



**FRIENDSHIP ASPIRE BOWIE STEM ACADEMY
PUBLIC CHARTER SCHOOL
BOARD OF DIRECTORS
Meeting Minutes**

Tuesday, January 20, 2026 ~ 6PM

CALL TO ORDER

The Chair, Kathy Mason, called the meeting to order at **6:07pm**. The Chair requested that Brandon Cooper, Esq. preside over the meeting as parliamentarian (manage motions/seconds and run the meeting according to procedure).

ROLL CALL

Board Members Present at Roll Call: Brandon Cooper, Esq., Kathy Mason, Dr. Zina Pierre

Board Members Absent at Roll Call: Henri Gardner, Deborah Robinson

Guests/Staff Members: Joe Harris, Board member Emeritus/CEO of Friendship Education Foundation and Dr. Phong Tran, Dr. Phong Tran, Regional Superintendent and Chief Operating Officer of Friendship Education Foundation (Operator)

APPROVAL OF AGENDA

The Chair provided an overview of the agenda for the January 20, 2026 meeting of the Board of Directors. Mr. Cooper proposed to amend the agenda by removing Public Comment and the Reimbursement Requests (New Business).

Action: Motion to approve the agenda as amended for the January 20, 2026 Board of Directors meeting.

Motion - Kathy Mason

Second - Zina Pierre

Motion passed

Dr. Zina Pierre left the meeting at 6:10pm

Quorum lost at 6:10pm

Deborah Robinson arrived at 6:15pm

Quorum re-established at 6:15pm

APPROVAL OF MINUTES

The Board reviewed the minutes from the December 16, 2025 meeting of the Board of Directors.

Action: Motion to approve the December 16, 2025 Board of Directors meeting minutes.

Motion - Kathy Mason

Second - Deborah Robinson

Motion passed

OFFICER ELECTIONS

a. Secretary

Nominees: Brandon Cooper, Esq.

Action: Motion to name Brandon Cooper, Esq. as Secretary of the Friendship Aspire Bowie STEM Academy Public Charter School Board of Directors.

Motion - Deborah Robinson

Second - Kathy Mason



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Motion passed

b. Treasurer

Nominees: Deborah Robinson

Action: Motion to name Deborah Robinson as Treasurer of the Friendship Aspire Bowie STEM Academy Public Charter School Board of Directors.

Motion - Kathy Mason

Second - Deborah Robinson

Motion passed

SCHOOL ACADEMIC PERFORMANCE UPDATE - Dr. Tran Phong, Operator

Dr. Tran gave a brief update regarding pending projects, Professional Development Plan and clearing the PGCPs probationary list.

TREASURER UPDATE - Deborah Robinson, Treasurer

No update.

~~PUBLIC COMMENT~~

NEW BUSINESS - Chair

a. Required/Suggested Bylaws Amendments - Brandon Cooper, Secretary

This agenda item will be moved for discussion at a future Board meeting.

~~b. Reimbursement Requests - Secretary~~

c. Notice of Probation Update - Chair/Secretary/Operator

Mr. Cooper noted that the Operator along with Board and school leadership meet with PGCPs Charter School authorizer personnel weekly. The probationary period ends January 30, 2026. The program is working diligently to make progress toward addressing and resolving all concerns.

d. Relocation to Bowie Update - Chair

The Chair, Secretary, and Operator will attend the Bowie City Council meeting at 8pm where the Council will be discussing the petition of the use of the Kenhill Center location for the permanent relocation of Friendship Aspire Bowie STEM Academy Public Charter School. Board leadership has been meeting with council members and Bowie City manager for support of the Kenhill Center acquisition while determining other sites for interim use.

ADJOURNMENT

Action: Motion to adjourn the January 20, 2026 Board of Directors meeting.

Motion - Kathy Mason

Second - Deborah Robinson

Motion passed

Meeting adjourned at 6:22pm

Minutes Recorded by Aisha Berkeley



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Tuesday, February 17, 2026 ~ 5 PM

CALL TO ORDER

Board Chair, Kathy Mason, called the meeting to order at 5:02 pm. The Chair requested Brandon Cooper, Esq., Secretary of the Board, preside over the meeting as parliamentarian (manage motions/seconds and run the meeting according to procedure).

ROLL CALL

Board Members Present at Roll Call: Kathy Mason, Brandon Cooper, Esq., and Dr. Zina Pierre

Board Members Absent at Roll Call: Henri Gardner and Deborah Robinson

Guests/Staff Members: Joe Harris, Board member Emeritus/CEO of Friendship Education Foundation; Dr. Shelita Campbell, Principal - Friendship Aspire Bowie STEM Academy Public Charter School; Dr. Phong Tran, Dr. Phong Tran, Regional Superintendent and Chief Operating Officer of Friendship Education Foundation (Operator); and Aisha Berkeley, Executive Board Assistant

APPROVAL OF AGENDA

The Chair provided an overview of the agenda for the February 17, 2026 meeting of the Board of Directors.

Action: Motion to approve the agenda for the February 17, 2026 Board of Directors meeting.

Motion - Kathy Mason

Second - Zina Pierre

Motion passed

APPROVAL OF MINUTES

The Board reviewed the minutes from the January 20, 2026 meeting of the Board of Directors.

Action: Motion to approve the January 20, 2026 Board of Directors meeting minutes.

Motion - Kathy Mason

Second - Zina Pierre

Motion passed

PRINCIPAL'S UPDATE - Dr. Shelita Campbell, Principal

Dr. Campbell gave an update on the status of school operations including staff participation in professional development and upcoming benchmark assessments in preparation for the Maryland Comprehensive Assessment Program (MCAP) test for the 3rd graders.

TREASURER UPDATE - Deborah Robinson, Treasurer

As the treasurer was unexpectedly absent, a report will be given at the next meeting of the Board.

Mr. Cooper reported that, effective February 12, 2026, the Maryland Alliance of Public Charter Schools (MAPCS) Corrective Action Plan with Friendship Aspire Bowie STEM Academy Public Charter School has been fully satisfied and is now formally closed. He



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further noted that the most recent MAPCS financial statement reflects a remaining grant balance of \$1.3 million.

NEW BUSINESS - Chair

a. Required/Suggested Bylaws Amendments - Secretary

- Increase Number of Board Members

Mr. Cooper introduced the item to the Board, noting that the proposed increase to 7 Board members would require the Board's membership to include one (1) parent member.

Action: Motion to increase the number of Board members to 7, requiring one (1) parent member.

Motion - Kathy Mason

Second - Zina Pierre

Motion passed

- Parliamentary Procedure Governed by Robert's Rules of Order to the extent not inconsistent with bylaws, Charter Agreement, PGCPS policy, or law

Action: Motion to adopt Board parliamentary procedures in accordance with Robert's Rules of Order, to the extent such procedures are not inconsistent with the Board's Bylaws, Charter Agreement, Prince George's County Public Schools (PGCPS) policies, or applicable law.

Motion - Kathy Mason

Second - Zina Pierre

Motion passed

b. Asset Management Policy – Operator

Dr. Tran introduced the Asset Management Policy before the Board for consideration stating that the purpose of this Asset Management Policy is to establish clear guidelines for the acquisition, identification, use, safeguarding, inventory, and disposal of all assets owned or controlled by Friendship Aspire Bowie STEM Public Charter School.

Action: Motion to adopt the [Asset Management Policy](#).

Motion - Kathy Mason

Second - Zina Pierre

Motion passed

c. Personnel/Hiring & Recruitment Update – Chair/Principal

Dr. Campbell and Chair Mason provided the Board with an update regarding personnel and hiring. Dr. Campbell stated that she has submitted all necessary documentation for filling the vacant positions and is awaiting the action of PGCPS to post the positions via their Human Resources/hiring module.



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d. Location/Transportation Update – Chair/Secretary/Operator

Chair Mason provided an update to the Board, noting that the City of Bowie is actively collaborating with the school to conduct site visits for a potential new facility; however, these efforts have been delayed due to recent inclement weather. A formal update will be provided in coordination with PGCPs.

Mr. Cooper added that the Board is also awaiting a formal determination from PGCPs regarding Friendship Aspire Bowie STEM Academy Public Charter School's probationary status and the corresponding next steps.

ADJOURNMENT

Action: Motion to adjourn the February 17, 2026 Board of Directors meeting.

Motion - Brandon Cooper, Esq.

Second - Zina Pierre

Motion passed

Meeting adjourned at 5:21 pm

Minutes Recorded by Aisha Berkeley

Friendship Aspire STEM Academy

9010 Frank Tippet Road
 Upper Marlboro, MD 20772
 At 5:00 pm EST.

ATTENDEES:

IN-PERSON	VIA ZOOM	VIA PHONE
	Brandon Cooper	
	Deborah Robinson	
	Kathy Mason	
	Phong Tran	
	Cynthia Pineda	
	Zina Pierre	
	Scott McCrae	

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Minutes
4. Public Comments
5. CMO Report
6. Financial Statements
7. Action Items
8. Adjournment

ACTION ITEMS		
ITEM DESCRIPTION	ASSIGNED	DUE DATE <i>If applicable</i>
Complete the mandatory board training by this Friday	BC, KM, ZP	
Send the certificates of completion for the board training to Cynthia	BC, KM, ZP	
Improve school image through PR Campaign	PT	

MEETING MINUTES

Meeting start at 5:22 pm

PT- roll call (HG, ZP, KM, BC, DR, PT, CP)

PT- Review of previous board meeting; Motion to accept minutes, BC; second motion by ZP; All in favor.

PT- Public comments; CP none

BC- Do we advertise the meetings? We can start. PT

PT- Meeting minutes can be requested.

CP- I was gonna say our parents are very vigilant in regards to everything that's going on with the school, and so whenever they have any questions or anything like that, anything in regards to the foundation or the board, they're very open about that, and they're very aware that we do have a board members in for our school, so they have yet to ask anything in regards to the actual trends within the school itself and report as well.

PT- CMO report. Mr. Harris couldn't make. He has some personal reasons you could make it. So, I'll give you a quick rundown of the CMO reports. So, we met with PG County and Dr Campbell. Today was our fifth meeting where we talked about a few things in the reset. I think it's moving in the right direction. I've been charged with the front-facing person in supporting Dr Campbell. So now I'm the one that's, you know, doing day-to-day stuff with Dr Campbell. Joe has moved into more of a CEO role. He feels more of the any of the escalated stuff, but I've been working with Dr Campbell, hand in hand over the last few weeks, to make sure that we're moving in the right direction. Just giving you guys a heads up, our enrollment has dropped down to 129 students. That being said, we have been funded for 170 students. But that also creates a problem at this moment time, because we're down low. You know, with all the issues that have been occurring at the school, we need to change that and get that back up and running. So, I'm going to ask board members if you can assist us in that, by changing the narrative. We're doing a lot of things, we're going to start with a PR campaign very soon, and we're going to talk about that, to change the image of what we you know, what they've been saying so far. So that's happening. I think there's a meeting on Thursday. And so hopefully the PR campaign that we're putting out will hopefully change that and help us with our enrollment next for next school year. That being said, the lottery has opened. It opened on November the 2nd, and it will close at the end of February. So, we need to get as many parents as possible to apply for our school so that we can get our enrollment numbers back up. I think at this moment time, things are moving.

BC- Discussion of reducing staff occurring.

PT- We have done a reduction in force. So now we have 3 kindergarten teachers. We have 2 first grade teachers and 2 second grade teachers, Dr Campbell, Ms. Ratliff,

Secretary, and Ms. Raven, who teaches science, a PE teacher, that is staffing at this moment.

BC- Corrective letter from Dr Joseph. Is that done?

PT- Yes, that is done. We have sent that off. We have sent that off already. But that being the case, we might get a probationary letter because of our drop in enrollment. Okay, so that's why we're trying to change the narrative. Especially parents want to see instruction. There weren't any instructions. So, at this moment, I'm working with Dr Campbell to ensure that teachers are teaching. We put in a lot of resources for Mark and saw we've got Miss Tony Dickerson helping out as well. Our last time when I went there for the week, I purchased her a whole bunch of resources. I even purchased her items for the PBIS store. The and the PBIS store is the positive behavior intervention system that there's a store that, on Fridays, the kids are able to spend, you know, from their Dojo points, on items that they like, candy. I've got, you know, some transformer toys, some Lego, some that. So, I'm hoping to see a transformation behavior, and a transformation in wanting to learn and doing the correct things so that they can get the points, so that they can go to the store. And this is the second week that, well this week will be the third week. Updates provided in December.

BC- Location updates & need for location to be in Bowie. Offers to help with funding and contacts for potential grants.

KM- Updates on the ongoing search for suitable location in Bowie, noting challenges due to limited commercial space. We need about 20,000+ sq. ft. in the incorporated area.

HG; PT- Recruiting & Marketing strategies including social media and radio.

PT- Update in December for Recruiting & Marketing strategies

HG- Location is secured to advertise. Suggested hosting an event during the open enrollment period to attract more parents. All agree to plan an event during Dr. MLK weekend to promote the school.

BC- Event in December & January is needed. A recruitment and marketing strategy was outlined, including social media and potential events during school choice month in January.

PT- The school is implementing a PR campaign to improve its image and increase enrollment, with the lottery open until mid-February. The board discussed plans for a coat drive event at Ruby's Restaurant in Bowie on December 16th, which will serve as an opportunity to showcase the school and recruit new students.

SM- Included an update on the school's first annual financial audit, which was completed successfully with no findings.

PT- Meeting adjourned at 5:56 PM