would be re-scheduled from the summer to the spring and the motion (proposed by A. Mitchell and seconded by D. Gaston) to approve the above proposed dates of the Leadership Board Retreat was **accepted** by a unanimous vote.

#### **VII. Old Business**

There was no old business to report.

#### **Comments and Adjournment**

Dr. W. Henry and Dr J. Lody gave their thanks to the Leadership Team and staff for their work and guidance during a challenging year for the College which was endorsed by the Board. The College was optimistic, upbeat, and enthusiastic for delivering a successful year ahead which would involve a determined effort to celebrate all the achievements made by students as part of their journeys through difficult times.

The motion (proposed by D. Gaston) to adjourn the meeting was **approved** at 7.10pm.

***Next meeting date is August 25, 2021.***