

SCHOOL NAME: Mary McLeod Bethune Day Academy PCS

SUBMITTER: Patricia Callis, (Interim)

SUBMISSION DATE: March 23, 2022

SCHOOL BACKGROUND

Campus name(s): 16th St., Campus

Year(s) opened: 2016.

Grades served: PreK - Grade 5

Date the charter will be eligible for renewal: 2022.

GENERAL INFORMATION

1. Summarize the school's proposed changes. (Provide details in the following subsections.)

Mary McLeod Bethune Day Academy PCS proposes to relocate from 5413 16th St., to 209 Upshur St., N.W.

2. How will the proposed changes support the school's mission?

The new school location will provide a larger and more appropriate facility for the school program and operations. Presently, the Northwest (16th St. location) operates in a church building that includes an educational building.

Since operating in the building, the school has experienced many needs for facility repairs that have greatly impacted the school's finances and overall operations. Additionally, since being in the building for five years, the school has had a need to expand classrooms, which has impacted the space for our library and environmental science classrooms. The new building will

In 2019, parents of our 16th St. location requested that the school increase grades at the 16th St. location. Mary McLeod Bethune Day Academy PCS is chartered as ONE SCHOOL; therefore adding another location is considered a "location" and not a "campus".

3. When did the school's board approve the proposed changes? Please attach minutes from the meeting and vote results.

The Board of Trustees include a goal for growth in its Strategic Plan:

GOAL: Increase the organization's revenues and control expenses in order to offer well-equipped, well-staffed, and well-funded schools to optimize student learning.
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STRATEGIES:

- . 1) Consider growing school (potentially increasing enrollment ceiling number and, opening an additional campus)
- . 2) Research and pursue public and private grant funding
- . 4) Establish fundraising capacity
- a. Create annual giving plan
- b. Create an Annual fundraiser
- c. Carefully monitor, and revisit as necessary, organization's budget and facilities plan to ensure enrollment projections and finances are realistic

The Board of Trustees voted unanimously for the approval of purchase of the 209 Upshur St. building on February 22, 2022.

FACILITY/LOCATION

1. Please check the reason below that best describes your proposed change.
 - ☐ An entire campus or school seeks to relocate from its current location to a new location.
 - ☐ A single campus seeks to remain in its current location *and* expand into an additional location.
 - ☐ A school seeks a new campus to be housed in a new facility.
2. List all the facilities and addresses the school currently operates, along with the new facility(ies) the LEA plans to operate. Include the campus(es) located in each facility, highlighting any changes from what is currently written in the school's charter agreement.
 - 1404 Jackson St., N.E., 20017
 - 5413 16th St., N.W., DC 20011
 - 209 Upshur St., NW, DC 20011 - NEW LOCATION
3. What's the rationale for relocating, expanding, or dividing into a new location? Why did the school choose this particular location?

Mary McLeod Bethune Day Academy PCS chose the new location, 209 Upshur St., N.W., because it is within a close proximity to our current Ward 4 school location. A key reason

for choosing and purchasing 209 Upshur St., N.W. is that it is a school building, built in 2007 and originally designed to function as an educational facility. The purchase of the school building was within our budget and the building needs very minor repairs. It is basically a turnkey building, presently occupied by a child development center.

The landlord for our 16th St. location presented a 5-year renewal lease that showed an increase in rent in the amount from \$12,380. to \$17,592. The new building mortgage will be \$20,349. The building square footage will change from 7,800 sq.ft. (16th St.) to 15000 sq.ft. (209 Upshur St., N.W.).

4. Is the proposed facility a property the school plans to purchase or lease? If the school has already purchased or leased the property, when did it acquire the property?

The school submitted a signed contract for purchase to the seller on February 23rd and a Letter of Commitment from the Bank for the mortgage. Mary McLeod Bethune Day Academy PCS shall take possession of the property at closing, in early April 2022.

5. If the school plans to move a current campus into a new location, please answer the following:

- a. How will the new location impact students who currently attend this campus? How will the school ensure students re-enroll?

The school has met with the parents via the PTO and sent a letter home to parents providing the notice of the new building. Parents were informed that the new building increases the size of our use space, from 7800 sq. ft. to 15,000 sq.ft. The School provided an opportunity to answer all parent questions regarding the timing of purchase, need to relocate, facility features, proximity to existing building, plans for moving and continuation of school services for the 2022 school year and summer school. A parent survey was submitted to parents to assess how many of the currently enrolled students would need free bus transportation from centrally located bus stop.

- b. How will the school support families who need transportation to access the new location?

The school provides bus transportation to students attending Mary McLeod Bethune Day Academy PCS. There are presently 4 bus stops throughout the City and one bus stop from our Jackson St. location to and from 16th St. campus. An additional bus stop will be added to our bus routes for pick up and return at the Rock Creek parking lot, located at 16th and Kennedy Sts.,

NW.

6. Describe the proposed location's neighborhood (e.g., residential, commercial, metro-accessibility). What value will the school bring to this community? In the response, list traditional and public charter schools in close proximity to the new location, identifying schools that serve the same grade span the school will serve at full capacity at this location. Describe how the school's academic performance, demographics, and mission compare to these schools.

Petworth is a residential neighborhood in Ward 4 in the Northwest quadrant of Washington, D.C. It is bounded to the east by the Armed Forces Retirement Home and Rock Creek Cemetery, to the west by Arkansas Avenue NW, to the south by Rock Creek Church Road NW and Spring Road NW, and to the north by Kennedy Street NW. There are metro accessible bus lines within two blocks of the school building. The walkability score for the Petworth area is "91". The 209 Upshur St. school building was built in 2007 to house the now-defunct ABC PCS, which closed in 2010. The school building is presently housing a child development center. The identified building is located in ANC 4C 10, which represents a neighborhood that is very stable and growing in population.

Traditional and public charter schools with same grade levels in close proximity to the new location:

School Name	Ward	PMF/Tier	Distance
Creative Minds	5	59.7/ Tier 2	Old Soldiers Home campus
Raymond ES	4		1 mile
E.L. Haynes	4	88.8/Tier 1	1.2 miles
Mary McLeod Bethune DaY Academy	4	50.1/Tier 2	

Mary McLeod Bethune Day Academy PCS is an IB World School and is accredited by American Academy for Liberal Education (AALE). We are a Spanish immersion school that serves students from all wards of the City. More than 80% of our currently enrolled students reside in Ward 4 and

within 2 miles from the new location.

7. Describe how the school has engaged its internal community (e.g., staff, families, students) in its decision to relocate, expand, or divide into this new location. Submit documentation of the school's communications with its staff and families regarding the proposed location. Explain any concerns the school's internal community raised. How did the school respond? How will it engage these stakeholders moving forward?

Mary McLeod Bethune Day Academy has met with the owner of the building to share information regarding the neighborhood, the school demographics, mission and school uniqueness.

Parents and staff received letter and email that provided detail, photos and maps showing proximity of the building to our current school location and current student enrollment proximity to the new building. The School administration attended the PTO meeting to provide more information regarding the school relocation, planning stages, and to answer any questions parents might have regarding the relocation.

A letter was sent to the ANC 4C10, which shared the proposed relocation of the school and a request to meet with the Commissioner and the ANC C410 community. The meeting with the Commissioner will be held on March 23, 2022.

8. Describe how the school has engaged the community surrounding the proposed location. Submit documentation of communications with nearby principals, neighbors, ANC representatives, Councilmembers, and others, notifying them of the school's plans. Explain any concerns the surrounding community raised. How did the school respond? How will it engage these stakeholders moving forward?

A letter was sent to the ANC 4C10, which shared the proposed relocation of the school and a request to meet with the Commissioner and the ANC C410 community. The meeting with the Commissioner will be held on March 23, 2022 here to enter text.

9. Will there be newly created seats for additional students? If so, discuss student recruitment efforts in the new school community.

No. The school has an enrollment ceiling of 500 students of which the proposed student enrollment of 106 students in 2023 will be from the entire proposed 2023 enrollment.

10. How many square feet is the proposed space? What is the maximum

occupancy at the new location? If the maximum occupancy load for staff and students is less than the total number of staff and students who will occupy the facility at any point in the future, please explain how the school will address this issue.

The entire square footage of the proposed space is 15,000 sq. ft. The maximum capacity is 200 for staff and students. This site is the second location of our school. There is no plan to accept more than the future anticipated growth to 150 students.

11. Does the proposed space require renovations either to serve as a school or to be accessible for students with disabilities?

No the building is entirely ADA compliant and includes elevators, ramps and other required features for compliance.

12. In addition to providing a 5-year Operating Budget, please answer the following questions regarding the financial impact of the proposed location:

- a. For each of the five budget years, how much does the proposed new facility cost, and how many students will be served at the new site?

Total facility costs for the proposed facility will be:

Year 1	Year 2	Year 3	Year 4	Year 5
555,500	441,000	447,280	455,341	461,682

The facility will serve 106 students in Year 1, growing to a maximum enrollment of 148 students by Year 5.

- b. What is the school's per-pupil facilities cost, and how does this compare with its per-pupil facilities allowance?

For year 1, MMBDA's total facilities cost of \$1,438,000 will exceed per pupil funding by \$108,000. The difference is attributable to one-time relocation expenses and building modifications of approximately \$150,000. Facilities costs in Years 2-5 will be lower than per-pupil facilities allowance overall.

- c. If the school plans to operate multiple facilities, in addition to the proposed new location, what is the LEA's total facilities cost (e.g., rent expense, property taxes, property insurance, amortization of leasehold improvements (LHI) and furniture, fixtures, and equipment (FFE), depreciation of building, debt service for building, LHI and FFE,

utilities, repairs, maintenance, etc.)? How does this expense compare with the school's per-pupil allowance?

MMBDA will continue to operate our larger Brookland location while relocating our 16th Street location to the proposed facility. During the first year in the new location, MMBDA's total facilities cost of \$1,438,000 will exceed per pupil funding by \$108,000. The difference is attributable to one-time relocation expenses and building modifications of approximately \$150,000. Facilities costs in Years 2-5 will be lower than per-pupil facilities allowance overall.

- d. What additional sources of funding does the school plan to use to pay for this new facility during each of the five budget years?

MMBDA has secured a \$3.7M 10 year commercial mortgage loan from M&T bank to purchase the facility. We will service this debt from local per pupil funds.

- e. If applicable, what contingencies does the school have in case it enrolls fewer students than anticipated?

After the property acquisition MMBDA will have reserve funds in the amount of \$1.4M to cover any budget shortfalls caused by lower than expected enrollment. These reserve funds will ensure that we can deliver all of the programmatic components that our families have come to expect.



Mary McLeod Bethune Day Academy Public Charter School

1404 Jackson St., N.E., Washington, DC 20017,

Phone: (202) 459-4710, Fax: (202) 536 2670

Web: www.mmbethune.org

MINUTES

Board of Trustees Meeting

Tuesday, February 22, 2022- 6:35 pm

This meeting took place via Zoom due to the Pandemic.

Attendance:

Trustees in attendance

Mrs. Patricia Callis

Mrs. Jimia Williams

Mrs. Pamela Cole

Mr. Delmar Parks

Dr. Linda McKay, Ex-officio

Members Absent

Ms. Azura Mason

Ms. Jasmine Tucker

Staff in Attendance:

Mr. Clifford Owens, Brookland Principal

Ms. Johanna Mamiam, 16th Street Principal

Mrs. Tolisha Hopkins, Assistant Principal

Mrs. Stacii Bryson, Finance Director

Ms. Mary Bunn, Executive Assistant

Mr. Barrington Tolliver, Parent Coordinator

There was no community and public input.

Call to Order

The meeting of the Board of Trustees was held virtually using Zoom. The meeting was called to order at 6:35 p.m. Dr. McKay welcomed the members and staff and others to the third meeting of the 2021-2022 school year and confirmed that a quorum was present.

Approval of Agenda

The agenda was unanimously approved.

Approval of Minutes

The acting Chairperson called for the approval of the minutes of the November 16, 2021 Board of Trustees meeting which was unanimously approved.

Financial Report

Stacii Bryson presented the financial report. The financial report included a copy of the SY 2020-2021 financial audit and a copy of the budget revision that included changes to the revenue and expenses since the November 16, 2021 meeting. The revised budget reflects a slight increase in revenue and a decrease in expenses. To reduce the budget deficit, expenses will continue to be monitored.

Mrs. Bryson said that the preliminary unaudited figures project approximately \$3M cash on hand at the end of the 2021-2022 school year. The funds will be used to cover the deficit, make a down payment on the new building as well as cash on hand for the beginning of the upcoming fiscal year. The budget is subject to amendments and changes based on additional funding/grant requirements. Any sufficient changes will be presented to the board approval.

Following discussion on the financial report, a motion was moved and properly seconded, to approve the budget as amended. The motion carried.

Executive Director's Report

Dr. McKay reported that the Protecting Our Children Emergency Amendment Act of 2021 has established a new COVID-19 asymptomatic testing minimum for schools through April 1, 2022, requiring all public and private schools conduct weekly asymptomatic testing of at least 20 percent of the students attending in-person learning. Dr. McKay said that since November 2021, MMBDA has tested well over 20% of students weekly, using the school nurse office. In addition, all staff, prekindergarten and kindergarten students are required to submit weekly test results at the beginning of each school week. As a result, the numbers of positive cases has been reduced dramatically.

Dr. McKay reported that OSSE has determined that it will not calculate STAR Framework Scores and Ratings for the 2021-2022 school year. The COVID -19 pandemic resulted in the absence of key data components from previous school years and also opens questions about the comparability of data from the current school year.

Dr. McKay informed the members that a complaint was made against MMBDA by a former employee. Although the complaint was submitted by “Anonymous”, a name was given by the complainant. She said that allegations given in the complaint are unsubstantiated and will be responded to by March 3, 2022 to OSSE.

The members were informed that the 5-Year lease renewal signing for the 16th Street campus was not signed due to the many repairs needed to the building and increased by more than 50%. An inspection of the facility in January 2022, paid for by MMBDA, showed potential for greater repairs that would continue to impact the instructional program as well as the budget.

MMBDA has been looking for alternative sites for the 16th Street campus. The 209 Upshur Street location was found. Formerly a charter school building, built in 2008 for a now defunct charter school, the building was housing a child development center but for sale for purchase. She said that the Administration staff visited the site and saw that it will fully contain the 16th Street program. All Board members have the building documents for discussion and approval for the building purchase.

After further discussion on the 16th Street relocation, a motion was moved and properly seconded, to approve the Purchase and Sale Agreement Contract for the 209 Upshur Street building. The motion carried.

Principals Report

Mr. Clifford Owens, Brookland Campus principal and Ms. Johanna Mamiam, 16th Street principal provided the members with highlights at both campuses.

Committee Development

Mrs. Williams provided the members with an update on the committee structure. During the discussion of the nominations of Parent Representative and Board Chair and Treasurer the members agreed to send the nominations to Mrs. Williams.

STEM Innovation

Mr. Damon Jones discussed the STEM Innovation Program. He said the purpose of the proposal is to describe the methodology behind the development of two customized, project based, thematic curricula. These curricula are aligned with Common Core standards for the

MMBDA Innovation Center; one curriculum for active school hours (10:00 a.m. – 3:00 p.m.) and one curriculum for after time (3:00 pm – 6:30) p.m.

After the presentation, a motion was made to table the STEM Innovation Program at MMBDA until further in-depth discussion about the vision and project. The motion was properly seconded and carried.

The meeting adjourned at 9:29 p.m.

Minutes submitted by Mary Bunn

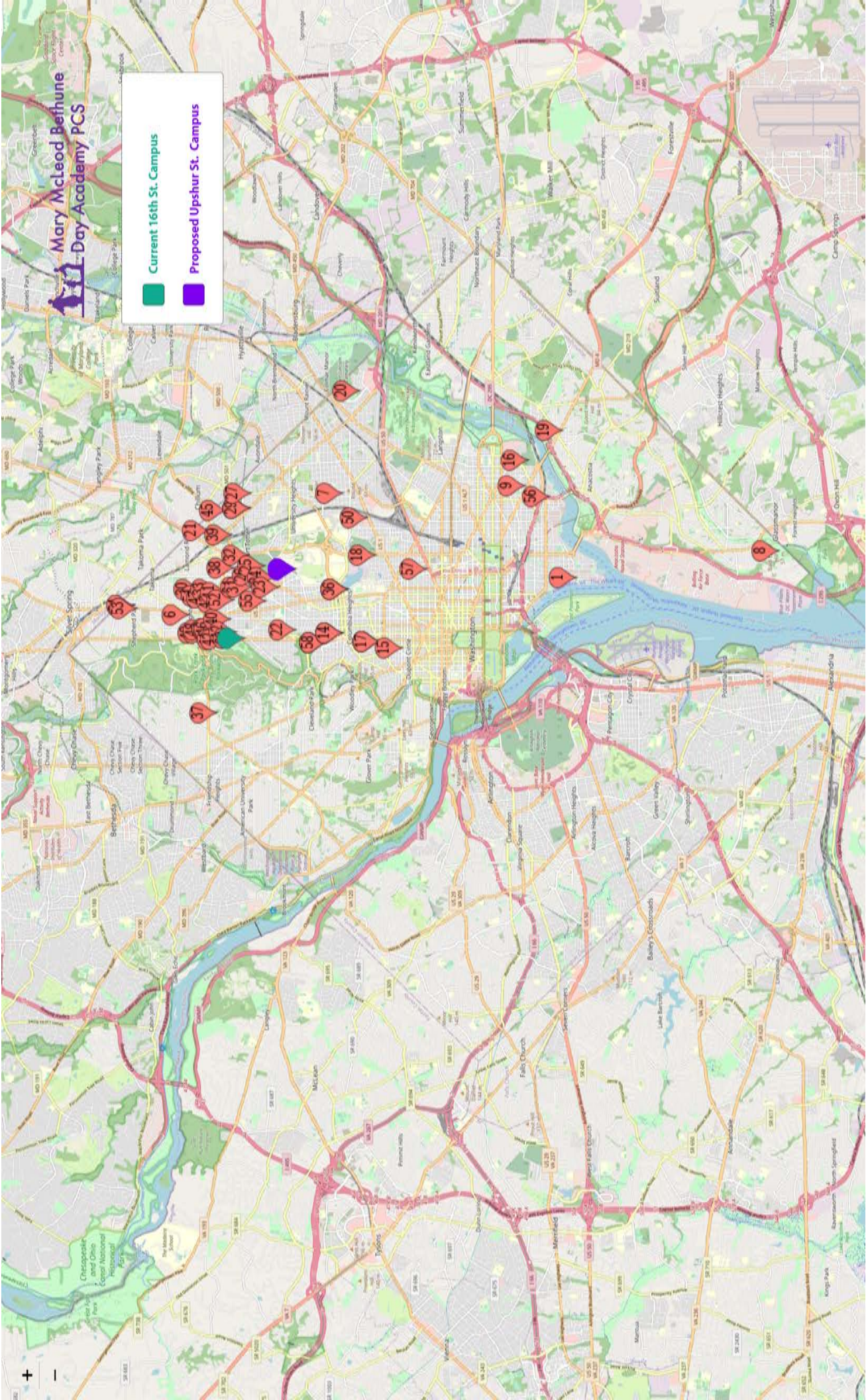
Five-Year Estimated Budget Worksheet

DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5
REVENUES					
Per Pupil Charter Payments	1,840,401	1,991,781	2,161,818	2,372,688	2,493,792
Federal Entitlements	75,000	75,000	75,000	75,000	75,000
Income from Grants and Donations					
Activity Fees					
Other Income	35,000	37,500	40,000	42,500	45,000
TOTAL REVENUES	\$1,950,401	\$2,104,281	\$2,276,818	\$2,490,188	\$2,613,792
EXPENSES					
Personnel Salaries and Benefits	1,328,645	1,459,716	1,641,032	1,827,705	1,884,272
Direct Student Costs	53,500	55,450	39,500	56,250	48,000
Occupancy	555,500	441,000	447,280	455,341	461,682
Office Expenses	26,500	8,500	9,250	10,000	10,750
General Expenses	62,500	41,000	45,500	50,000	54,500
TOTAL EXPENSES	\$2,026,645	\$2,005,666	\$2,182,562	\$2,399,296	\$2,459,204
	(\$76,244)	\$98,615	\$94,256	\$90,892	\$154,588

Mary McLeod Bethune Day Academy PCS

Current 16th St. Campus

Proposed Upshur St. Campus





Mary McLeod Bethune Day Academy Public Charter School

**1404 Jackson St., N.E., Washington, DC 20017,
Phone: (202) 459-4710, Fax: (202) 536 2670
Web: www.mmbethune.org**

March 15, 2022

Jonah Goodman
Commissioner, 4C10
4217 4th St., N.W.
Washington, DC 20011

Dear Commissioner Goodman,

Mary McLeod Bethune Day Academy PCS (MMBDA) requests an opportunity to speak with you and your constituents regarding the relocation of one of our school campuses, from 5413 16th St., N.W. (6th Presbyterian Church) to 209 Upshur St. N.W.

MMBDA is currently in negotiations to purchase the building, which now houses a child development center and was built in 2007 for the now defunct ABC PCS. We have chosen to relocate based on a need for increased space and to find permanent housing for our school operations.

Mary McLeod Bethune Day Academy PCS is a prekindergarten through grade 8 charter school that was established in 2004. The school has 2 campuses, one in Brookland that serves 255 students in PreK 3 - grade 8, and the 16th St. campus that serves approximately 88 students in grades Prek - grade 5. Approximately 80% of the 16th St. students reside in Ward 4.

Our school is an IB World School and is accredited by American Academy for Liberal Education (AALE). We are a Spanish immersion school that serves students from all wards of the City.

We would like to meet with the immediate community of 209 Upshur St., N.W. to introduce ourselves and answer any questions regarding our school. I can be reached at (202) 607-1605 or via email at L.mckay@mmbethune.org.

We look forward to speaking with you,

Sincerely,

Linda McKay,
Executive Director

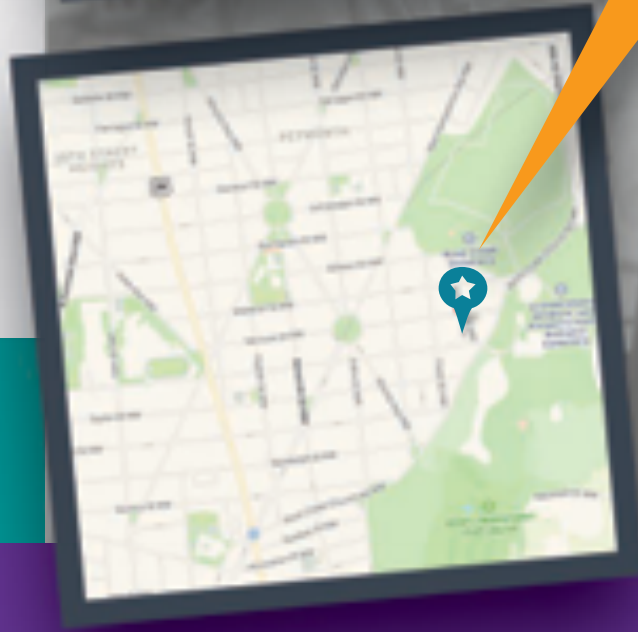
Our 16th Street Campus is **MOVING!**

Modern and spacious facility



New Location
for the coming school year

**209 Upshur St. NW
Washington, DC 20011**



www.mmbethune.org

March 15, 2022

Dear MMBDA Parent/ Guardian,

Thank you for your continuous commitment to our school community. Your support has given us an opportunity to grow not only with more grade levels but as a family. Mary McLeod Bethune Day Academy PCS wants to inform all families that the 16th St. campus will be relocating from our 16th and Kennedy St. location to our new building at 209 Upshur St. N.W., for the coming school year. The new building is located 1.9 miles from our current location. This spacious and modern purpose-built school building will provide MMBDA students with an improved learning environment.

The new Mary McLeod Bethune Day Academy PCS campus will enhance the learning environments and facilities and accommodate the growing number of students and grades. Our aim will be to ensure the transition for families is as smooth as possible. We will provide daily transportation between the Carter Barron Parking lot and the new school building for interested families.

The new building will feature larger classrooms, a spacious rooftop environmental science classroom, secure waiting room and public area right off the main entrance and double check point entrance, along with a large multi-purpose room where students can congregate to socialize and collaborate. We are creating a playground that will be secure and usable for all students in grades preK3 through grade 5.

Mary McLeod Bethune Day Academy will continue to serve our students PreK-3 through 5th Grade in a Spanish language immersion, IB program where each classroom has a student to teacher ratio of 10:1 or less. All students will receive IB inquiry based exploratory learning, art, music, health and PE, and environmental science.

We will announce an open house in the coming weeks where families can come tour the new building. We look forward to welcoming you all to the new building.

Sincerely,



Linda McKay, Ed.D
Executive Director

15 de marzo de 2022

Estimado padre/tutor de MMBDA,

Gracias por su continuo compromiso con nuestra comunidad escolar. Su apoyo nos ha dado una oportunidad de crecer no solo con más niveles de grado, sino como familia. Mary McLeod Bethune Day Academy PCS quiere informar a todas las familias que el campus de 16th St. se está trasladando de nuestra ubicación de 16th y Kennedy St. a nuestro nuevo edificio en 209 Upshur St. N.W., a solo 1.9 millas de nuestra ubicación actual. Este movimiento proporciona un edificio escolar independiente que es autónomo y con un entorno destinado a la escolarización.

El nuevo campus de Mary McLeod Bethune Day Academy PCS mejorará los entornos e instalaciones de aprendizaje y acomodará al creciente número de estudiantes y grados.

El nuevo edificio contará con aulas más grandes, una amplia aula de ciencias ambientales en la azotea, sala de espera segura y área pública justo al lado de la entrada principal y una entrada de punto de control doble, junto con una gran sala de usos múltiples donde los estudiantes pueden congregarse para socializar y colaborar. Estamos creando un patio de recreo que será seguro y utilizable para todos los estudiantes en los grados PreK3 a grado 5.

Mary McLeod Bethune Day Academy continuará sirviendo a nuestros alumnos de PreK-3 a 5º grado en un programa de inmersión en el idioma español, IB, donde cada aula tiene una proporción de alumnos por maestro de 10:1 o menos. Todos los alumnos recibirán aprendizaje exploratorio basado en la investigación del IB, arte, música, salud y educación física, y ciencias ambientales.

Sincerely,



Linda McKay, Ed.D
Executive Director