



**AppleTree Early Learning Public Charter School (AELPCS)
Board of Directors Meeting
Minutes
AppleTree Home Offices
THEARC, 1801 Mississippi Ave., SE, 3rd floor
June 4, 2019**

Call to Order

Board Chair Jack McCarthy called the meeting to order at 1:40 pm. Mr. McCarthy recognized the presence of a quorum. Thomas Keane, General Counsel, acted as Secretary.

Approval of the April 23, 2019 Minutes

Upon a motion duly made and seconded, the Board unanimously approved the minutes from the Board's meeting held April 23, 2019.

Schools Report

Executive Director Jamie Miles delivered the Schools Report. Topics included:

- A summary of the school year to date,
- Enrollment for SY2019-2020,
- A discussion about upcoming the charter renewal.

Discussion ensued.

Finance Committee Report

Financial update: Finance Committee Chair Bridget Bradley Gray provided a financial update and noted that AELPCS should end the year with a strong surplus.

Modification of promissory note: Ms. Gray requested the Board consider modifying the Promissory Note between AppleTree Institute and AELPCS relating to 2750 14th St NW, extending the term of the loan to 10 years. Upon discussion and after a motion duly made and seconded, the Board unanimously approved the following resolution:

The term of the Promissory Note between AppleTree Institute and AELPCS relating to 2750 14th St NW is hereby extended to 10 years.

FY2020 budget: Ms. Gray reviewed the proposed FY2020 budget, including assumptions and adjustments



from the draft circulated at the April 23, 2019 Board meeting. After discussion and upon a motion duly made and seconded, the Board unanimously approved the following resolution:

The proposed budget for FY2020 is hereby adopted.

Donation to Eager to Read: Ms. Gray reviewed with the Board a proposal to make a \$100,000 donation to Eager to Read (a/k/a The AppleTree Scholarship Fund) for the purposes of scholarships to AppleTree employees. After discussion and upon a motion duly made and seconded, the Board unanimously approved the following resolution:

The Board hereby approves a donation of \$100,000 to Eager to Read (a/k/a The AppleTree Scholarship Fund) for the purposes of scholarships to AppleTree employees with the transfer of funds to Eager to Read to be made upon approval by the Finance Committee of the Board.

FY2019 auditor: Ms. Gray recommended that the Board authorize management to engage AELPCS's current auditor, Kendall, Prebola and Jones, to conduct the FY2019 audit. Upon discussion and after a motion duly made and seconded, the Board unanimously approved the following resolution:

Management is hereby authorized to engage AELPCS's current auditor, Kendall, Prebola and Jones, to conduct the FY2019 audit.

Contract notifications and approvals: Ms. Gray reviewed contract notifications and approvals:

- ✓ Post-execution notifications (zero to under \$10,000): None.
- ✓ Pre-execution notifications to Finance Committee (\$10,000 to less than \$25,000): None.
- ✓ Pre-execution approvals by the Board (\$25,000 and more): Sublease between AELPCS and Richard Wright PCS for new school location at 475 School St., SW. After discussion and upon a motion duly made and seconded, the Board unanimously approved the following resolution:

The Board hereby approves 475 School St., SW, as the new location for the soon-to-be-closed school located at 801 7th St., SW, and further the Board approves the proposed sublease between AELPCS and Richard Wright PCS for 475 School St., SW, and authorizes management to execute it in substantially the same form as presented to the Board.

Governance Committee Report

Election of Directors and Officers: Matt Downs, chair of the Committee, presented the Committee's recommended slate of directors and officers for FY2020. Upon a motion duly made and seconded, the Board unanimously approved the following motion:



Resolved, that the directors for AELPCS for the Fiscal Year beginning July 1, 2019 and ending on June 30, 2020 shall be as follows:

- Karen Davenport (DC resident), Finance Committee
- Matt Downs (DC resident), Chair, Governance Committee
- Bridget Bradley Gray, Chair, Finance Committee
- Sara Glenn, Finance Committee
- Celia Martin, Finance Committee
- Jack McCarthy, Chair
- Jennifer McKinney, Governance Committee
- Andrea Montgomery (DC resident and parent), Governance Committee
- Skylé Pearson (DC resident), Governance Committee
- Paula Young Shelton (DC resident), Governance Committee
- Tynisha Wright, (DC resident and parent), Governance Committee

And further resolved, that the officers for AELPCS for the Fiscal Year beginning July 1, 2019 and ending on June 30, 2020 shall be as follows:

- Jack McCarthy, President
- Paula Young Shelton, Vice President
- Jamie Miles, Vice President
- Bridget Bradley Gray, Treasurer
- Dwight Crawford, Assistant Treasurer
- Thomas Keane, Jr., Secretary

Meeting Dates: Mr. Downs presented the committee's recommendations for board meetings for FY2020. Upon a motion duly made and seconded, the Board unanimously approved the following motion:

Resolved, that the board meetings for AELPCS for the Fiscal Year beginning July 1, 2019 and ending on June 30, 2020 shall be as follows:

- Tuesday, September 24, 2019, 9:00 am at THEARC (look back to FY2019, kickoff to new year)
- Tuesday, December 3, 2019, 9:00 am at THEARC (strategic plan, audits, 990s, and budget revisions)
- Tuesday, February 25, 2020, 9:00 am at THEARC (planning, budget discussion)
- Tuesday, June 2, 2020, 9:00 am at THEARC (annual meeting, budget, slate of officers and directors)

Other Matters: Mr. Downs further requested that all members who were directors during FY2019 participate in the Board self-evaluation survey to be sent in June and further requested that all newly



elected directors execute conflict of interest agreements at the conclusion of the meeting.

New Business

There was no new business.

Adjournment

There being no additional business, and upon a motion duly made and seconded, the Board at 2:20 pm voted unanimously to adjourn.