



# MINUTES

November 19, 2024 | 6:00pm - 7:00pm | Virtual Meeting, Zoom

## In Attendance

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BOARD MEMBERS		
NAME	PRESENT	ABSENT
Mavis I. Ardon		X
Ann B. Barnet	X	
Michael D. Barnet	X	
Shawn Chakrabarti	X	
Jacqueline Lopez Ponce	X	
Maria Mejia		X
Sarah Friedman	X	
Marcia Harrington	X	
Natalia Isaza Brando		X
Oralia Puente		X
Elaine Weiss	X	

**Others Present:** Haley Wiggins, Larry Garr, Christine Montgomery, Misbah Ahdab, Laurel Kircher, Marianella Morales, Fernando Saldana, Yinzu Nairouz, Kendall Dorman, and Raj Thomas, Molly Melloh, & Jane Mattson from EdOps.

## Approval of Minutes

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Minutes from last meeting, September 17<sup>th</sup>, were unanimously approved at 6:28pm by Michael, Ann, Marcia, Jaqui, Sarah, and Shawn, led by Elaine.

## Motions

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At 6:05pm, Elaine proposed that we add Gail Arnall to the board. Michael seconded, and it was unanimously approved by all present board members: Ann, Shawn, Jaqui, Sarah, and Marcia.

Meeting unanimously adjourned at 7:40pm, led by Shawn.

## Description of Matters Discussed

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1. Welcome & Board Business, *Haley & Michael*
  - a. Michael welcomed all and thanked everyone for their support of our community, and Ann and Shawn expressed support as well. Shawn would like to be involved to help in any way possible.
  - b. Haley emphasized that our work is more important than ever, and we are learning how we can best protect and support our students and participants.

- Minutes from last meeting were approved, and Gail and Kendall joined the meeting later.
- 2. Finance Update, *Raj*
  - a. Met our budgeted enrollment of 225 students. Payroll updated.
  - b. Expansion grants: Share Fund and OSSE CSP
  - c. Net income: positive of \$400K. 522 days of cash. Balance of \$4.3M, which is \$550K above budget.
- 3. *Executive Session*
- 4. Building Timeline & HR Update, *Marianella*
  - a. Shared project milestones for building timeline. Submitted contractor bid to DC Register. We are about a month behind schedule for requesting permits, so construction is now scheduled to begin in March 2025.
  - b. We are switching payroll companies from Insperity to Paycom.
    - i. Consolidating 401K plan to Human Interest company.
  - c. Marianella also announced the dates for the holiday celebrations.
- 5. Executive Directors' Report, *Haley*
  - a. Haley briefly mentioned how we had already covered most of her updates, and members can look at her report for more information.
- 6. Academic Update, *Laurel*
  - a. Laurel went over comparisons between the old and new CASAS tests.
  - b. Kellie is advising the Student Leadership Council this year
  - c. *Middle States Accreditation Update*
    - i. Self-study update
    - ii. Shawn went over succession planning and term limits. We will send out drafts of documents for the board succession plan and Executive Director succession plan, and board members will have around 2 weeks to send comments and approve.
- 7. Enrollment/Attendance, *Fernando*
  - a. 235 students were counted and we get funded for 225. In-seat attendance is at 80%, which is great.
    - i. Gail asked how much money we get funded per student. Haley said around \$17-18K, but she can look for more accurate numbers.

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## Next Meeting

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### Date | time, Location

Meeting adjourned at 7:40pm. Next meeting planned for January 21st, 2025.



