

**Early Childhood Academy PCS  
Board Meeting Minutes  
4025 9th St. SE, Washington, DC 20032**

**Call to Order**

Tuesday, May 21, 2019  
6:30 p.m.

**In attendance:**

Wendy Edwards, Thann Ingraham, Debra Foster, Dennis Sawyers, James Williams, Rasheda Davis, Arleta Fleet, Renesha Alphonso, and Mark Rengal (Menkiti Group).

**ED Report**

**Introduction of New Board Member**

The ECA Board of Trustees welcomes Ms. Renesha Alphonso, who attended her first in-person meeting of the Board of Trustees today.

**885 Barnaby Update**

The ECA Board of Trustees accompanied by Mark Rengal of the Menkiti Group took their first walk through of the facility at 885 Barnaby Street. Construction is on-schedule for the new facility, which is still projected to open mid-July.

The ECA administrative team continues to meet weekly to make decisions on vendors for the new facility. See RFP updates below:

<b>Service</b>	<b>Vendor Selected</b>
Lit fiber service	Comcast Business (Under \$25K)
Phone service and hardware	Dynamic Network Solutions (Under \$25K)
Network Cabling	Dynamic Network Solutions (Selected during FY16-17)
Classroom and Office Furniture	To be determined - RFP placed 3/22/19
Provides resident teachers	Sole source notice placed on 5/17/19 for Urban Teachers contract

Janitorial	To be determined
Special Education	To be determined
NSLP	To be determined
Playground Equipment	We decided not to move forward with this bid.

**Black Tie Ribbon Cutting Event**

The board of trustees suggested ECA have a Black Tie Ribbon cutting event to celebrate the opening of our new school.

**Action:** Renesha Alphonso agreed to take charge of the event.

**Financial Manager’s Report**

The form 990 was completed, and all taxes filed. April 2019 financial statements will be submitted electronically.

**FY 19-20 Budget**

The budget for FY 19-20, was submitted and approved with the New Market Tax Credit (NMTC) financing.

**Medicaid Audit**

On Monday, May 6, 2019 ECA was contacted by Myers and Stauffer, LLC to begin a preliminary review of documents for our FY 16-17 Medicaid audit. This will be the first year ECA has been audited by this firm. We’ve submitted a Request for Additional Documentation on May 13, 2019. Today Myers and Stauffer confirmed with ECA that 2 – 3 auditors will be onsite on Thursday, June 6, 2019 to complete a Field Exam.

**Approval of Board Minutes**

The board of trustees will vote electronically on minutes from March and May 2019.

**Confirmation of Next Meeting**

Due to the moving of the school the next meeting will be TBD.

**Meeting adjourned at 8:15 pm**