

**LAYC Career Academy**  
**Board of Trustees Meeting**

**December 3, 2020**

**6:15 PM**

Trustees Participating: Elizabeth Burrell, Emmanuel Caudillo, Lori Kaplan, Linda Moore, Juan Carlos Pereira, Kate Brannon

Absent Trustees: James Gaston, Justin Lofton, Ana Hageage

Staff & Contractors Participating: Nicole Hanrahan, Mohammad Bashshiti (Building Hope).  
Monique Booker (SB & Company)

<b>ITEM/SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION/PROPOSED ACTION</b>
Motion to open the meeting		The virtual meeting was called to order at 6:24 pm by Lori Kaplan following a motion by Liz Burrell and a second by Juan Carlos Pereira
SY 2019-20 Audit Report	Monique Booker from SB&Company gave an overview of the audit report, which has previously been reviewed by the Audit Committee. The audit was performed completely remotely. Financial statements were found to be clean. No instances of fraud were found. There was one notation about cybersecurity and the IT infrastructure due to the increased reliance on IT during the pandemic. SB&Company recommended securing IT insurance. There was an increase in total assets at year end. The PPP loan is on the balance sheet at the end of the fiscal year but, once the loan is	Lori Kaplan commended the financial team for work that led to a good audit report.  Monique Booker will provide information about how to secure cyber insurance.

	<p>forgiven, it will be treated as a grant on the financial statement. Per pupil funding from OSSE increased during the year while expenses were reduced. Liz Burrell asked what is involved in securing cyber insurance. Ms. Booker committed to providing that information. There were questions about reduced G&amp;A expenses and federal grants from previous years. The G&amp;A expense reduction is due, in part, to the new financial services agreement.</p>	
<p>Financial Report</p>	<p>Mohammad Bashshiti presented the financial report for the period ending October 31<sup>st</sup>. There were 250 days of cash, \$2.7M, available at that time. Budget variances in grants income is due to timing. Expense has several positive variances. Ms. Brannon asked about occupancy expenditures. Mr. Bashshiti responded that we are under budget in that area, due, in part, to decreases in utility costs.</p>	<p>At some point the audit committee will need to entertain proposals for new auditors.</p>
<p>Approval of meeting minutes</p>		<p>Liz Burrell moved to approve the minutes from the board meetings on October 8<sup>th</sup>, November 9<sup>th</sup> and November 24<sup>th</sup>. Emmanuel seconded the motion, which was approved unanimously.</p>
<p>Follow-up on leveraging Catalogue of Philanthropy placement</p>	<p>Nicole Hanrahan reported that \$840 was raised from eight donors on Giving Tuesday. The year-end fundraising letter will go out</p>	<ol style="list-style-type: none"> <li>1. Trustees will seek to get donations from 1-2 new donors in response to the year-end appeal letter.</li> </ol>

	<p>shortly and we are expecting several upcoming media placements. Ms. Kaplan suggested conducting a social media audit after the holidays to assess the success of the academy’s marketing activities. Nicole asked that trustees commit to asking one or two people to make a donation at any level in response to the year-end solicitation letter.</p>	<ol style="list-style-type: none"> <li>2. Nicole Hanrahan will circulate list of new Giving Tuesday donors to determine whether they have relationships with trustees.</li> <li>3. Ms. Hanrahan will follow up on the suggestion to conduct a media audit after the holidays.</li> </ol>
<p>CMO update and vote to renew agreement</p>		<p>Board approval of the new CMO agreement will be tabled until the next meeting.</p>
<p>ED Update</p>	<ol style="list-style-type: none"> <li>1. Ms. Hanrahan asked for feedback about her goals for the next year (See attached list). Trustees were generally in support of the goals, especially the emphasis on communications, advocacy and thought leadership. Lori suggested including advocacy for allowing high school graduates who are not prepared for post-secondary education or the workforce to be served by alternative and adult education schools in the list of goals. She also suggested that advocacy activities should focus, in part, on the post-pandemic workforce need for IT and medical assistance personnel.</li> <li>2. Re-opening Plans—Ms. Hanrahan is leaning heavily on deferring re-opening until the early spring primarily due to the current and expected</li> </ol>	<p>Follow-up suggestions for Nicole:</p> <ol style="list-style-type: none"> <li>1. Survey students to assess their availability to participate in-person classes.</li> <li>2. Possibly offer incentives to students for attendance.</li> <li>3. Include finding solutions for re-engaging lapsed students.</li> </ol>

	<p>oncoming surge in COVID cases and the health vulnerability of students and staff.</p> <p>3. Good news: The receipt of the \$25K grant from Marriott and a new OSSE grant. New media exposure is planned.</p> <p>4. Ms. Hanrahan is considering allocating approximately \$36K for year-end bonuses to staff. Bonuses would be based on the length of employment. She asked trustees to consider her eligibility to receive a bonus. Trustees supported the notion of a year-end budget, leaving the details to Nicole.</p> <p>Liz Burrell made the motion to go into executive session for the purpose of considering Nicole’s eligibility to receive a year-end bonus. Kate Brannon seconded the motion, which passed unanimously.</p>	
<p>Executive Session</p>	<p>Trustees discussed whether to authorize Nicole’s participation in the year-end bonus. Kate made motion to authorize up to a \$4000 year-end bonus for Nicole Hanrahan and a total cap of \$45,000 for all staff. Juan Carlos Pereira provided the second and the motion was approved unanimously. Trustees also recommended that Ms. Hanrahan consider</p>	

	awarding a larger bonus to Dr. Jacqueline Fernandez, principal.	
Resumption of General Meeting	Lori Kaplan reported the results of the aforementioned motion and recommendation.	
Governance and Board Development	Liz Burrell asked Nicole Hanrahan to request draft language from the DC Charter School Alliance to ensure by-law compliance with the DC Open Meetings Act.	<p>Nicole will follow-up accordingly, ask a pro bono attorney to look over the proposed language and the governance committee will present the information at the February board meeting on Thursday, February 4, 2021.</p> <p>Linda Moore will write a holiday message to staff for inclusion in the December newsletter</p>
Motion to close the meeting		Following a motion presented by Linda Moore and seconded by Kate Brannon, the meeting was adjourned at 8:24pm.