

**Meeting of the
Board of Trustees
Thurgood Marshall Academy Public Charter High School
November 5, 2020
Video-conference**

Board Members in Attendance: Bruce Berman, Danielle Bierzynski, Jerry Epstein, Dan Gordon, Mark Harrison, Ken Jones, Andy Rosenberg, Richard Roe, Jonathan Stoel, Laurence Telson.

Staff in attendance: Raymond Weeden, Executive Director; David Schlossman, Chief Operating Officer, Faith Oviedo, Director of Development and Communication, Abdullah Zaki, Head of School

Mr. Stoel called the meeting to order at 8:00 am; a quorum was present.

Mr. Stoel asked for a motion to approve minutes from September 17, 2020. The motion was made by Mr. Berman, seconded by Mr. Jones, and approved unanimously by roll-call vote.

Mr. Weeden presented the Executive Director's Report, discussing areas of celebration and challenges of the first quarter school year, particularly related to the health crisis. He noted that Thurgood Marshall Academy was functioning well and focused on increased efforts to support families.

Mr. Weeden shared the process being used to determine when and how Thurgood Marshall Academy ("TMA") would reopen. It was stressed that the TMA community—students, families, and team—have been providing input to guide the process. The decision was made that no direct instruction or programming would be on site until the third quarter at the earliest. Still, small groups and other programming (garden club, mentor day, and others) would be allowed if they followed TMA's current health guidance.

Other areas of note include honoring employees with ten years or more tenure at the school, commemorating the school's 20th anniversary, and the 20-year review by the DC Public Charter School Board. Mr. Weeden updated the board of the upcoming charter review, which has shifted to December of 2020 instead of January 2021.

Mr. Weeden updated the board on some calendar changes made in response to feedback from the TMA team and students. November 2-5 there were no classes for students, and November 2 and 3 were a break for the TMA team, while November 4 was used as a professional development and grading day. The new quarter began on November 5. The change in the schedule was part of an ongoing effort to avoid burnout of the adults and students in the community, given the stress of the health crisis combined with a new learning environment.

Mr. Gordon then introduced the Education Mission Committee report, highlighting the observations that the committee completed and discussed. The team also presented focused goals for the SY21. The year's goals will gauge the progress the school is making while moving to the

back burner previous goals that are not as applicable or measurable during remote learning. In particular, TMA has achieved the highest classification (Tier 1) assigned by DC PCSB each year since the rankings were introduced. In SY20 and likely SY21, DC PCSB will not assign tiers to schools. Mr. Zaki and Mr. Weeden highlighted that this year the school increased the number of students enrolled in dual enrollment courses with Bard College and Trinity University.

Mr. Stoel and Mr. Rosenberg moved to the Development Committee Report. Mr. Rosenberg began by introducing Faith Oviedo to the board and shared her prior experience, including her previous TMA role as the Grant Manager. As the new Development Director, Ms. Oviedo has hired and is training a new Grant Manager. Ms. Oviedo described current grants the department completed, such as the Summer Strong Application that provides funding for the school's Summer Prep program, including its salaries and supplies. Ms. Oviedo and Mr. Rosenberg shared the school's work to revise its website; plans to update the donor database; and efforts to share future communication about and celebrate the school's 20th anniversary.

Next, Ms. Epstein introduced the Governance Committee report, noting the committee's efforts to recruit and interview family representatives for the board. The board is using a revised process that clarifies both the school staff and the board's roles while also enhancing opportunities for all parents to express interest. The Board then undertakes independent review utilizing a defined structure and standard procedures. The committee noted that using this process allowed for a rich candidate pool. The committee plans to continue the interview process and recommend candidates in the upcoming weeks. The committee also shared the board's efforts to comply with the Open Meeting Act (OMA). Mr. Epstein shared that the governance committee members and Mr. Weeden have attended trainings and have worked together to comply with the new requirements. Mr. Weeden stated that the PCSB is also taking time to review the current bylaws to make sure they are aligned with DC law.

Mr. Roe and Mr. Rosenberg left the meeting to attend to other commitments.

Mr. Jones then introduced the Finance & Audit Committee report, reminding the board that the school had a strong finish to FY20, along with pandemic-related challenges.

Mr. Jones and Mr. Schlossman shared that the financial statements are available in the Livebinder. Mr. Jones commented also that the committee recently discussed both short-term cash management and long-term investment strategies including in relation to anticipated long-term maintenance and capital expense needs.

Mr. Schlossman noted that the Livebinder also includes the Annual Report submitted to and published by the PCSB. It is a joint project of TMA's Operations and Development departments.

Next, Mr. Schlossman shared that the draft audit of the fiscal year ended June 30, 2020, anticipates an unmodified ("clean") opinion by the auditors with no findings. The Finance & Audit Committee will meet with the auditors to review the final report draft later in the month. Mr. Jones noted that a joint Finance & Audit Committee is standard practice for smaller organizations such as TMA.

Per the recommendation of the members of the Finance & Audit Committee, Mr. Jones made a motion to authorize completion of the audited financial statements and their submission to the PCSB, subject to review by the Audit Committee. Mr. Epstein seconded the motion, which was approved by roll-call vote with the following trustees voting “aye”: Mr. Berman, Ms. Bierzynski, Mr. Epstein, Mr. Harrison, Mr. Jones, Mr. Stoel, and Ms. Telson. No trustee voted against the motion.

Mr. Schlossman then reported on current year school finances. He noted that the school has completed hiring for the school year, and that personnel expenses (the school’s largest expense category) are on budget. On the revenue side, he reviewed enrollment, the greatest driver of funding. Enrollment figures were substantially set in early October at 367 enrolled versus 385 planned. This will lead to a significant change in revenue, but, at less than a 5% decline from the budget, it is both manageable by TMA without programmatic changes and within the margin of variance acceptable to the PCSB. Mr. Weeden and Mr. Schlossman cautioned that this shift in enrollment could be a trend over time, and that the school is investigating how to mitigate it in the recruitment and budget processes.

Finally, Mr. Schlossman shared that pandemic response is leading to unusual expenditures that benefit students, including meals, instructional technology, and building improvements (ventilation and others). The adjustments are allowing the school to meet its programmatic goals while planning for this and future years.

Mr. Jones closed out the Finance & Audit Committee report by reiterating that the committee, Mr. Schlossman, and Mr. Weeden are attending to pandemic response but also to investment strategies to ensure liquidity and financial sustainability in the long-term.

Mr. Stoel thanked the board committee chairs and staff for their leadership.

Mr. Stoel asked if any member of the public had any comments they wished to make. No members of the public were in attendance.

Mr. Stoel clarified that there was no executive session business, then asked for a motion to adjourn.

Mr. Harrison made a motion to adjourn. Mr. Berman second the motion. The motion was approved by a roll-call vote, with the following trustees voting “aye”: Mr. Berman, Ms. Bierzynski, Mr. Epstein, Mr. Harrison, Mr. Jones, Mr. Stoel, and Ms. Telson. No trustee voted against the motion.

At 9:23 am, the meeting adjourned.