**MINUTES**

**Board of Trustees Meeting**

Tuesday, August 24, 2021- 6:30 PM

***This meeting took place via Zoom due to the Pandemic.***

**Attendance:**

**Trustees in attendance:**

 Mrs. Valerie Smith, Chair

 Mrs. Patricia Callis

 Mrs. Jimia Williams

 Mrs. Pamela Cole

 Mrs..Jasmine Tucker

 Dr. Linda McKay, Executive Director

 **Trustees Absent:** Ms. Azura Mason

 **Staff in Attendance:**

Mr. Shawn Crosby, Principal - Brookland

Ms. Johanna Mamiam, Principal - 16th Street

Mr. Sanjay Singh, Asst. Principal

 Mrs. Stacii Bryson, Finance Director

 Ms. Mary Bunn, Executive Assistant

**Call to Order**

The meeting was called to order at 6:35 p.m.

**Welcome**

Valerie Smith, Chairperson, welcomed everyone to the first meeting of the 2021-2022 school year.

**Approval of Agenda**

The agenda was unanimously approved.

**Approval of Minutes**

A motion was made to approve minutes from the May 18, 2021 meeting. Motion was seconded and approved.

**Financial Report**

Stacii Bryson presented the financial report for the period ending June 30, 2021. She informed the members that the annual audit has been signed with Bert Smith & Company. She said that the instructional staff received a 5% cost of living increase.to remain competitive with DCPS and other surrounding school districts. Mrs. Bryson said that the SY 2021-2022 budget was emailed to members for their approval. She noted that the budget is conservative with enrollment due to the pandemic and the return to in-person education. In addition, Mrs. Bryson noted that the budget is subject to amendments and changes as deemed necessary and any sufficient changes will be presented for board approval.

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

**Executive Director’s Report**

Dr. McKay presented the Executive Director report. She said that a total of 370 students have enrolled/reenrolled for SY 2021-2022. The members were informed that on July 26, 2021, the Board of Trustees of the American Academy for Liberal Education (AALE) Board of Trustees voted to renew PK-12 School accreditation for Mary McLeod Bethune Day Academy – Brookland and Mary McLeod Bethune Day Academy – 16th Street each for a full term of (5) years ending July 31, 2026 with the requirement that the schools accept an on-site visit before May 1, 2022 to address the disclaimers in the May 2021 Site Evaluation Visit Report.

Dr. McKay said that the AALE Board, the Council of Scholars, and site evaluation team were in agreement that MMBDA Brookland/16th have a mission that is well-aligned with the objectives of liberal education, and that there is a clear understanding and integration of the mission among students, teachers, staff, families and board members. The Board commends the strong teacher coaching support instituted by the administration, and the broad array of assessments that are used to develop a full picture of each child’s individual strengths and challenges. Finally, the Board acknowledges the effective emphasis MMBDA Brookland /16th place on providing clear and regular communication with students and families.

Dr. McKay informed the members that MMBDA, in partnership with Community of Hope, Inc. is hosting a virtual vaccination education session on Wednesday, August 24th at 6:00 pm. The team of medical professions will provide “free” vaccination services at the Brookland campus on August 25th from 12:00 noon to 4:00 pm.

Dr. McKay discussed in detail the SY 2021-22 Continuous Education Plan (CEPs). The plan was developed in order to communicate a detailed explanation of schools plans to provide both a full 6-hour day of in-person instruction for all students five days a week and to offer distance learning under limited circumstances, including to students with medical certification; to accommodate staff or students needing to quarantine; and in response to changes in public health conditions.

Board members were provided with a copy of the SY 2021-22 LEA Health and Safety Plans. The plan provides the public with information on how the LEA support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintain healthy facilities, and appropriate response to a positive COVID19 case.

**Principal’s Highlights**

Principal Crosby reported that the Summer Institute presented different areas to support teachers. He said that some of the areas were ECE development, dual-language development, IB overview, Covid-19 training on procedures and expectation and SEL and culture trainings. Mr. Crosby said that the administration hired the following support staff – SPED case managers, Dean of Students, SEL Coordinator, instructional coaches and family involvement coordinator.

**Principal’s Report – 16th Street Campus**

Principal Mamiam reported out on the summer institute that was held at the 16th Street campus. She informed the members that the principal’s office would move downstairs. She said that the PTO is looking for volunteers.

**IB Reauthorization**

Mr. Singh provided members with an update on the IB reauthorization. He said that the dates for reauthorization would be November 8th, 9th and 10th.

**New Business**

**Committee Structure**

Mrs. Williams presented the proposed Board of Trustees Committee structure. She said that the committees would be for a 1-year term. The four committees proposed were the Accountability Committee, Governance Committee, School Improvement Committee and the Nominating Committee. Everyone was encouraged to join at least one committee. It was suggested that the Finance Committee be added to the committee structure.

Following discussion on the committee structure, a motion was made and properly seconded that the Board adopt the following committees: Accountability, Governance, School Improvement, Nominating and Finance. The motion carried.

Dr. McKay informed the Board of the resignation of Brooke Goodwin as the parent representative on the Board of Trustees. The Board of Trustees must consist of an odd number of members. She requested that the parent representative vacancy be announced to all staff and the MMBDA family.

With there being no further business to come before the committee, the meeting adjourned at 8:28 p.m.

**Minutes submitted by Mary Bunn**