



Board Meeting (held via Zoom)
DRAFT Board of Trustees Meeting Minutes
December 6, 2023
6:04PM - 8:00PM

Members Present:

James Moore, Chair
Hector Torres, Vice-Chair & Treasurer
Allison R. Kokkoros, Member
Robbie Dean, Secretary
Johan Uvin, Member
Larry Villegas-Pérez, Member
Vilma Rosario, Member
Giovanni Delfino, Member
Ana Mejia, Member

Members Absent:

Yeshimebeth Belay, Member

Staff:

Angela Medina, Chief Operations Officer
Chrissey Klockner, Chief of Staff
Karla Vasconez, Executive Assistant to the CEO
Dr. HollyAnn Freso-Moore, Chief Academic Officer
Robert M. Skelton, General Counsel
Jay Haddock, Strategic Advisor

Other:

John Goodman, Member-elect

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 6:04pm.

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.

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.

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 October 6, 2023.

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

Mission Moment

Ms. Kokkoros then introduced Roberto Sarmiento, Computer Support Specialist III in the IT Department. Mr. Sarmiento noted the amazing work the School does for the community, and yet there is still more work to be done. He emigrated from Bolivia in 2005 with his family and did not speak English. His mother heard about the School, and he became one of our students. Mr. Sarmiento thanked the many teachers and staff who helped him with his education, including those who helped him get an internship in the IT Department, obtain his full-time position at the School, and to be admitted to UDC. He sees the impact of his work every day and he helps students like him, his parents and his other family members. Mr. Sarmiento stated that the School extends a helping hand to the community, to our families, and ourselves.

Mr. Moore, Ms. Rosario and Ms. Kokkoros thanked Mr. Sarmiento. Mr. Villegas-Pérez noted all that Mr. Sarmiento had done to help himself, including developing his language skills to the next level.

DEIB Overview

Ms. Kokkoros introduced Dan Egol from Ideas Generation, who has been assisting the School in its DEIB efforts. Mr. Egol introduced the roadmap for the partnership between Ideas Generation and the School. There are 4 steps or Intents on the roadmap:

- Intent #1, to build staff capacity to engage in DEIB work. Over the past year, all staff have engaged in 4 container sessions to help develop and practice DEIB skills. Two more container sessions will be held starting in January.
- Intent #2, to develop a DEIB plan. The DEIB Advocacy Committee, whose members represent a cross-section of the school staff developed a comprehensive plan that is anchored in the school's strategic plan.
- Intent #3, to support school leadership along the DEIB journey. Ideas Generation conducted individual and group coaching sessions to prepare school leadership to head DEIB efforts.
- Intent #4, to embed DEIB into systems and culture. The DEIB plan incorporates the entire employee life cycle and includes student voices. Mr. Egol noted that he was very proud of the student voice day that enabled the students to engage in the work, and that they are working on how to incorporate the student government. He also acknowledged the efforts of Dr. Fresno-Moore to include student voices in the DEIB work.

Mr. Villegas-Pérez noted that with the container session on trauma-informed care, it was important for students to have access to health care. Ms. Kokkoros stated that the School

partners with DC Health Link and the DC Alliance to ensure that students have access to health insurance. Such access is a core part of our School model in a very intentional way. The School also has social workers and psychotherapists on staff to assist students. Mr. Dean applauded the commitment and clarity of the DEIB plan and work and the importance of strengthening teacher supports and incorporating student voices.

CEO Report

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

- Celebrating our successes:
 - Over 2100 students enrolled for the fall semester.
 - 5 GED graduates, and 18 expected graduates. This is remarkable considering that many of the GED students are starting at roughly a middle school level of education.
 - The School was featured in El Tiempo Latino and will be featured on Telemundo. Telemundo is also donating \$3000 in Safeway gift cards for those students who are food insecure.
 - The Marriott Foundation is donating \$400,000 over two years, which is an increase of \$100,000. There are more potential donors in the pipeline.
 - The culinary program hosted a successful culinary community event. The DC Council Chair, two other Council members and staff from other council members attended the event.
- The Board dashboard shows that enrollment is up to pre-pandemic levels. Our enrollment ceiling under our charter agreement is 2200 students. The organizational climate survey launched today. Ms. Kokkoros noted that leadership has been very intentional about engaging faculty and staff to co-solution key issues, including through the faculty working group. Also, the compensation working group will be starting soon. Employee retention for the first quarter is also high.
- Dr. Fresno-Moore shared that we now have 6 GED graduates for the year. Since the School had just begun testing for the fall semester, she did not have academic performance to share. However, the School is closely tracking attendance, which is trending up. Dr. Fresno-Moore stated that this time of year is challenging for our students due to additional work obligations for the holidays. The School's goal for attendance is 69%.
- Dr. Fresno-Moore discussed the virtual pilot program and noted that virtual program attendance is higher than in-person classes, and that the School has provided additional supports for the virtual program.
- Dr. Fresno-Moore noted that the School is focused on centering on students, and that the students will be surveyed after the holiday break. The student government has been active and engaged with the school principals. The School also recently offered a self-defense program based on student requests.
- In response to questions, Dr. Fresno-Moore noted that they are working with the teachers to develop new flyers and other methods to increase outreach to try to increase enrollment in the afternoon so that the burden of split shift classes is lessened.
- In response to questions, Ms. Kokkoros stated that the compensation working group will be looking at total compensation, including salary, benefits, the cafeteria subsidy, parking, and professional development. She also noted that DCPS has experienced 30% attrition

among teachers and 50% among principals, and that it is a brutal time for educators nationwide. Our retention rate is positive considering these factors. Mr. Moore noted additionally the role of culture in retention. Mr. Dean noted that our culture also attracts students to our school, which drives enrollment. Mr. Villegas-Pérez noted that he has 4 students ready to enroll in the next semester.

- Ms. Kokkoros also discussed the School's 50th Anniversary celebration plans. She noted that the fundraising goal for this year is \$950,000 and that the School is actively engaging with several prospects. The Achieving the Dream event is scheduled for May 2. Also, on December 8, the all staff gathering will kick off the celebration of the 50th anniversary and include future oriented questions to be considered by staff in separate Zoom rooms, including rooms for Spanish and Amharic speakers. There is also an alumni panel that will discuss their experiences, and Sonia Gutierrez will hold a fireside chat with Ms. Kokkoros after the all staff gathering,
- Ms. Kokkoros then acknowledged that Mr. Moore was attending his last meeting as a Board member and expressed her gratitude for his many years of service to the School and to the community. She noted that the Board and School leadership will gather on January 5 to celebrate Jim's commitment to the School and the community.

Finance & Development Committee

Mr. Delfino, Chair, noted that the following:

- **FY'23 Audit update:**
 - The FY'23 audit is underway. After making great efforts to ensure that our FY'23 Audit completion was completed on time, such as acquiring pro bono support from Marcum, and collaborating closely with the Auditor team, we've come to the difficult conclusion that we will not make the FY'23 audit submission to deadline to the DC PCSB. The team is working closely with the auditors and DC PCSB through completion. We will keep the Board apprised of updates on this front.
 - As we are wrapping up the FY23 financials, we are seeing a much lower deficit than anticipated for Carlos Rosario, and an overall small gain, once the School financials are consolidated with CCC.
- **Financial Analysis Report (FAR) FY22 Report:**
 - The Finance and Development Committee has reviewed the School's FY22 FAR report which was recently completed by the DC Public Charter School Board. The FAR report is essentially a financial report card for the School and is done annually for every PCSB school. Key takeaways of our financial performance during the first year of the pandemic:
 - Most key financial indicators reflect a strong financial position and performance, especially our long-term indicators.
 - Our revenues decreased significantly in the FY22 school year due to decreased enrollment during the pandemic.
 - At the same time, we had an increase in expenses due to increased staffing, bonuses, and increased professional fees from outsourced operation functions, and a return to in-person learning.

- Overall, Carlos Rosario remains in a strong position financially, but should take care to align expenses to revenue on an annual basis so as to not further erode our cash position.
- **Finance Team updates:**
 - The School has recently experienced some capacity challenges and changes within the finance team. The team has thoughtfully put in place a strong plan of action to mitigate these challenges to best support the School's needs, including promoting our Accounting Manager Sylvia Ludvig to Interim Finance Manager, and engaging with EdOps, a finance and accounting firm that serves many peer DC schools and organizations, to support our in-house finance team. We anticipate that we will be back on track with financials in early 2024.

Mr. Villegas-Pérez asked about the impact of the late audit filing. Mr. Delfino noted that there would not be an impact unless it was repetitive. Ms. Kokkoros noted that the School will receive an early warning notice from the DC Public Charter School Board, which is a notice including the timeline within which the audit must be filed.

Governance & Nominating Committee

Mr. Dean noted the following:

- The Committee has begun reviewing the results of the board self-assessment that was conducted in October. While the Committee has not yet completely digested the data, the Committee has noted that overall, the results are more positive than 2021, and that the Board could improve in its knowledge about student performance. The Committee will be preparing a full report on the self-assessment for the February board meeting.
- Also, with Jim Moore's term on the Board ending on December 31, 2023, the Committee has recommendations for new officer and committee assignments, which will be discussed in closed session. The Committee is also proposing the extension of Hector Torres' term for an additional year, and for the election of Vilma Rosario to a second full term.

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)(10) – personnel matters.

Mr. Moore stated that the matters to be discussed in closed session were:

- To discuss the proposed committee assignments
- To discuss proposed Board officers and Board terms

Mr. Torres made a motion to approve entering the closed session for the stated purposes. Mr. Villegas-Pérez 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 7:40pm.

Open Session

Mr. Moore thanked the Board members for their willingness to serve on this Board and to participate on the Board committees.

Mr. Moore then asked for a motion to approve the committee assignments proposed by the Governance & Nominating Committee. Mr. Torres made the motion and Mr. Uvin seconded. A roll call vote was conducted to approve the proposed committee assignments. The Board voted unanimously to approve the committee assignments.

Mr. Moore then asked for a motion to elect Vilma Rosario to her second full term, which will end on December 31, 2026. Mr. Uvin made the motion and Mr. Villegas-Pérez seconded. A roll call vote was conducted to approve the election of Ms. Rosario to a second full term. The Board voted unanimously to approve the election of Ms. Rosario. Ms. Rosario abstained from voting on the motion.

Mr. Moore then asked for a motion to extend the term of Hector Torres by one year until December 31, 2024. Mr. Uvin made the motion and Ms. Mejia seconded. A roll call vote was conducted to extend the term of Mr. Torres by one year. The Board voted unanimously to extend the term of Mr. Torres. Mr. Torres abstained from voting on the motion.

Mr. Moore then asked for a motion to elect the proposed officers, who are Hector Torres as Chair, Robbie Dean as Vice Chair and Treasurer, and Ana Mejia as Secretary. Mr. Uvin made the motion and Ms. Rosario seconded. A roll call vote was conducted to elect the officers. The Board voted unanimously to elect the officers.

New Business

- DC's Digital Equity Plan – Ms. Kokkoros stated that the School has been supportive of the DC Government's development of the Digital Equity Plan, including hosting community listening sessions. The School was told it would be included in the Plan, however, there was recently a change in leadership of the plan in the DC Government, and the School was not mentioned in the public release of the draft plan. There is a public comment period currently open, and Ms. Kokkoros encouraged all Board members to reach out to DC Council members and to provide comments on the draft plan. Mr. Goodman asked for sample communications, and Ms. Kokkoros agreed to provide them to the Board.
- Recognition of Jim Moore – Mr. Torres thanked Mr. Moore for his leadership and efforts over the years and noted that he had stepped up to provide strong leadership during tough times for the School. Ms. Rosario added her thanks to Mr. Moore. Mr. Moore replied that he recently sat with Council Member from Ward 4, who reminded him that the School's work touches not only the current students, but also their parents, children and grandchildren. The School's impact is extensive across generations.

Adjourn

Mr. Moore adjourned the meeting at 8:00pm.

Respectfully submitted by Ana Mejia, Board Secretary

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