



**Board Meeting (held via video conference)**

Board of Trustees Meeting Minutes

May 11, 2022

6:00PM

**Members Present:**

Patricia Sosa, Chair

Brahim Rawi, Vice-Chair

James Moore, Treasurer/Interim Secretary

Allison R. Kokkoros, Member

Bo Pham, Member

Hector Torres, Member

Johan Uvin, Member

Larry Villegas-Pérez (following election to the Board during meeting)

**Members Not Present:**

Yeshimebeth Belay, Member

Teresita Retana Piedra, Member

Vilma Rosario, Member

**Staff:**

Kristine Dunne, General Counsel

Dr. HollyAnn Fresno-Moore, Chief Academic Officer

Karla Vasconez, Executive Assistant to the CEO

**Others:**

Jewel Cornelius-Royer of Marcum LLP, Chief Financial Officer

Luis Fuentes, Student

Robbie Dean, future Board member

**Quorum:** Yes

**Welcome & Pre-Meeting Announcements**

Board Chair Patricia Sosa provided opening comments and welcomed everyone to the meeting. Next, Board members and staff assisting with the meeting were introduced.

The meeting was called to order at 6:04 PM.

**Review of Agenda**

Patricia Sosa referred Board members to the meeting's planned agenda. Board members proposed no changes to the agenda.

### **Public Comment Period by members of school community**

Patricia Sosa introduced the Public Comment Period portion of the meeting, noting the purpose of it and the ground rules. She encouraged community members to sign up to speak at future board meetings.

Patricia introduced Keith Juarez, SG Campus Assistant Principal, to speak as a public commenter. She noted he asked for an additional minute and since he is the only commenter, his request has been granted.

In his public comment time, Keith Juarez shared that students are at the center of our work. At the School we have exemplary employees. We are about building relationships with others especially students. He shared that we do not want to put labels on students, such as disability as sexual orientation. As soon as we put labels on students, we limit them. Students also need to feel safe. We should not limit students but help them achieve their dreams. People will be what you treat them to be. He shared that he is proud to serve students in the promise. He noted the exemplary teachers we celebrated last week. He exhorted the Board to keep students at the center of all that you do for the school, and at the center of the mission and vision for the School.

### **Consent Agenda Approval (ROLL CALL VOTE):**

The following items were brought forward for approval as part of the Consent Agenda:

- Minutes of the Board's regular meeting held on February 2, 2022
- Minutes of the Board's special meeting held on March 8, 2022

Hector Torres moved to approve the Consent Agenda, and Johan Uvin seconded the motion. Following invitation for discussion on the motion, a roll call vote was conducted, and the Consent Agenda was approved unanimously.

### **Mission Moment**

CEO Allison Kokkoros introduced current student Luis Fuentes. Luis is a member of Student Government. He has been a student since 2002. He started with English classes and is now starting GED in Spanish. He has been involved with student government during his time at the School. This is good opportunity to talk about the pandemic and how it has impacted the students, staff, and the whole school community. Luis will share about how students are adapting and experiencing school during the COVID-19 pandemic through Zoom learning and with tablets.

Luis shared that the School-provided technology, such as tablets and laptops, has been a big help for him and other students. He has been learning a lot about technology. He shared that attending class on Zoom is kind of hard, but there is a lot of help for students. In Student Government, he can see how other students are doing. He is privileged to be a student at this kind of school. He also shared that it is kind of hard with the different educational platforms to support learning at this time, but it is working and helping us to realize our education. Thank you so much.

Patricia Sosa and other board members thanked Luis for sharing and for continuing to his persistence in making his education a priority. Allison thanked Luis for his leadership in student government.



### **Closed Session (ROLL CALL VOTE)**

Patricia Sosa noted the next item on the agenda is slated for closed session, citing the DC Code provisions for doing so:

- Discussion of personnel matter in closed session due to personnel matters pursuant to DC Code § 2-575(b)(10), and trade secret and commercial or financial information pursuant to DC Code § 2-575(b)(11).

Jim Moore made a motion to approve entering closed session for the stated purposes. Hector Torres seconded the motion. A roll call vote was conducted to approve entering closed session as proposed. The Board voted unanimously to enter closed session. Following the vote, the Board entered closed session.

Following the closed session, the Board return to the open meeting.

### **Governance & Nominating Committee: Consent Agenda Vote (ROLL CALL VOTE)**

The following items were brought forward for approval as part of the Governance & Nominating Committee's Consent Agenda:

- Resolution to Approve Board Member Nominations
- Resolution to Approve CCC Board Service

Jim Moore moved to approve the Consent Agenda, and Hector Torres seconded the motion. Following invitation for discussion on the motion, a roll call vote was conducted, and the Governance & Nominating Committee's Consent Agenda was approved unanimously.

The Resolution to Approve Board Member Nominations included the approval of Larry Villegas-Pérez being appointed to the Board effective immediately, and Robbie Dean effective September 1, 2022. At this time, Larry joined the Board for the remainder of the meeting.

The Resolution to Approve CCC Board Service continued the Board's approval for another term of Board members who serve concurrently on the board of the School's nonprofit supporting organization Community Capital Corporation (CCC).

### **Finance & Development Committee: FY23 Budget Approval (ROLL CALL VOTE)**

Following prior discussion in closed session about the details of the FY23 budget, the Finance & Development Committee presented the FY23 Budget for Board approval. Hector Torres made a motion to approve the FY23 budget. Johan Uvin seconded the motion. A roll call vote was conducted to approve the FY23 budget as proposed. The Board voted unanimously to approve the FY23 proposed budget. (Note that the vote included Larry Villegas-Pérez as the Board's approval of his Board membership was effective immediately.)

### **CEO Report**

CEO Allison Kokkoros referred to materials shared in advance and noted the following highlights in her report:

- Performance management, HR Director: Coming out of the HR audit, we have recommendations and an implementation plan. The auditors named as top priorities:



continuing with our performance management system and hiring an HR director. We are moving forward with those priorities. We hope to name an HR director soon. The performance management program is being done in a cohesive way with mid-point check-in and supporting staff as they identify their goals including a DEI goal. There will then be an end-of year performance review where staff have opportunity receive feedback and suggestions from their managers.

- Leadership development: One of the themes this year is continuing to distribute leadership, to empower leadership with skills and tools they need to own their part of the strategies we have named for this year. An example is managers having touchpoints with their employees and engaging in the goal-setting process. We are also in the early stages of practicing using the RAPID decision-making tool, including a mini training with managers, inviting them to practice using it in decisions throughout the organization, and sharing it with the school community. We also have a strong feedback loop with managers, including conducting surveys after each manager meeting that we can use for future meeting planning.
- Updates on capacity: We are making progress and on track as hoped to have in place by July a COO, Principals for both campuses, and Director of Development & Communications to invest more resources in more resources for the School.

Patricia Sosa asked if Allison could share more about the climate survey. Allison shared that an organization-wide survey was conducted in December including what was going well and what needed work. We identified key areas based on feedback and shared that with the school community. Next, we worked with managers and asked them to meet with their teams, look at the survey results, and in their teams reflect on what it means for their work and what suggestions they have. We took in that feedback and have made progress in some areas and will continue to work on as we built capacity.

Board members applauded this progress and recognized work by Allison, the leadership team, and everyone. Allison shared that it is truly a team effort and that she is looking forward to the summer and next school year.

### **CAO Update on SY22-23 Model**

Chief Academic Officer Dr. HollyAnn Fresno-Moore provided an update on the School's plans for SY23-23 model, referring Board members to the provided materials. Our main schedule will be hybrid with 3 days in person and 2 days virtual. This will allow us to leverage our success in in-person learning and benefit from virtual space that students have valued to enable them to continue their education and improve their learning and confidence in the virtual space and with technology.

Johan Uvin noted the impressive attendance for virtual learning that is nearly the same as in-person and that part of that was due to building strategic technology support for students. He



noted the importance of instructional hours and supporting student achievement as accountability measures including new PMF goals go into effect for the next school year.

In response to Board question, HollyAnn noted the upcoming completion of PCSB's five-year charter review that began in April.

Lastly, HollyAnn wants to share and celebrate 41 new citizens and many more ready to complete their test. We also have 4 GED graduates so far. It was great to have Luis here at today's Board meeting representing that cohort. We have redesigned the culinary arts curriculum which is exciting. We have 18 scholarship applicants that are in the review process and 35 renewal support scholarship applications.

Board members welcomed HollyAnn in her CAO role and thanked her for the report.

### **Financial Report**

Chief Financial Officer Jewel Cornelius-Royer of Marcum LLP presented the financial report. She noted the materials provided including financials ending March 2022. She noted that we are projecting to end the year with a \$1.3 million deficit. We see that based on enrollment, there is a revenue impact (almost \$1 million shortfall based on that). Can see that with expenses, where we are not 100% staffed up, that is nearly fully offset with consultants. AS look to end of the year, anticipate expenses may trail into next year as new staff come onboard and taper off consultants. The organization is still very healthy. In preparation for this meeting, she reviewed PCSB expectations, including expenses versus net assets, and the organization is very well situated. This is in terms of cash on hand and ratio of assets to liabilities. The School is strong operationally and understand that this year is a one-off and looking to next year we expect that will level off after that with the noted changes.

Patricia Sosa also invited members of the Finance Committee to share their thoughts. Finance Committee Chair Brahim Rawi thanked Jewel and noted that the organization is financially healthy. We are always looking to keep our resources and make sure we are spending the money wisely to support the mission of education.

Treasurer Jim Moore welcomed and thanked Jewel as well. He noted that the organization's financial health reflects policies and practices of the organization over the past decade.

### **Strategic Planning & Oversight Committee Update**

Committee Chair Johan Uvin shared a brief update on two topics: (1) strategic planning, and (2) school performance.

On strategic planning: We have scheduled a Board retreat for Friday, June 10, 2022. The Committee suggests that we start from the organization's current identified three priorities, go through a process of validating those priorities, and allow room for additional discovery. We have engaged Shereen Williams of EBP to support the Board's strategic planning retreat. In preparation, we will receive input on trends that could affect the school in next few years. We are working on including student voices.



On school performance: We do not have final details on PCSB metrics but we are mindful of our commitment for the Committee to present key data to the Board. We will be looking at key questions in the future, such as what are District expectations and how did we meet those expectations.

Board members asked about the retreat location. Johan confirmed that we are in the process of identifying a location for in-person retreat that will include outdoor space. Allison shared that it will be held off campus. Patricia Sosa also asked who else will be invited to attend the retreat. Johan shared that they have not finalized who will be in attendance other than that Dr. HollyAnn Fresno-Moore has been invited and accepted. Patricia shared that she thinks some members of the senior team would be helpful to be there as well.

Allison suggested that having a board meeting in-person at one of the campuses, ideally on a day when classes are in session on campus. Patricia suggested that we start thinking about that for the Fall as we see what is happening.

### **New Business**

Patricia noted that this is Kristine Dunne's last meeting as General Counsel, as she retires at end of May. Allison shared that Kristine leaves as the School's full-time General Counsel at the end of May and will continue on a part-time basis for a brief time to help with transition. They thanked Kristine for her service and noted that we would have another opportunity to acknowledge her and Interim Principal Alice-Ann Beachy who is also leaving.

No other new business was raised by Board members.

### **Closing Thoughts**

Patricia Sosa providing closing thoughts for the meeting. Her comments included:

- Welcome to incoming Board members Larry Villegas Pérez and Robbie Dean. This is part of ongoing Board succession planning.
- Approval of the budget which includes important commitments to strong infrastructure for the organization in transition.
- Strategic planning underway and looking forward to Board retreat. Outcomes will help set the objective and vision for the future of the School.
- Appreciation that Board committees are functioning well, each with their own role that they are fulfilling. She also expressed appreciation to Allison Kokkoros and senior staff in supporting the committees.

Allison Kokkoros noted the following upcoming dates:

- Zoom farewell for Kristine and Alice-Ann on May 26<sup>th</sup>. She will send out details.
- Graduation is scheduled for June 23 7pm at DAR Constitution Hall in-person. We cannot wait! Our students and graduates have been waiting and hoping for this for two years! We hope all Board members will be there.

### **Adjourn**

Patricia Sosa adjourned the meeting at 8:01 PM.

Minutes prepared by Karla Vasquez, Executive Assistant to the CEO.

A handwritten signature in dark ink, appearing to read 'J. Moore', is written over a horizontal line.

Respectfully submitted by James Moore, Board Interim Secretary