

## MINUTES

### Board of Trustees Meeting

Thursday, March 12, 2020 – 9:30 AM

Friendship Community Office, 1400 First Street, N.W., Washington, DC 20001

**Participating Board Members were:** Donald L. Hense, Chairman; Gregory Prince, Vice Chair; Victor Long, Secretary; Patricia Brantley; Carol Thompson Cole, Eric McKinley King, Jeanette Mendes, and Anise Walker. Darrin Glymph, Treasurer; Tracy Gray, Deborah McGriff, and Chris White participated by phone.

Staff Members in attendance were: Vielka Scott-Marcus, Chief Academic Officer; Catherine Sanwo, Comptroller; Candice Tolliver-Burns, Chief Communications Officer; James Waller, Chief of School Operations; Zachery Morford, Chief Performance Officer; Shakira Hemphill, Director of Talent; Joe Bedney, Administrative Assistant and Monique Miller, Director of Performance Reporting and Evaluation.

**Call to Order.** The meeting was called to order at 9:31 AM.

**Approval of Minutes.** On a motion by Anise Walker and second by Victor Long, the board voted unanimously to approve the minutes from the December 12, 2019 board minutes.

**Finance Update.** Darrin Glymph, Finance Committee Chair introduced the finance report approved by members of the Finance Committee and included in the board materials. Mr. Glymph turned the report over to Ms. Catherine Sanwo to review details of the report. Ms. Sanwo stated that year to date net income is \$220,037 and Friendship is on track to meet end of year projected net income. Revenues and expenses are up \$1M over prior year. The second quarter reserve deposit was made and Friendship is expected to end the year at \$43.9M in reserves.

On a motion by Mr. Darrin Glymph and second by Jeanette Mendes, the board voted unanimously to accept the Finance Committee report.

**Coronavirus Update.** Patricia Brantley discussed Friendship's response to the growing novel coronavirus pandemic based on information shared by local and federal officials. Ms. Brantley shared cleaning efforts to date to ensure the health and safety of staff, students, and families. Ms. Brantley also discussed planning and implementation efforts to provide safe and effective short-term distance learning opportunities while ensuring existing support services for staff and students remain in place. Where possible, virtual events will replace large event gatherings that are scheduled to occur at the end of March and beginning of April. Donald Hense thanked staff on their work to date to address coronavirus concerns.

**School Performance Committee Report.** Deborah McGriff, School Performance Co-Chair introduced the School Performance report approved by members of the School Performance Committee and included in the board materials. Friendship's Chief Academic Officer, Mrs. Scott-Marcus discussed end of year performance projections for all campuses and related

performance drivers across grade levels. Mrs. Scott-Marcus also reviewed the new and existing programs in place to improve student outcomes. Mrs. Scott-Marcus transitioned the report to Zac Morford to review academic data related to student growth and achievement in ELA and mathematics. Mr. Morford closed the report with sharing campus PMF projections.

**Adjournment.** On a motion by Eric McKinley King and a second by Anise Walker, the board voted to adjourn the meeting at approximately 11:15 a.m.