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**Minutes of the Board of Trustees
August 27, 2019**

The regular meeting of the Board of Trustees was called to order at 6:37 p.m. on Tuesday, August 27, 2019 at the Brookland campus.

The following members of the Board were in attendance:

Mrs. Valerie Smith, Chair
Mrs. Patricia Callis
Mrs. Pamela Cole, by Phone
Mrs. Magdalena Acevedo
Mrs. Jimia Williams
Dr. Linda McKay, Executive Director

Absent: Ms. Azura and Mrs. Camia Lane

Participating from management were:

Mr. Gerald Austin, Brookland Campus Principal
Mr. Marcus McKay, Business Manager
Ms. Mary Bunn, Executive Assistant

Absent: Mr. Sanjay Singh, Assistant Principal, Ms. Stacii Bryson, Finance Manager

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the board meeting conducted on August 27, 2019 was presented. A motion to approve the minutes as prepared was seconded. Motion carried.

Financial Report

The Finance Report was presented by Dr. McKay in the absence of Ms. Bryson. Dr. McKay said that the finance report included the unauthorized statement of activities thru June 30, 2019 and the unauthorized statement of Financial Position (Balance Sheet as of June 30, 2019).

Dr. McKay stated that an engagement letter has been signed with Bert Smith & Co., an audit firm from the D.C. Public Charter Board list of approved auditors. The audit is anticipated to begin mid-September. She said that expenses are being monitored in relation to revenue until the October 5th enrollment audit. The members were presented with a copy of the first quarterly payment for their perusal.

Following discussion on the financial report, a motion was moved and properly seconded, to accept the financial report as presented.

Executive Director's Report

Dr. McKay provided members with a copy of the resignation letter from Mr. Claude McKay, 16th Street campus principal. She said that Mr. McKay worked 14 years at the school as a teacher assistant, teacher and administrator. He said that he will always love the mission, leadership, staff, students and families of MMBDA and even though he is leaving this important post, he will continue to hold a special place in his heart for the important work MMBDA does for our children and our city. She said that Ms. Johanna Mamiam, Academy Director, 16th Street will start on September 9, 2019.

Dr. McKay said that the 15-Year Review document is due by the end of September. The committee was provided with a copy of the 2014-2019 Class Scores.

The School will return to self-prep meals SY 2019/20. She said that we are not using Revolution Food this school year.

Dr. McKay reported that 27 new staff members were hired. Eleven (11) teachers were terminated and five (5) teachers decided to leave.

MMBDA is planning to enter into partnership with the Brookland Manor Community Center. A formal relationship has been established and the school will submit a Literacy/Truancy application to OSSE for wrap around services to support student academics, attendance and overall student development.

Principal's Report

Mr. Austin stated that this school year we will transition from using Achievement Network as our interim assessment to using Edulastic. Edulastic will provide MMBDA with real-time student for teacher created assignments and assessments. Like ANET, Edulastic allows us to match the standards assessed to the EngageNY sequence as well as provide faculty with a comprehensive test bank of questions including released PARCC questions.

Mr. Austin informed the committee = that Hispanic Heritage month will be celebrated from September 15th thru October 15th. During the annual program students will share songs, dances, clothing and history of their Latin American country. Back-to-School night will be held on September 17th and 18, 2019.

Action Items

A motion to approve amendments to the Personnel Handbook was moved, properly seconded and carried.

The recommendation to approve the revised Budget was deferred until the October Board meeting.

New Business

Committee Structure

It was suggested that members be contacted about the committee structure with discussion taking place at the Committee of the Whole meeting.

Strategic Plan

A copy of the Strategic Plan and Committee Structure will be provide to committee members.

With there being no further business to come before the committee, the meeting adjourned at 8:00 p.m.

Minutes submitted by Mary Bunn