LAYC Career Academy PCS
Board of Trustees Meeting
MINUTES
October 22, 2025
6:15 PM

Trustees Participating: Kate Brannon, Emmanuel Caudillo, Noemí Enchautegui-de-Jesús, Ana Hageage, Lori Kaplan, Linda Moore, Benjamin Ruiz, Taylor Whitelaw.

ABSENT: Dean D'Angelo, Stacy Kane, Talib Robinson

7:18 Emmanuel Caudillo

7:19 Ana Hageage

Staff and Contractors Participating: Nicole Hanrahan (ED); Ross Knorr (EdOps)

ITEM/SUBJECT	DISCUSSION	ACTION/PROPOSED ACTION
Motion to open the meeting	Board Chair Lori Kaplan called the meeting to order at 6:22 p.m. when it was determined that quorum was present with Board Members Ruiz, Brannon, Moore, Enchautegui, and Whitelaw in attendance. Members Caudillo and Hageage joined at 7:15 p.m.	A motion to open the meeting was made by Kate Brannon, seconded by Linda Moore, and approved unanimously.
Approval of Meeting Minutes		Linda Moore made a motion to approve the minutes of the June 2025 meeting. Taylor Whitelow seconded the motion. It was approved unanimously.
ED Report	The Executive Director, Nicole Hanrahan, presented school updates. **Facilities**. School opened on September 30th at its new facility, 750 First Street NE, Suite 300. Finished Phase 1. Phase 2 is pending a certificate of occupancy expected by November 7th (two classrooms, cafeteria, and some admin space).	The Board will consider having the next meeting at the school. The Board asked ED to find out how many students in the 25-30 year-old group are re-enrollees (returning students).

	Enrollment. Increased enrollment to 202 students, above projection of 175 and exceeding the ceiling of 200 for the first time, with 39 students on the waitlist. Monica Santos and Kyle Jackson were praised for their role in recruitment and enrollment. Students represent all city wards; but noted that 1 of 3 students is unhoused. Enrollment in pathways, like IT and Medical Assistant, is robust. There is lower enrollment of English Language Learners (ELL) but the program is still able to offer instruction at two levels in high flex modality. Other demographics presented: 61.8% women and 100% eligible for free lunch. Regarding age groups, most are 18-24, the second largest group are 25-30, and a smaller group are minors. **Grants and Partnerships.** The school will receive pro bono support is recruiting board members from Compass Pro Bono. A new *IT provider* (half the cost of the previous provider) offers on site help twice per week and virtual help at other times. The school's student stipend program is continuing. *FundEd* grant writer wrote two proposals to date. Goal to raise $200k this year. *EdFuel* is helping to develop a new performance evaluation system for all staff, including the ED role.	

	Attendance. For an adult school, high levels of attendance reported at 73%. Three MA pathway students already graduated this year.	
Financial Report	Ross Knorr from EdOps presented the financial report for the month ending August 31, 2025. The Academy had 276 days of cash on hand and a 1.5% gross margin. A $3.8M end-of-year cash balance is forecasted if there is no additional spending. However, additional spending to support a higher level of students is expected. The boost was attributed to unfreezing of Adult Family Education (AFE) grant and teacher compensation funding from OSSE to approach parity with WTU contract given out per pupil. $120K added to the forecast. Decrease in allocated funds were related to non-labor expense lines and the new building. *Nicole noted budget needs to anticipate:* another MA instructor **CD investments**. Ross brought up that CD investments are maturing in January. Nicole suggested revisiting investment strategies after construction and moving costs are settled.	Follow-up meeting in late November with Nicole, Dean, Ross, and Kate to prepare a proposal for the December Board meeting.

Board Governance Planning & Discussion	Board member Linda Moore led a discussion on board committees and governance planning needed to support the implementation of the strategic plan. Discussed sunsetting the Facilities and Strategic Planning ad hoc committees, while keeping Governance, Finance, and Audit as standing committees. The board discussed the need to activate a Program committee with the possibility of subcommittees given the scope of work of the strategic plan. The board also discussed the need for a Development Committee, potentially combining it with a Marketing Committee, though this was left for further discussion. Also, the possibility of a group focused on career planning, wealth building, and networking. Lastly, it was proposed that a committee will be needed that can do a salary study for the ED role and determine indicators to make compensation decisions. An ad hoc committee (Benjamin, Emmanuel, and Noemí) was formed last year, but work was suspended pending EdFuel's development of a performance evaluation system. It was proposed that the Executive Committee can talk about which committees to bring back or create. The Governance Committee will outline roles and responsibilities of the committees. Strategic Plan should	Linda/Lori will check in with Dean about chairing the Audit committee. Ana will convene the Program committee in November. Executive Committee will talk about which committees to bring back or create. Governance Committee will outline roles and responsibilities of the committees.

	provide the framework for plans and responsibilities. It was suggested that Finance and Program committees would need to meet to discuss and make decisions that involve cost. Board discussed who wanted to join (or remain) as members of each committee as well as who will chair the committees. Standing committees were identified: Governance, Audit, Finance, Program, and Executive (consisting of all chairs; oversight of strategic planning accountability). Governance – Linda (chair), Talib, and Taylor Audit – Dean (chair?), Emmanuel, and Talib Finance – Kate (treasurer and chair), Dean Program - Ana (chair), Emmanuel, Benjamin, Noemí **Future Board Members or Advisors**. Discussion about identifying strengths needed in the Board when identifying future members or creating advisory or volunteer roles in Board committees to engage such individuals. It was mentioned that new Board members should learn their committee assignment when they join the Board. Nicole agreed to	

	check in with Stacy Kane, new board member. Board chair Lori Kaplan mentioned that that she had proposed to step down as chair sometime after the school relocated.	
Motion to close the meeting		Linda Moore made a motion to adjourn at 8:00 pm. Ana Hageage seconded. It was approved unanimously.

The 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