

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

**February 4, 2021**

**6:15 PM**

Trustees Participating: Elizabeth Burrell, Emmanuel Caudillo, Lori Kaplan, Linda Moore, Juan Carlos Pereira, Ana Hageage

Staff & Contractor Participating: Nicole Hanrahan, Mohammad Bashshiti (Building Hope)

<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
Financial Report	Mohammad Bashshiti presented the financial report for the period ending 1/31/2020	
Approval of meeting minutes		Liz Burrell presented a motion, seconded by Juan Carlos Pereira to approve the 12/3/20 board meeting minutes. The motion was passed unanimously. Emmanuel made a motion, seconded by Juan Carlos Pereira, to approve the 12/18/2020 minutes. The motion was approved unanimously with one abstention (Liz Burrell).
Executive Session	The regular board meeting was adjourned to enter an executive session for the purpose of considering a merit increase to Executive Director, Nicole Hanrahan, based on her most recent performance review. Lori Kaplan reviewed trustees' performance review ratings for Ms. Hanrahan and noted that she has met all goals.	Ana made a motion, seconded by Emmanuel, to award a 3% merit increase based on the performance review. The motion carried unanimously.  In addition, Lori Kaplan agreed to lead the board in a review of the school's employee benefit package.

		<p>Linda Moore made a motion to begin the salary increase for Ms. Hanrahan with the next pay period and to align her performance review with the new fiscal year, effective with school year 2021-22. The motion was seconded by Liz Burrell and was approved unanimously.</p> <p>Liz Burrell made a motion, seconded by Emmanuel to adjourn the Executive Session and resume the regular meeting of the board of trustees.</p>
<p>ED Update</p>	<p>1.Nicole Hanrahan asked trustees to review their annual goals and indicated that the most urgent priorities are securing IT internships for students, fundraising, raising the school’s profile and recruiting additional trustees.</p>	<p>1.Ms. Hanrahan will forward a description of needed trustee skillsets and experiences to board members.  2.Lori Kaplan will contact the World Bank about possible internship placements.  3. For use in marketing and securing placements, Nicole will request feedback from past and current internship sites about the quality of internship performance and descriptions of the specific tasks they performed.  4. Ms. Hanrahan will follow up on a suggestion made by Juan Carlos to have a school open house for representatives of prospective internship sites.  5. Trustees will contact these organizations about internship placements: Building Hope, World Wildlife Association, Martha’s Table, DC Public Charter School Alliance, The</p>

	<p>2.Re-opening Plan—The school is dedicated to getting back into the building as soon and as safely as possible. The anti-racist and safe re-opening plan will offer onsite and virtual instruction. Ms. Hanrahan has been working with the landlord since summer 2020 to upgrade the HVAC system and will request completion by the end of March.</p> <p>Approximately half of staff and faculty have received at least one Coronavirus vaccination.</p> <p>While a number of services have been taking place at and within the school building since March 2020, (food distribution, tutoring, some in-person classes), the target date for re-opening of the building for full-time instruction is April 19, 2021.</p> <p>Surveys of students reveal that only half of the students report that they are prepared to return for full-time in-person or hybrid instruction on April 19, 2021. Among the reasons that students reported were: work conflicts, child care needs, fear of the virus because of prior loss of family and friends. Ms. Hanrahan is exploring whether stipends can be paid to students to encourage attendance.</p> <p>Discussion:</p>	<p>Congressional Hispanic Caucus and Unidos.</p> <p>Nicole will meet with the landlord to establish benchmarks and a timetable for completing the HVAC system update.</p> <p>Building tentatively scheduled to re-open for instruction in April.</p>
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	<p>Q. What is the planned response to students and staff who have vaccine hesitancy?</p> <p>A. Few students meet eligibility requirements for vaccinations now. Students who work in medical settings are eligible. A medical professional will speak to employees at an upcoming staff meeting.</p>	<p>Ms. Hanrahan asked trustees to give feedback about the school's new PMF template.</p>
<p>Other Business</p>	<p>Trustees brainstormed prospective new trustees needed for the board:</p> <ul style="list-style-type: none"> <li>• IT company representatives</li> <li>• Lawyer</li> <li>• Marketing and communications professional</li> <li>• Healthcare professional</li> <li>• African American prospective trustee</li> </ul>	<p>Nicole agreed to forward a list of hygiene items that trustees can donate and/or secure for students.</p>
<p>Motion to close the meeting</p>		<p>Following a motion presented by Liz Burrell and seconded by Linda Moore, the meeting was adjourned at 8:00pm</p>