



MINUTES

September 16, 2025 | 6:00pm - 7:00pm | Virtual
Meeting, Zoom

In Attendance

BOARD MEMBERS		
NAME	PRESENT	ABSENT
Gail Arnall	X	
Ann B. Barnet	X	
Michael D. Barnet	X	
Shawn Chakrabarti	X	
Jacqueline Lopez Ponce		X
Maria Mejia		X
Sarah Friedman		X
Natalia Isaza Brando	X	
Oralia Puente	X	
Raj Thomas	X	
Elaine Weiss	X	

Commented [GU1]: add Raj, he was there as well

Others Present: Haley Wiggins, Joan Barclay, Christine Montgomery, Marianella Morales, Fernando Saldana, Laurel Kircher, Yinzu Nairouz, Tom Selishev, Alyson Cronquist

Approval of Minutes

Minutes from last meeting, July 15, were approved at 6:11pm, by all present board members (with the exception of Gail and Shawn, who joined later).

Motions

Employee Handbook revision vote at 7:16pm, approved by all present board members.

Meeting unanimously adjourned at 7:22pm.

Description of Matters Discussed

1. Welcome & Board Business, *Haley and Michael*
 - a. Haley and Michael welcomed all, after which the roll call vote took place.

- b. Minutes from last meeting approved, with motion led by Elaine and seconded by Oralia, Joan, Michael, Raj, Ann, and Natalia.
- 2. Finance Update, *Haley*
 - a. Haley briefly went over the school's finances, mentioning that we received funding for 231 students. This was higher than it was supposed to be, but we were told we don't need to pay it back.
 - b. Net income \$1.3M higher than budgeted and 674 days of cash at year's end.
 - c. We are working on the audit.
 - d. Joan asked about capital expenses – most will be in FY26 for construction.
- 3. Facility Update, *Haley*
 - a. Haley gave a brief update on the new building.
 - b. Trees were removed and active construction began in August.
- 4. Executive Director's Report, *Haley*
 - a. We received \$400K for OSSE AFE which is more than they originally said. This is great news!
 - b. We started the school year later than originally planned and have been doing classes virtually for now.
- Michael asked how long we are able to hold classes virtually. Adult schools don't need special permission, and we are using a distance learning plan similar to what we used during the COVID shutdown.
- 5. Academic and Middle States Update, *Laurel*
 - a. Academics
 - i. The specific classes taught and the schedule has slightly changed for some teachers.
 - ii. For virtual learning, ESL and CDA students have been given Chromebooks, and FOL students usually use their cell phones.
 - b. Middle States
 - i. In our self-study, we listed 3 areas for improvement:
 - 1. CASAS reading gains
 - 2. New facility
 - 3. Bylaws compliance
 - ii. The MSA site visit is scheduled for October 20-23, 2025.
 - c. Mentioned a training available for board members.
- 6. Employee Handbook Update, *Marianella*
 - a. The new updates to the Employee Handbook add a Grievance process, background check requirements, specifics about DC Paid Family and Medical Leave and other processes including Personal Improvement Plans, Sick Leave donations, use of AI, camera use, access to building and info, passwords, and remote work.
 - i. Shawn asked if we can pay full salary for maternity leave instead of partial. We'll have to look into that to see if we could.
 - b. Handbook approved at 7:16 by Elaine, Gail, Oralia, Michael, Shawn, Ann, Raj, and Natalia.
 - i. The handbook is the same for both agencies. Revisions can always be made even after it's been approved.
 - c. Gail suggests making sure each employee gets a copy of handbook, which has been included in this meeting packet. Marianella mentioned we will translate it into Spanish.
- 7. Enrollment and Registration, *Fernando*
 - a. 232 students enrolled.

Next Meeting

Date | time, Location

Meeting adjourned at 7:22pm. Next meeting planned for November 18, 2025.