



# Community College Preparatory Academy

## Open Board Meeting Minutes

October 27, 2021

at 6:30pm (Eastern Time)

**Location:** Virtual (via Zoom)

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

The virtual meeting of the Open Board was called to order at 6.35pm by the Chair, Ms. Ray.

### **Members Present:**

Monica Ray (Chair)

Darya Davis

Christopher Earley

Darrell Gaston

Anton Johnson

Ashley Mitchell (until 8pm)

Jovanda Warren

### **Staff Present:**

Dr. Jason Lody – Chief Executive Officer (CEO)

Thomas Gore – interim Director of Student Support

Connie Spinner – Chief Advocacy Officer

Andrea Robinson – Operations and Compliance Manager

Shannon Webster – Student Wellness Manager

Monica Jones – Board Liaison and Governance Administrator

The Chair welcomed everyone and confirmed that the meeting was quorate. Apologies for absence had been received from Layvon Washington and Clyde Edwards.

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

The motion (proposed by Ms. Mitchell and seconded by Ms. Warren) to accept the agenda for the meeting was unanimously **approved** by a roll call vote.

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

The motion (proposed by Ms. Mitchell and seconded by Mr. Early) to accept the minutes of the previous Board meeting held in August, 2021 as a correct record was unanimously **approved** by a roll call vote.

### **IV. Public Comments**

There were no public comments.

### **V. Committee Reports**

#### **a) Finance Committee and Operations Board**

The recent activities of the Finance Committee were outlined by Mr. Earley who highlighted that College actual spending was trending as projected by the budget and the cash position was very strong and healthy.

It was noted that Ms. Spinner was currently preparing a report to update members on the issues relating to a projected a shortfall of c\$500k in funding, which would require a budget modification in the near future. Final student enrollment figures would not be finalized until the OSSE verification process had concluded, but it was indicated that the maximum enrollment number would be c570 students.

The financial audit and recruitment process for the Director of Finance & Logistics were to commence shortly.

The activities of the Operations Board were also highlighted, particularly current global supply challenges concerning ICT equipment and construction materials.

b) Governance/Compliance Committee

Dr. Lody outlined the activities of the recent Governance/Compliance Committee meeting which had focused on the work of the CEO unit and processing SOAR and OSSE funding issues. Arising from the CEO's report, the following key points were noted:

- The latest position concerning reimbursable grants.
- Upcoming events in early November, including a PCSB inspection visit and financial audit.
- An Accreditation virtual visit being scheduled to consider the College's submission.

Dr Henry referred to his Academic & Training report and the following key points were considered:

- The latest persistence data highlighted that it was likely that the 'floor' target would be achieved.
- Post-testing was scheduled to finish by December 8 with some students being encouraged to take two or three post-tests. Student interventions were being targeted to support math and reading.
- Detailed completer targets had been set out for GED and CTE students, and recent 'response support' initiatives involving the new computer literacy course and support labs were outlined.

Mr. Gore referred to the Strategic Enrollment Management (SEM) report and focused on student recruitment for 2021-22. The following key points were considered:

- In terms of student recruitment, 570 students had been enrolled to date from the pool of 643 students who had successfully applied; 316 were new students, 222 were returning students with 32 long term returners; 366 students had completed pre-testing. Students who had not yet completed the pre-testing phase were being progress-chased.
- Employment specialists were approaching students in class to encourage participation and engagement with employment-based activities. A host of activities (with summits, internships, job banks, workshops) were taking place to bring employers and students closer together.

## Draft

Ms. Webster provided an updated account of the activities of the Wellness Center, and particularly highlighted that an MOA had been recently agreed with the Department of Health. A formal presentation on the Wellness Center would be received by the Board at its next meeting.

### c) Development/Fundraising Committee

The Chair and Ms. Spinner referred to the Committee meeting which had reviewed record development activities to prepare the ground for the Accreditation. Other areas of current focus were: encouraging students to develop advocacy skills; securing future matched funding; and maximizing involvement in 'Giving Tuesday' activities.

## **VI. Old Business**

### A. Space Planning

The Chair provided an update on space planning issues with the design team currently completing schematics to finalize permit issues by the summer. Steady progress was being achieved for starting construction of the new building next year with it being ready for use by June 2024. The key risks related to financing the building project and transitioning activities from the old to the new building. Options to mitigate the risks involved on-going discussions with the existing landlord, optimizing blended learning models to reduce space, and the College only operating from one building.

### B. Search Firms

The Chair highlighted that the College was strengthening its academic activities and considering the prospect of commissioning some search firms to appoint a new chief academic officer. Commissioning search firms would be expensive and the background and alternatives to, and cost-benefits of, hiring a search firm to undertake a national search were considered. In light of the discussions, the Chair recommended that an internal search would be launched at this stage.

## **VII. New Business**

### A. Recent Break-in and Disorder

Dr. Lody provided an update on the latest incidents and the new security measures to prevent future break-ins and disorder around some College and KIPP DC facilities.

## **Comments and Adjournment**

The motion (proposed by Ms. Mitchell) to adjourn the meeting was **approved** at 8.15pm.

***Next meeting date is Wednesday, January 26, 2022***

*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)*