

Lafayette Elementary School
HSA Board Meeting Minutes
Monday, March 29, 2021

Meeting commenced at 7:30pm. Minutes recorded by Eleanor Correa.

Participants:

Brianne Whelan Cohen, Co-President
Ann Sun, Co-President
Gabe DiClerico, First Vice President
Daisy Diallo, Second Vice President
Paul Brodsky, Co-Treasurer
Michelle Cooper, Co-Treasurer
Eleanor Correa, Secretary
Alexandra Lewin-Zwerdling, Community Programs Chair
Rachael Overcash, Fundraising Chair
Anastasia Khoo, Communications Chair
Dan Miller, Finance and Budget Co-Chair
Jennifer Steele, Finance and Budget Co-Chair
Farah Shah, Outreach Co-Chair
Danielle Carter, (Outgoing) Diversity & Inclusion Co-Chair
Christina Daulton, (Outgoing) Diversity & Inclusion Co-Chair
Keisha Harris, Teacher Representative
Otis Burnett, Teacher Representative
Carrie Broquard, Principal
Parent Attendees (approximately 5)

Proceedings:

- 1) Welcome and Introductions - Bree and Ann
 - a. Welcome to Eleanor Correa, our new secretary. Congratulations to Daisy Diallo on the birth of her new child! (Daisy then left the meeting.)
 - b. Year to date achievements – Bree shares that this has been a difficult year, but it is important to remember all that the HSA has accomplished. Some successes include purchasing 64 laptops for teachers, reimbursing \$9K of teacher supplies, providing 40 school toolboxes for members of the community, providing covid relief to Lafayette families in need in the form of gift cards, contributing school reopening supplies including purchasing signage and cones, hosting a parent Q&A with an amazing speaker where we were able to donate the speaker fee of \$750 to Takoma Education Campus, streamlining the reimbursement process, delivering treats to over 100 teachers and staff members, and producing the Tuesday bulletin every single week of the school year. Thank you to all for your hard work!

- c. Discussion of in-person events policy moving forward – Bree poses the question to the board to consider when we are ready to allow for room parents to hold in-person playdates.
 - i. Dr. Broquard input: We have had 2 positive cases in the last week which has prompted 2 classes to quarantine. While this is troubling it is important to recognize that we are not seeing community spread or transmission in the building which speaks to the success of our protocols including cohorting, spacing, and masking. Her ask is that as we move to in-person events that we keep people in cohorts. If there is a case of coronavirus, it is much easier to conduct contact tracing when cohorting. We also want to follow DC guidelines for all events. Lastly, we want to be inclusive. Remember those who need to stay virtual. How can we include those folks in our community outreach?
 - ii. Group discusses: Waiting until May allows us to get past spring break and the necessary quarantining some families will need to do after travelling. It also allows for more DC adults to get vaccinated. And we will know more about what changes will be made in term 4 with respect to cohorting given the CDC and DC's latest changes to health guidelines.

2) Principal's Update – Dr. Broquard

- a. This Thursday (April 2, 6:30pm) there is a parent huddle where Dr. Broquard will walk us through what term 4 will look like (Note: Term 4 begins April 19). DCPS just sent out new guidance for term 4 and Dr. Broquard is discussing with teachers before the huddle.
- b. We have a lot of children travelling for spring break and have an active quarantine tracker. We really want to keep people safe, and it is important to share our exposures so our system doesn't break down. It's impactful to have to quarantine people.
- c. DC's new quarantine guidance is 10 days instead of 14 days.
- d. Enrollment opens on April 5th. The school will push out the link to enroll electronically. We want everyone to enroll by May and specifically want to hear from K and 1st grade families as soon as possible.
- e. LSAT and HSA elections are coming.

3) Equity Pledge Update – Rachael Overcash and Gabe DiClerico

- a. Rachel: We are going to support the DC Ed Fund's (via Jeannie Lee)'s proposal and will make a single donation for the equity pledge (10% of the gifts made to the Bear Fund in this academic year). This will support a DCPS initiative to encourage students in Wards 7 & 8 to come to campuses to receive immunizations so they can return to IPL. The first 300 families that come will receive grocery gift cards, which will be funded by our donation.
- b. Gabe: The Bear Fund did better than anticipated. Currently we have \$105,376. Still, this is down approximately 30% year over year.

- c. Rachel: Good news, our current expenses are about \$90K-\$100K so we can cover that with the Bear Fund.
- 4) Fundraising and Community Program Updates – Alex Lewin-Zwerdling and Rachel Overcash
- a. 5K/1mile fundraiser - Alex: We will be using an outside vendor to host the fundraising run. They set up the website and collect the donations. There are no upfront costs. Rather, they take 9.5% of the total amount raised. They then wire the remaining 90.5% to our finance team. Once the site is launched, participants can do the run at any time on or before May 15th. Most of the fundraising comes from students sending their personal fundraising link to their family and neighbors. Kids can make a short video to include on their personalized fundraising page. A comparable school just raised \$20K doing this. We would provide several suggested routes mapped out for both 1 mile and 5K distances.
 - i. We need to think about 3 things: 1.) The registration fee (typically \$15-\$20, depending on whether we have a giveaway), 2.) If we want to give something away, such as a t-shirt or a medal, and 3.) If and how we want to have teams. For example, classes can compete against each other. The class with the most participants wins a prize. We can decide this offline, either in a conversation or through a google doc.
 - ii. This is not a race. You do not report your time. It's not competitive. Participants can walk, scoot, run, etc.
 - iii. Could talk about this in PE class, Wellness Wednesday, even music (kids could suggest songs for workout playlist). Also, kids could use the pedometers they received at the start of the year.
 - b. Garden – Alex and Rachel spoke with Laura Nelms about summer maintenance to provide a low cost/no cost option until next fall.
- 5) Communications – Anastasia Khoo: No updates.
- 6) Outreach – Farah Shah: No Updates.
- a. Ann spoke to someone interested who is interested in helping with outreach events next year. She will forward the contact information to Farah and Jess.
- 7) Diversity & Inclusion - Danielle and Christina: We are speaking with a potential new D&I chair tomorrow (Tuesday 3/30).
- 8) Finance Team Update – Gabe DiClerico
- a. Bree: Ideally, we will come out of tonight's meeting with a draft budget which we can present to parents to receive their input. A final vote on the final budget is scheduled for April 26.
 - b. Gabe: Presents 2 draft budgets based on conversations with Bree, Ann, and Dr. Broquard. These budgets reflect the projected costs and fundraising for the 2021/2022 year. The first budget was created assuming that next year will be more like a regular, in-person year.
 - i. Instructional costs – same as what we have seen in prior years with one change. Normally we spend \$12K in administrative supplies and \$6K on

professional development. This budget has \$18K going towards administrative supplies and \$0 going to professional development. Dr. B explains that DCPS has \$22K allocated to Title 2 funds which must be used on professional development. Also, professional development costs have gone down because conferences are being held virtually. DCPS made steep cuts to administrative supplies, so the \$6K will help address this need.

- ii. Food Prints is still a bit of a wild card because we do not know if we will be able to do this program next year. It may just be an outdoor program in the garden, but we have a placeholder with the cost reflecting previous years.
- iii. Recess program - \$30,300 reflects past years' costs for HoopEd to provide 2 coaches. Some questions to consider – will recess look the same as in regular years or will kids be spread out over more time throughout the day? If the latter, will that change how we use HoopEd? This is an expensive line item and may be a good discussion topic to pose to parents – how important is this to the community?
 - Bree has not yet had a chance to speak with HoopEd to discuss and would like a volunteer to take this off her plate.
- iv. Track and cross country had an increase to cover the costs of new jerseys.
- v. Hospitality and Events are in the budget as in years past as we plan to return to normalcy, but we will have to see what happens.
- vi. HSA Operations – the big line item is accounting. Gabe explains the finance team is looking for ways to save some money by streamlining costs and doing more of the work themselves so less has to be bumped to the accountant who has a high hourly rate.
 - Dr. Broquard shares that 2 years ago the HSA board considered paying an in-house bookkeeper who would work at Lafayette and would work part-time for the HAS and part-time for the front office providing clerical support. This position could manage some of the financial tasks (dealing with activity fees, cutting checks, running QuickBooks etc.). This may be something we consider for the 2022/2023 school year. This position would not be paid for out of Dr. Broquard's DCPS budget, but entirely by HSA. Janney Elementary School uses this model.
- vii. The budget assumes we will NOT host the Fall Festival in 2021. We do expect to have the Auction but not at the full scale as in years past.
- viii. The first budget has us running a deficit of \$39K. This deficit is due to the expected reduction in fundraising due to the inability to hold our full-scale events. The second budget assumes we will be unable to do anything in person, so that eliminates the Auction, Drumline, Recess Program, Food Prints, etc. It projects a deficit of \$35K. In the past, budgets presented have always been balanced.
- ix. Dr. Broquard explains that no budget passed is actually balanced because they present projected fundraising, rather than money the HSA has in the bank. This year is harder than other years because of the uncertainties presented by COVID, but perhaps we can use these budgets as an educational tool to discuss with the parent community.
- x. Bree: When we present the budget, perhaps Anastasia can help us craft a narrative to explain these changes to provide context for the community.

- c. Discussion of an Unbalanced Budget and HSA Reserves: the HSA has a healthy reserve which allows us some flexibility in this challenging year.
 - i. Rachel expresses concern about presenting an unbalanced budget. She believes the reserves are there for a catastrophe.
 - ii. Paul expresses that this is an emergency – this is what the reserves are for. And he reminds us that we have said in the past we are looking for ways to spend down the reserves.
 - iii. Michelle suggests that maybe presenting an unbalanced budget will spur parents to think about their future contributions to the Bear Fund. Anastasia says this may be an opportunity to increase the percentage of Lafayette families that give to the Bear Fund (usually ~60%)
 - iv. Bree: Discussing how to spend down the Bear Fund is something we should continue to discuss as a board.
 - v. Ann raises a question about whether we should be investing the reserves so it can continue to grow and pay out dividends.
 - Potential issues: Tax/Non-Profit Status restrictions – would need to discuss with VPs. Dr. Broquard suggests getting in touch with either Clare Sant or Shannon Behm who may have already investigated this. Also, to consider are the optics and how the community will view making money on the reserves.
 - d. Getting Community Feedback on the Proposed Budget
 - i. Bree suggests sending a survey to the community to gather feedback in advance of the general meeting. Michelle and Paul volunteered to create and execute the survey.
 - ii. Discussion about sending two or three proposed budgets to the community – a third could make expenditure cuts so it presents a balanced budget.
 - e. Vote on the Draft Budgets – Bree moves to vote on the proposed budgets.
 - i. Gabe explains what we are really voting on is the list of things we want to spend money on and that we have decided upon the right amount to spend. We are focused at this time on the expenditure side of things. The fundraising versus the use of our reserves is a moving target.
 - ii. Vote is seconded. The board votes unanimously to move forward with these budgets. Thank you, Gabe, for all your hard work putting these together!
 - iii. Bree - We are scheduled to vote on the budget on April 26, but we have flexibility on this date. If we need more time, we can have the community vote later.
- 9) Discussion of Norms, Expectations, and Roles – Dr. Broquard, Ms. Harris, and Mr. Burnett are asked to leave the discussion so only the board members are online for this closed conversation.
- a. Bree leads a discussion of norms around public facing communications, internal discussions amongst board members, and parent feedback/advocacy.

Meeting ended at 10:15pm / Next Meeting – HSA General Meeting 4/26