



**Board Meeting (held via Zoom)**  
DRAFT Board of Trustees Meeting Minutes  
February 8, 2023  
6:00PM - 8:40PM

**Members Present:**

James Moore, Chair  
Brahim Rawi, Vice-Chair  
Hector Torres, Treasurer  
Allison R. Kokkoros, Member  
Robbie Dean, Secretary  
Johan Uvin, Member  
Larry Villegas-Pérez, Member  
Teresita Retana Piedra, Member  
Wilma Rosario, Member  
Giovanni Delfino, Member

**Members Absent:**

Yeshimebeth Belay, Member

**Staff:**

Robert M. Skelton, General Counsel  
Dr. HollyAnn Fresno-Moore, Chief Academic Officer  
Angela Kim, Chief Operations Officer  
Chrissey Nguyen Klockner, Director of Development and Communications  
Karla Vasconez, Executive Assistant to the CEO  
Libby Miller, Senior Director of Strategic Initiatives

**Others:**

Jewel Cornelius-Royer of Marcum LLP, Chief Financial Officer  
Trish Kelly of Marcum LLP

**Quorum:** Yes

**Welcome & Pre-Meeting Announcements**

Board Chair Jim Moore provided opening comments and welcomed everyone to the meeting.

The meeting was called to order at 6:00pm. Mr. Moore welcomed Giovanni Delfino as the new member of the Board, and invited him to introduce himself, which Mr. Delfino did.

**Review of Agenda**

Mr. Moore asked if there were any proposed changes to the agenda previously sent to the Board. Board members did not propose any changes to the agenda.

### **Consent Agenda Approval**

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

- Minutes of the Board's regular meeting held on December 7, 2022

Mr. Torres moved to approve the Consent Agenda, and Ms. Rosario seconded the motion. Following invitation for discussion on the motion, a roll call vote was conducted, and the Consent Agenda item was approved unanimously.

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

Mr. Moore confirmed that no members of the public had signed up to give comments during the Public Comment Period.

### **Mission Moment**

Ms. Kokkoros then introduced Chelsea Bradford, Principal for the Harvard Street campus, to share from her perspective how she is observing the School's mission at work. Ms. Bradford enthusiastically expressed her appreciation for the School community. She noted that many of the staff were former students of the School and that the School had recently hired several graduates as paraeducators. While she had often heard that the School community was like family, she has experienced those strong ties and seen the positive results from staff at all levels working together to help our students be successful.

### **CEO Report**

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

- Staffing: The School Information System team members are almost all on board, with the final team member starting by the end of the month. The School is in the final stages of interviewing for the HR Director, and is continuing to move forward with interviews for the Finance Director and the rest of the Finance team openings. Ms. Kokkoros noted that the focus is on hiring people who support the mission of the School.
- Regarding Strategic Plan 2025, Ms. Kokkoros noted that the School was three months into implementation and that the plan has been worked into the staff's goals for the year. She also noted that the Spring semester started with over 2000 students, and that all areas of the organization contributed towards re-enrolling continuing students and in attracting new students. Ms. Kokkoros particularly acknowledged the efforts of Dr. Fresno-Moore and her teams for the successful Spring enrollment. Mr. Torres stated that filling out the leadership has helped bring more success to the School, and Ms. Kokkoros addressed Mr. Villegas-Pérez's question concerning the on-boarding of new staff members.
- Ms. Kokkoros reviewed the Board Performance Dashboard. Since it is our 25<sup>th</sup> year, the DC Public Charter School Board is scheduled to meet on March 20, 2023 to determine renewal of the School's charter contract for another 5 years. Ms. Kokkoros noted that the PMF (the Charter School accountability framework) is in the process of being revised by the DC Public Charter School Board with an equity lens, and confirmed to Mr. Torres that the School is actively engaging with the Board in this process. The enrollment audit was not yet finalized, with the School advocating for credit for several additional students; the

final number appears to be around 1981 students. The increased enrollment has allowed the School to increase compensation and pay bonuses even though it has a deficit budget for the year. Ms. Kokkoros stated that the staff was continuing its deep dive into the fall climate survey results, which were overall very positive. She also noted that, with the build out of the leadership team, she is able to spend more time interacting with staff and students.

- Mr. Torres stated that pre-pandemic, we had planned a board forum at the School, and asked whether this might be considered now that the pandemic restrictions have eased in order for the Board to have more interaction with the staff and students. Ms. Kokkoros replied that the School was considering several options for more visibility and connection.
- Mr. Villegas-Pérez noted that his office (DC Office of Human Rights) held a Know Your Rights event at the SG campus and that DCOHR will hold a similar event at the Harvard Street campus.
- Ms. Kokkoros summarized the meeting with representatives of UDC, including the UDC President, Board member Hector Torres, and School team members including two UDC students. UDC is asking for collaboration in creating a pathway for students to attend UDC and to help break down barriers to higher education. Mr. Uvin encouraged the staff to move quickly on the opportunity before the UDC President retires in June, and to consider whether some of our programs could count for dual credit at UDC.

### **Financial Report as of October 31, 2022**

Trish Kelly and Jewel Cornelius-Royer joined the presentation with Mr. Torres, Treasurer.

- Ms. Cornelius-Royer stated that the School had recently opened a sweep account in order to earn more interest on its funds. She noted that the assets had fallen slightly due to depreciation and investment performance. She also noted that consultant expenses were higher. Ms. Cornelius-Royer also stated that DCPCSB was now requiring that the School submit consolidated financial statements with CCC on a quarterly basis instead of annually. This policy change has created more work for the Finance staff, which is already stretched thin.

### **Finance & Development Committee**

Ms. Kelly and Ms. Cornelius-Royer joined the presentation with Giovanni Delfino, Chair of the Finance Committee.

- Mr. Delfino stated that the Committee had reviewed the Investment Policy with the School's third-party advisor. The Committee and the advisor both recommend that Investment Policy should be continued without changes. Mr. Torres moved that the Board approve the Investment Policy for the next two years, and Mr. Uvin seconded the motion. The motion passed unanimously.
- Mr. Delfino stated that the Committee also reviewed whether to pay down the outstanding laptop loan and whether to reduce the mortgage on the SG campus.
- Mr. Delfino then introduced Jeri Fleming from Marcum, the School's audit firm, to review the FY2021-2022 audit.
- Ms. Fleming noted the following:
  - The audit was conducted as a Uniform Guidance audit since the School received over \$750,000 in federal funds for the year.

- There were no significant deficiencies noted in the audit.
- There were no internal control deficiencies noted in the audit.
- The auditors issued a clean opinion for the audit.
- There were a few insignificant audit adjustments, and only one error that needed to be corrected.
- There was a \$2.7 million loss in operations and a \$1.1 million lost in investments.
- Available cash declined but was not considered an issue.
- Mr. Uvin asked if the auditors had any recommendations for management. Ms. Fleming replied that the auditors made some recommendations around federal grants record-keeping. Mr. Villegas-Pérez asked whether the federal government required the School to adopt any other policies, and Ms. Fleming and Mr. Torres replied that the federal government only required the heightened audit and related internal procedures. Ms. Kokkoros noted that the School was 100% compliant with prior federal grants.
- Mr. Torres moved that the Board accept the audit for FY2021-2022, and Mr. Uvin seconded the motion. The motion passed unanimously.

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

Dr. Fresno-Moore joined Committee Chair Johan Uvin for the presentation.

- Mr. Uvin noted that the Committee was focused on School performance, the climate survey and progress to the strategic plan. He thanked staff for providing the data that is helping the School make better decisions. It also helps the Committee and the School to know where we are, to know where to monitor more closely, and to know where to make changes.
- Dr. Fresno-Moore noted the following:
  - 2140 students were enrolled for the Spring semester, including 600 new students in 4 days, and that there were 170 students on the waiting list.
  - The DCPCSB is changing the PMF, which will be called the accountability framework going forward.
  - After reviewing the School metrics, Dr. Fresno-Moore offered to provide Mr. Moore with a more in-depth review of the metrics after he had several questions about the results.
  - In the student survey, 60% of students said that their work schedule was the most significant barrier to success, followed by childcare at 11%. She also noted that aftercare was a significant issue for those students who were also parents of school-age children.
- Mr. Villegas-Pérez asked whether we offered both in-person and virtual classes simultaneously. Dr. Fresno-Moore noted that we do not offer them at the same time, but that students do have access to class materials and recordings if they miss a session. In response to Mr. Dean, Dr. Fresno-Moore noted that we do not yet offer fully asynchronous learning since the students prefer in person learning combined with some asynchronous learning. Mr. Dean stated that asynchronous learning is a trend we should watch.
- Mr. Villegas-Pérez asked about the classifications used in disaggregating the student survey data. Mr. Torres also asked about the breakdown of the results by gender. The Board extensively discussed how the classifications could affect the results and how color discrimination occurs within groups. Mr. Uvin stated that the data helps us make decisions, and that as the School's IT systems improve, there will be further opportunities for better

disaggregation. He also suggested that the School consider accessing data fellows through universities to help analyze the data.

### **Closed Session**

Mr. Moore noted the next item on the agenda is slated for closed session, citing the DC Code provisions for doing so:

- Discussion in closed session pursuant to DC Code § 2-575(b)(4)(a) – legal advice, and DC Code § 2-575(b)(10) – personnel matters including review of a proposed new board member and committee assignments and the review of proposed Board officers

Mr. Torres made a motion to approve entering the closed session for the stated purposes. Ms. Rosario seconded the motion. A roll call vote was conducted to approve entering the 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 returned to the open meeting at about 8:30pm.

### **New Business**

- Ms. Kokkoros noted that she will be sharing opportunities for community involvement with the Board.
- Ms. Rosario noted that the Governance & Nominating Committee was accepting applications for a student board member until February 10.
- Mr. Rawi thanked everyone for their help during his 25 years of board service and encouraged all to keep the mission alive! The Board also thanked him for his service.

### **Adjourn**

Mr. Moore adjourned the meeting at 8:45 PM.

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Respectfully submitted by Robert Dean, Board Secretary