**MINUTES**

**Board of Trustees Meeting**

**Tuesday, May 16, 2023**

**Call to Order**

The Board of Trustees meeting was held virtually via Zoom. The meeting was called to order at 6:44 p.m.by presiding Chair Patricia Callis. .

**Roll Call:** Mrs. Jimia Williams, Mrs. Pamela Cole, Mr. Delmar Parks, Mrs. Aminata Ahmadu, Mrs. Jasmine Tucker.and Executive Director, Dr. Linda McKay, Ex-officio. The following member was absent: Ms. Azura Mason. A quorum was present.

**Staff present**: Dr. Edwin Acevedo, Mrs. Johanna Mamiam, Mrs. Stacii Bryson, Ms. Elizabeth Hines, Ms. Mary Bunn

**Public Comment**

There was a call for public comment, but there was none.

**Approval of Agenda**

The agenda was unanimously approved.

**Approval of Minutes**

There being no objection to the minutes, a motion was made and properly seconded to approve the March 9, 2023 Board Minutes as presented. The motion passed unanimously.

**Financial Report**

Stacii Bryson, Finance Director, presented the finance report. The financial report included the SY 21/22 Financial Statements as of March 31, 2023, Financial Position (Balance Sheet) Statement of Activities (Income Statement and the new Payroll Company Proposals. She said that the statement of financial position reflects the school has more than $3 million dollars in cash as of the end of the 3rd quarter. These funds along with grant receivables will be used to meet the current revised budgeted expenses through the end of the school year.

Mrs. Bryson reported that the Statement of Activities reflects a proposed May 2023 revised budget. She said that the cash on hand at the end of the school/fiscal year after accounting for the deficit will be approximately $2.9 million dollars. The Board was requested to approve the changes in the budget as reflected in the finance report.

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

**Executive Director’s Report**

Dr. McKay informed members that MMBDA has been in communication with the Takoma Park Baptist Church for the lease of their education building. The Church Facility Committee stated that they were approved by their governance to proceed with discussions and to negotiate the lease based on the LOI presented to them by MMBDA. She said that there will be minor modifications to the LOI that include square footage, commencement for access to the building, and base rental amount. The committee was provided with a copy of the LOI.

Dr. McKay reported that the Summer Boost-Lavinia Rise program will operate at MMBDA from July 5, 2023 – August 4, 2023. She said that the school applied and received a $112,000 grant from Bloomberg Foundation to operate the program, The summer program will be a 23-day program and will provide an academic and enrichment opportunity for students to accelerate their academic progress in English, language arts and math while providing engaging enrichment activities in art, music, and gardening.

Dr. McKay said that the summer program for PreK classes will focus on social emotional and cognitive development in early education. The program will help students to have a better transition in September. Only those students registered for the 2023/24 school year are eligible to attend the summer program.

**Principal’s Report**

**16th Street Campus**

Principal Mariam provided an update on academics and upcoming school events at the 16th Street campus. She reported that 90% of staff at 16th Street will be returning next school year. She said that monthly meetings are held to support the school merchandise, nutrition, outdoor play/learning and feeder.

**Brookland Campus**

Principal Acevedo provided an update on academies and current and upcoming school events at the Brookland campus. Dr. Acevedo reported on PARCC testing from May 2, 2023 – May 19, 2023.

**SY 2023-2024 Calendar**

The SY 2023-24 school calendar was submitted to the Board for approval. Dr. McKay said that MMBDA adopted DCPS school calendar for SY 2023/24. She indicated that that student attendance is better affected when PD days and other student holidays are the same as DCPS.

After further discussion on the SY 2023-2024 Calendar, a motion was moved to approve the SY 2023-2024 Calendar. The motion was properly seconded and carried.

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**401K Plan**

A motion was moved and properly seconded to approve the 401K Plan. The motion carried.

**IB Committee Report**

Dr. McKay thanked Board members for attending the 3-day virtual IB certificate training. The training afforded members with a real understanding of IB. Elementary teachers who participated in the 3-day training received an IB certification Dr. McKay informed Board members that the mandated IB evaluation visit has been changed to November. Ms. Hine requested members to fill out the survey and email it back to her. ..

**Approval of the New Payroll Company**

Mrs. Bryson said that in an effort to update the Payroll and HR services, MMBDA has been in the process of searching for a new payroll and HR company. She said that Heartland and ADP, Inc. Are the two companies the committee is looking at to handle the services. The committee was provided with a copy of the new payroll proposals. The Board will be informed of the company selected once a decision is made.

**Amendment to the Personnel Policy Handbook**

Mrs. Bryson addressed the MMBDA leave policy in the Personnel Handbook. She said that employees must be in a pay status or a paid time status (i.e. leave, compensatory time off for compensatory time for travel, or credit hours) on their scheduled workdays either before or after a holiday in order to be entitled to their regular pay for that day. The minimum time in a pay status required to receive regular paid holiday time off is one hour. Employees who are in a non-pay status for the workdays immediately before and after a holiday may not receive compensation for that holiday. It was recommended that staff be informed in writing of the changes to the leave policy in the Personnel Handbook.

After further discussion, the Committee was requested to adopt the US-OPM policy for leave taken before or after a holiday. A motion was moved, and properly seconded to adopt US-OPM leave policy. The motion carried.

**Summer School**

Mrs. Jimia Williams, summer school Principal, provided the committee with an update on summer school. The program will be held July 5-August, 4, 2023.

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**The meeting adjourned at 9:00 pm**

**Minutes submitted by Mary Bunn**