



AppleTree

AppleTree Early Learning Public Charter School (AELPCS)

Board of Directors Meeting Minutes

AppleTree Home Offices

THEARC, 1801 Mississippi Ave., SE, 3rd Floor

September 24, 2019

Call to Order

Board Chair Jack McCarthy called the meeting to order at 9:01 am. Present were directors Karen Davenport, Matt Downs, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, Andrea Montgomery, and Nancie Suzuki, constituting a quorum. Thomas Keane, General Counsel, acted as Secretary.

Approval of the June 4, 2019, Board Meeting Minutes

Upon a motion duly made and seconded, the Board unanimously approved the minutes from the Board's annual meeting held June 4, 2019.

Schools Report

Chief Academic Officer Jamie Miles delivered the Schools Report. Highlights of her report included:

- Current school year operations. The schools are performing well, and the year began with no staff vacancies and many classrooms full. Enrollment at Columbia Heights has proven to be the biggest challenge.
- Charter renewal. AELPCS is up for its 15-year renewal this school year. All AELPCS schools are Tier 1, and Ms. Miles said management felt highly confident the charter would be renewed.

Discussion ensued, with a focus on the mechanics of renewal and possible risks.

Finance Committee Report

- Finance Committee Chair Bridget Bradley Gray provided a financial update and noted that despite enrollment shortfalls AELPCS seemed to be on track to meet its budget goals.
- Ms. Gray reviewed the draft audit report for AELPCS for the fiscal year ended June 30, 2019. She said the Finance Committee had spoken with the organization's auditors, who reported that the audit went smoothly, there were no adjustments to journal entries, G&A costs were low and that the auditors would be issuing a financially unqualified audit opinion (i.e., a "clean" opinion). One recommendation made by the auditors related to tracking expense receipts more effectively on



the organization's Expensify system. Upon discussion and after a motion duly made and seconded, the Board unanimously approved the following resolution:

The audit report for AELPCS for Fiscal Year 2019 is hereby approved and accepted.

- Ms. Gray reviewed Contract notification/approvals, as follows:
 - Post-execution notification (zero to under \$10,000): None.
 - Pre-execution notification to Finance Committee (\$10,000 to less than \$25,000): Modular Genius (\$2,000/month; \$24,000/year) – storage of modulars from Southwest campus.
 - Pre-execution approval by Board (\$25,000 and more):
 - BK Cleaning (\$171,000) – cleaning for the year for Columbia Heights, Oklahoma Ave, Lincoln Park, and Douglas Knoll.
 - Modular Genius (\$53,075) – removal of modulars from Southwest campus.
 - EdOps (\$8,315/month; \$99,780/year) – accounting and reporting services for AELPCS schools.

Upon discussion and after a motion duly made and seconded, the Board unanimously approved the following resolution:

The proposed contracts with BK Cleaning Services, Modular Genius, and EdOps are hereby approved.

Governance Committee Report

Matt Downs, Chair of the Committee, reviewed the Board's existing Succession Plan and recommended that no changes be made. Mr. Downs also discussed the results of the Board's self-evaluation survey, which were generally positive and indicated that the Board was functioning effectively.

New Business

There was no new business.

Adjournment

There being no further business, and upon a motion duly made and seconded, the Board voted unanimously to adjourn at 10:06 am.