



AppleTree Early Learning Public Charter School (AELPCS)
Board of Directors Meeting Minutes
Via Videoconference
September 22, 2020

Call to Order

Board Chair Jack McCarthy called the meeting to order at 6:16 pm. Present via videoconference were directors Karen Davenport, Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jacek Pruski, and Paula Young Shelton, constituting a quorum. Thomas Keane, General Counsel, acted as Secretary.

Approval of the June 2, 2020 Board Meeting Minutes

Subject to amending the Minutes to reflect Sara Glenn is a resident of the District of Columbia, and upon a motion duly made and seconded, the Board unanimously approved the minutes from the Board's annual meeting held June 2, 2020.

Schools Report

Chief of Schools Jamie Miles delivered the Schools Report. She focused on the multiple challenges facing the schools as they open virtually. Enrollment has been a significant challenge, as has obtaining the proper equipment and successfully engaging with students and their guardians. Ms. Miles said that while the virtual experience was by no means perfect, collaborations with third parties and the AppleTree Institute for Quality had allowed the school to develop robust programs. Children seem engaged and happy. All students were being provided with an iPad Mini and AELPCS was offering meals to all families who want them, delivered to their doors. Discussion ensued.

Presentation and Discussion: The Open Meeting Act

General Counsel Thomas Keane described the revisions to the Open Meeting Act passed into law over the summer and the steps AELPCS needed to take to make sure that its next board meeting complied with the Act. Discussion ensued.

Finance Committee Report

- Finance Committee Chair Bridget Bradley Gray reviewed the draft audit report for AELPCS for the fiscal year ended June 30, 2020. She said the Finance Committee had spoken with the organization's auditors, who reported that the audit went smoothly, that there were no adjustments to journal entries, and that the auditors would be issuing a financially unqualified



audit opinion (i.e., a “clean” opinion). Upon discussion and after a motion duly made and seconded, the Board by roll call approved the following resolution:

The audit report for AELPCS for Fiscal Year 2020 is hereby approved and accepted.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jacek Pruski, and Paula Young Shelton. There were no votes in the negative and there were no abstentions.

- Ms. Gray provided a financial update. Although the organization’s cash position remains acceptable, weak enrollment due to the coronavirus means that revenues will fall sharply and net income will likely be negative, requiring a ratio by the organization’s lenders on its debt-service ratio covenant.
- Ms. Gray reviewed contract notifications and approvals, as follows:
 - Post-execution notification (zero to under \$10,000):
 - Owl Pest for SW \$1,260 for pest control
 - Conte HVAC to replace one DK heat pump and reinstall four other heat pumps on raised brackets, \$7,200
 - Pre-execution notification to Finance Committee (\$10,000 to less than \$25,000): None.
 - Pre-execution approval by Board (\$25,000 and more):
 - Approval for the purchase of iPad Minis for families and teachers, up to \$30,000
 - Approval for construction services by MCN Build, Inc., at 488 Virginia Ave., SW (\$38,788), including replacing the gooseneck exhaust hood in the playground with a 1-ton split system (\$22,407), kitchen work tables with prep sinks (\$4,780) and shelving and coat hooks for classrooms/hallways, including installation (\$11,601)

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

The proposed contracts for new iPad Minis and with MCN Build, Inc., are hereby approved.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jacek Pruski, and Paula Young Shelton. There were no votes in the negative and there were no abstentions.

Governance Committee Report



On behalf of the Committee, Mr. Keane reviewed the Board's existing Succession Plan and recommended that Committee members be consulted prior to any decision on whether to amend the Plan. In addition, Mr. Keane 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 7:16 pm.