



**Meeting Minutes of the
BDC, A Public Charter School, Inc.
Meeting of the Board of Trustees
410 8th Street, NW
Washington, DC 20004**

August 30, 2019

Board members present: Tony Axam, Craig Barrett (telephonic), Chad Colby, Candice Gayl, Mali Parke (existed before item IV, returned during item VII), and Anne House Quinn

Board members not present: Andrew Kelly

Staff members present: DeAnna Rowe, Executive Director BDC; Peter Bezanson, CEO BASIS.ed; Jill Garrett, Head of School; Portia Cameron, Head of Operations

BASIS.ed staff present on the phone: Susan Adams, CFO; Gihan Gunasekera, Director of Finance; Michelle Keogh, General Counsel; Shannon Chavez, Director of Compliance; John Hillis, Chief Advancement Officer; and David Hubalik, Vice President of Charter Schools. Julia Paulus, Research Analyst and Project Coordinator for BDC also participated telephonically.

- I. Call to Order – Craig Barrett called the meeting to order at 12:37pm. A quorum of the board was confirmed. Please note the order of consideration differed slightly than presented in adopted agenda. Minutes reflect actual order of meeting.
- II. Adopt Agenda – The agenda was adopted as presented.
 - a. Motion to adopt: Anne House Quinn
 - b. Second: Candice Gayl
 - c. Motion passed unanimously
- III. Review and consideration of **Resolution BDC20-R01** to elect Anne House Quinn as Secretary and Chad Colby as Treasurer of the BDC, A Public Charter School, Inc. Board of Trustees for FY2020.
 - a. Motion to adopt: Tony Axam
 - b. Second: Mali Parke
 - c. Motion passed unanimously

- IV. Review and consideration of the minutes from the May 22, 2019 meeting of the BDC, Public Charter School, Inc. Board of Trustees. The minutes were adopted as presented.
 - a. Motion to adopt: Tony Axam
 - b. Second: Candice Gayl
 - c. Motion passed unanimously

- V. Review and consideration of **Resolution BDC20-R02** to approve the Comprehensive Sexual Misconduct Policy. Staff clarified that the policy is in addition to the current policy, not replacing any components. The addition puts all policies pertaining to Title IX and sexual misconduct in one place and responds to relevant district guidelines.
 - a. Motion to adopt: Craig Barrett
 - b. Second: Anne House Quinn
 - c. Motion passed unanimously

- VI. Review and consideration of **Resolution BDC20-R03** to approve revisions to the BASIS DC Guidebook. Staff highlighted that revisions were made to comply with DC PCSB requirements relating to absence policy and discipline practices.
 - a. Motion to adopt: Tony Axam
 - b. Second: Anne House Quinn
 - c. Motion passed unanimously

- VII. DeAnna Rowe presented the Executive Director Report, including updates on DC PCSB activity, transparency requirements, and the DC Charter Conference. The board discussed ideas to comply with transparency requirements and update open meeting policies. Finally, DeAnna requested the completion of Conflict of Interest forms.

- VIII. Financial Reports:
 - a. Gihan Gunasekera reviewed the Q4 Financial Report, highlighting savings realized.
 - b. The Board reviewed and considered **Resolution BDC20-R04** to adopt the FY2020 BDC, A Public Charter School, Inc. Budget as presented. The presented FY2020 budget includes data obtained from the Q4 actuals, including surplus increases, adjusted expenses, and growth fund allocations.
 - i. Motion to adopt: Tony Axam
 - ii. Second: Anne House Quinn
 - iii. Motion passed unanimously

- IX. Management Report: BASIS.ed staff presented the management report. Items of note included:
 - a. Academic Performance – AP exam results are consistently trending in the upward direction and continue to be higher than national averages. Student test scores and performance improve with each year students spend at BDC. The school has observed impressive growth in BLT results, PARCC exam scores outperforming all district scores, and notable college acceptances.



- b. Student Acquisition and Marketing – The enrollment waitlist is strong and new tour kits are available at the school.
 - c. Talent Acquisition Updates – BDC is fully hired after a selective teacher recruitment process.
 - d. Annual Teacher Fund – FY2019 fundraising exceeded all past records. Annual Founder's Circle event will occur in November. There has been a recent shift in Annual Teacher Fund authority; John Hillis will be taking over responsibilities. A discussion on participating in the Spring Day of Giving occurred.
 - e. Legal and Compliance – The OSSE complaint was closed – allegations regarding lack of provision of specialized instruction was determined to be unfounded. OCR investigation remains open and ongoing. Further discussion on DC PCSB's concern over the low Child Find Rate occurred.
 - f. Security Update – Kevin Navarro, Director of School Safety and Security has been present on campus to make initial surveys and thorough assessments of safety measures. Raptor System is now in place, quick reference guides have been developed to ensure consistent safety measures, relationships with local law enforcement are being developed.
- X. New Business – The Founder's Circle event will occur on November 15, 2019.
- XI. The meeting adjourned at 2:06pm.
- a. Motion to adjourn: Anne House Quinn
 - b. Second: Candice Gayl
 - c. Motion passed unanimously

Minutes taken by Julia Paulus.

Anne House Quinn, Secretary of the Board

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