



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

## In Attendance

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

**Others Present:** Haley Wiggins, Alyson Cronquist, Laurel Kircher, Yinzu Nairouz, Raj Thomas, Eileen Suffian, Christine Montgomery, Misbah Ahdab, Larry Garr, Patricia Oholeguy

## Approval of Minutes

The minutes from last meeting, January 23, 2024, were reviewed and unanimously approved in a roll call vote by Marcia, Michael, Oralia, Sarah, Ann, Shawn, and Natalia at 6:05pm.

## Motions

Everyone voted on the motion to adjourn, led by Oralia and seconded by Ann. Meeting adjourned at 7:11pm.

Motion to add Jaqueline as a student board member was led by Michael and approved by Marcia, Oralia, Sarah, Ann, Natalia, and Shawn.

## Description of Matters Discussed

1. *Board Business, Haley and Michael*
  - a. Mavis' term is up as student board member, so we'll need to replace her. We would love to have her stay on as a regular board member if she decides to. Our new potential student board member's resume was shown and voted on. Her name is Jaqueline Lopez Ponce.

- i. Laurel said that she has been a student for at least two years and has a high level of English skills. She has mostly been an online student.
- ii. Ann asked if she has kids and has been involved in the 2gen model. Laurel verified that Jacqueline has a high schooler and two elementary school students.
- iii. Michael acknowledged Mavis' work on the board and wants to recognize her in some way.
- iv. Board voted in favor of adding Jacqueline as a student member. She will be invited to the next meeting.
- v. Ann suggested starting a welcome/mentor program for new board members so they can meet the others, etc.
- vi. Haley reminded all that we need at least one more board member who lives in DC and asked for recommendations.

**2. Finance update, Raj**

- a. Cash purchase of building \$3.5M in December. Net income better than budget by \$379k.
- b. Cash flow has gone down but will jump back up, assuming OSSE loan closure, to replenish cash used for building purchase. 110 days of cash currently. Should end year with \$2.5M in June.
- c. Currently working on budget to discuss at next board meeting. Larry emphasized that our finances still look good and he would like to go over numbers in detail with Raj, Michael, and Haley. Next year we'll have higher enrollment and higher per-pupil funding, which is great. Raj expressed agreement with Larry and said he is happy to go over things when the new budget is ready.
- d. Raj and Haley have worked on the budget for new building construction, and need to continue working on timing.
- e. Will call finance committee meeting in April – anyone else want to join the committee?
- f. Great funding update: OSSE is giving us \$355k grant to help with expansion and startup costs. We are the first adult PCS to receive these funds in this new endeavor. It's a noncompetitive grant. We were going to receive something like this when we starting the school, but they didn't end up providing the funding for adult schools.

**3. Executive Director's Report, Haley**

- a. The planning committee for Middle States Accreditation has met and the next piece is governance, which Laurel will talk about shortly.
- b. We are updating personnel policies and procedures – pay scales, PTO, calendars, etc. We will need the Board to vote on the revised policies in several months.
  - i. Michael asked if pay scales will be comparable to DC PCSB/other charter schools, and how we are creating the pay scales. Haley replied that we participated in a national study to look at comparisons and the consultants we're working with are helping with this, though we will not be able to have the highest pay out there.
  - ii. Natalia asked about implementing maternity/paternity leave as part of our benefits. Haley said that we do have some already, and DC has a robust policy to complement ours.

**4. Board Governance, Laurel**

- a. Laurel discussed how we need to be better about following our Bylaws. Laurel and Alyson have been going through the Bylaws, etc. and compiling Board Information. Laurel, Marcia, Haley, and Alyson met to discuss how we can improve our Board Governance.
- b. Term limits are every 3 years, so we need to re-elect members at the next meeting so we can re-start terms.
- c. Alyson will email board documents out this week for all to review: board agreement, bylaws, etc. and the agreement will have to be re-signed by each member by the next meeting.

- d. We are planning to formalize the onboarding procedures, and Ann's idea of mentorship could be further explored.
- e. Larry mentioned that we have not been fully enforcing the policy of board giving. Marcia added that it's okay if not everyone can give much but give-get is an important concept. Members can help fundraise. She also talked about how board members' strengths and skills always need to be incorporated.
- f. We will reach out to some members to ask for help with a task force.

5. *New Building Update, Haley*

- a. Misbah, Michael, and Larry have been working with Haley and the architects and lawyers on plans for the new building. We are close to submitting the BZA application and closing the OSSE loan. We will need to present to the ANC regarding the BZA and Facilities Amendment.
  - i. We will be submitting the Facilities Amendment application soon. After the ANC meeting, we will present at the May 20<sup>th</sup> DC PCSB meeting and will want some board members present. DC PCSB will vote on June 24<sup>th</sup>.
- b. We will get a Construction loan in October or November of this year and are currently working with EdOps Facilities to identify lenders. We'll also need to hire a general contractor.
- c. We will need board support for a capital campaign. We have met with some funders and other nonprofits, as well as TFP's first ED, Joe Citro.
  - i. We will have an early fall event for the Boards, Advisory Committee, major donors, and so forth to show the building. We plan to launch the actual campaign in March 2025 and apply for grants.
  - ii. Ann asked if the campaign will be for the ECE center or the full construction. Haley answered that we are still working to figure that out.
- d. We will have procurement and bidding for a general contractor this fall and may hire a project manager as well.
- e. Securing permitting will be October-February 2025, and construction will take place February 2025-February 2026.
  - i. Misbah pointed out that February 2026 for completion and opening is optimistic, and early summer 2026 is more likely for move in.
    - 1. Shawn asked about the possibility of finishing one floor first and starting classes there, but no, that would not be possible due to needing COO before moving in, which won't be issued until after the final inspection.

6. *Academic Update, Laurel*

- a. CASAS
- b. Student government update:
  - i. Students want asynchronous homework included in attendance incentives, mental health support, more workshops, etc.
    - 1. Case management provides referrals for mental health resources and will focus on that more even though they do not provide the services themselves.
    - 2. Attendance at the workshops is not always very good, so we are brainstorming how to improve attendance at them.
- c. The attendance incentive in February was a success, and we are doing another one leading up to spring break in April. Attendance improved a lot!
- d. The AM Foundations of Literacy class did a project where students wrote their life story and turned it into a book. Students loved writing and sharing about their lives. The stories are very touching and inspiring, as these students have been through a lot in life and are just learning to read and write in Spanish.

- i. The teachers are considering submitting proposals to conferences, COABE, etc. to share more about this project.
- ii. Eileen asked if we have permission to share on the website. While we have general permission, it may be a good idea to ask for individual permission for these books.

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## Next Meeting

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### Date | time, Location

Motion to adjourn was made at 7:11pm by Oralia, seconded by Ann, and was passed unanimously.