



AppleTree Early Learning Public Charter School (AELPCS)
Board of Directors Meeting Minutes
AppleTree Home Offices
THEARC, 1801 Mississippi Ave., SE, 3rd floor
February 25, 2020

Call to Order

Board Chair Jack McCarthy called the meeting to order at 9:06 A.M. Present were directors Karen Davenport, Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, Andrea Montgomery and Tynisha Wright, constituting a quorum.

Approval of the December 3, 2019, Board Meeting Minutes

Upon a motion duly made and seconded, the Board unanimously approved the minutes from the Board's meeting held December 3, 2019.

Schools Report

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

- Charter renewal. Ms. Miles announced that the charter for AELPCS had been approved by the DC Public Charter School Board. Board members discussed the renewal process, the status of negotiations relating to the renewal agreement and AELPCS's obligations under the performance management framework.
- Enrollment. Ms. Miles discussed current enrollment patterns and projections, highlighting a concern that enrollment at the Columbia Heights school appeared to be trending downwards. Discussion ensued.
- Oklahoma Avenue. Ms. Miles noted that the lease at the Oklahoma Avenue site expires June 2021 and discussed possible scenarios for renewing the lease.

Finance Committee Report

- Dwight Crawford, COO and CFO, announced he would be leaving AppleTree and coordinating his transition with AppleTree's former COO, Rita Chapin. Bridget Bradley Gray, chair of the Finance Committee, thanked him for his work, as did other Board members.
- Mr. Crawford reviewed year-to-date financials. Current projections put net income at approximately \$51,000 under budget. However, changes in future months may improve that figure.



- Rita Chapin, acting COO and CFO, reviewed the upcoming budget process, proposing at least two phone meetings with the Finance Committee to obtain Board input and review preliminary budget materials.
- 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): None.
 - Pre-execution approval by Board (\$25,000 and more): Adams Construction, for waterproofing the Douglas Knoll School. Upon discussion and after a motion duly made and seconded, the Board unanimously approved the following resolution:

The contract with Adams Construction for waterproofing services at Douglas Knoll is hereby approved.

Governance Committee Report

Matt Downs, chair of the Committee, said the committee had reviewed the qualifications of a prospective new board member, Jacek Pruski, who is also an AppleTree parent. Upon discussion and after a motion duly made and seconded, the Board unanimously approved the following resolution:

The Board hereby elects Jacek Pruski a member of the Board of Directors of AppleTree Early Learning Public Charter School to serve until June 30, 2020.

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 10:04 A.M.