

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

**June 15, 2021**

**6:15 PM**

Trustees Participating: Elizabeth Burrell, Lori Kaplan, Juan Carlos, Ana Hageage, Kate Brannon, Emmanuel Caudillo

Staff & Contractor Participating: Nicole Hanrahan & Mohammad

<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 6:20.
Approval of meeting minutes		Liz Burrell presented a motion, seconded by Juan Carlos, to approve the 4/21/21 board meeting minutes. The motion was passed unanimously.
Strategic Plan	The board discussed the progress on the LAYCCA Strategic Board goals and agreed to include the strategic plan as a standing agenda item for each board meeting. The Board Check-In matrix document has the specific details regarding the various accomplishments over the year and includes action items for focus at future board meetings.	Add strategic plan as an agenda item for all board meetings
Meeting Procedures Pursuant to OMA & Revised Bylaws	Liz Burrell reviewed the updated meeting procedures with the board. Overall, board members agreed procedures seem fine just updating language on storage of meeting records. For bylaws, it would be important to have quorum section but refer back to OMA procedures document.	Nicole to follow up with Shannon unanimous consent; Liz will make edits to the document and send out to the group for review.
ED update	Nicole Hanrahan reported that: Long term OSSE grant of \$450K was awarded.  PPP Loan of \$294K was forgiven and treated as a grant.	

	<p>DC Public Charter School Board gave a favorable outlook on 10-year review informing that we met all of our goals and anticipates recommending continuing our charter without conditions. Informal feedback was overwhelmingly positive.</p> <p>Policy update:</p> <p>Ms. Hanrahan testified in front of DC council regarding adult charter resource equity and hold harmless funding year for 2021-22.</p> <p>Students eager to come back; Pre-pathway students requesting to stay virtual, evaluating progress for students virtual vs. in person.</p> <p>Ms. Hanrahan will return to school in person 5 days a week in Fall and set expectations for staff to do the same. 100% of staff are vaccinated.</p>	
Financial Report	<p>Kate Brannon led the presentation on the financial report for the period ending 4/30/21. Forecasted cash on hand=256 days. Cash balance at month's end=\$2.2M. Grant revenue is behind budget due to timing of grant reimbursements; lower than budgeted expenses boosted the bottom line to \$224K. Debt ratio was 31%.</p>	<p>Discussion on using cash surplus for student stipends. Follow up for Mohammad/Nicole to use towards internships.</p>
CMO Agreement	<p>All areas received good reviews. Only areas for improvement were shorter response times with IT, payroll and HR. Requesting to have IT on site 1-2 x per week. in Fall. 5.7% increase in rate is reasonable.</p>	
Adjournment	<p>Ana Hageage made the motion to adjourn the meeting, seconded by Emmanuel Caudillo.</p>	<p>The meeting was adjourned at 8:12 pm.</p>