

**Early Childhood Academy PCS
Board Meeting Minutes
885 Barnaby Street SE Washington, DC 20032**

Call to Order

Tuesday, July 28, 2020
6:30 p.m. (via Zoom)

On the call:

Wendy Edwards - Executive Director, Thann Ingraham – Principal, Debra Foster – Financial Manager, Dennis Sawyers, Eric Bellamy, Deborah Hall, David DeSchryver, James Williams, and Renesha Alphonso.

Executive Director’s Report

Health and Safety Policy

ECA will strictly adhere to Health and Safety Rules Procedures, and mandate that every person follows them. All ECA staff has been required to get tested for COVID-19 between July 10, 2020 – August 10, 2020, when staff are scheduled to return. Any staff person testing positive will not return to work until cleared.

No Visitors

Visitors will be prohibited from coming into the building unless absolutely necessary. This will serve to prevent the need for additional contact tracing and help to keep our staff and students safe. Meetings with the teacher, principal or other administrative staff will be held virtually. Business needing to be done with the main office will be virtual as much as possible, however protocols will be set in place for parents who must come in to drop off items to the main office staff.

Arrival & Departure

There will be separate arrival and departure entry points for each grade level. Signage will be posted on the seven (7) exterior doors designated for arrival and departure, identifying the appropriate grade level authorized for access to that entry point. Staff members will be available to escort students into the school.

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Disinfectant Mats

Entry mats for disinfecting footwear will be at every entry of the building. All adults within the building must wear masks at all times.

Masks

According to DC Health, children above the age of 2 years can wear masks. If a student is experiencing difficulty breathing due to asthma or some other respiratory illness, they may not be able to wear a mask all day. We will highly encourage children to wear a mask and encourage parents to continue to promote the use of masks and the proper way to wear them. ECA has procured masks which parents can purchase for \$3.00 from the school.

Paperless Communication & Daily Temperature Checks

We have planned to implement paperless communication this school year. Students will not wear backpacks, nor receive communication or homework in paper. In addition, ECA will take staff and student temperatures with a touchless thermometer. Anyone with a temperature above 100.4 will have to go home. For this reason, parents have been asked to stay until student temperatures have been checked.

6 Feet Floor Markers & Desk Screens

Floor markers will be placed on floors to guide students on where to stand to remain 6 feet apart. Classrooms will have a total of 12 persons in the class (10 students and 2 teaching staff). Individual plastic screens have been purchased to be placed on student desks, and secured so as not to share screens between students.

Nap Mats, Potty Training & Supply Bins

Mats for PK3 & PK4 students will be labeled, regularly sanitized, and stored separately (not stacked). Parents of PK3 & PK4 students have been encouraged to fully potty train their children prior to the start of school. In addition, parents have been encouraged to work with the child on how to notify teachers of the need to use the restroom. Supply bins have been purchased for individual student use to prevent sharing.

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Student Meals & Shielded Hats

All meals will be served in the classroom in bagged containers. However, students will be permitted to bring lunch from home. Hats have been purchased with attached plastic shields to allow students to use during recess. This will allow students to switch from the face mask into the hat allowing free airflow while outside.

No Field Trips

ECA will not have special programs or field trips. Due to the pandemic schools are unable to gather in groups of more than twelve (12) persons.

HVAC System Assessment

The HVAC system has been tested for air quality. The results of the test showed that our classrooms have contained air, which is not shared from room to room. MERV 13 filters are in our air flow handlers (on the roof of the building). Filters will be changed as directed.

Daytime & Evening Cleaning

ECA's cleaning will continue to be done by our full-time day custodians, and in the evening by our evening janitorial company. Strict attention will be paid to bathroom cleaning, stair rails, counters, doorknobs, and desk surfaces.

Immediate Removal of Ill Students

Ill students will not be permitted to remain in the classroom. If a child gets ill we will move the child from the class to an isolation room, while contacting the parent for pick up. ECA will require a doctor's note before a child's return to school. Parents have been encouraged to have a trusted adult on standby who will be available to pick up their child if the need arises. If a child has tested positive, parents have been required to notify the school.

Allergies & Chronic Conditions

For the safety of the entire school, staff and students with allergies and other chronic conditions may be asked to bring a doctor's clearance when symptoms similar to COVID-19 are present.

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Principal's Report

ABV Student Cohort Model

ECA used a set of guiding principles when coming up with a reopening plan for its students and families. An ABV cohort model was developed, which considered safety as a major priority. Family choice and perspective was factored in through the results of the most recent parent survey sent to families in the District of Columbia by the Office of the Deputy Mayor for Education (DME). Plans were made to maximize in-person learning while adhering to guidelines set forth by the Center for Disease Control (CDC) as well. The proposed schedule would provide city-wide alignment and coordination, allowing families to have similar schedules for children of the household that are enrolled in different schools across the city.

The ABV cohort model would provide 2 blended cohorts of 2 in-person instructional days, and 3 remote learning instruction days. In addition, 100% virtual learning will be offered to families who have chosen this option. During last week's virtual parent meeting, parents were given the opportunity to complete a Parent Cohort Survey to indicate whether they are interested in in-person learning through the AB cohort, or a 100% virtual learning option.

Updates

Students will return for the first day of school on Monday, August 31, 2020. Before & aftercare services will be provided for working families, and only to those who report for in-person instruction. These services will be available from 7:00 am – 6:00 pm on the student's respective cohort day. Before & Aftercare rates will decrease to reflect the number of days services are provided.

A virtual tour will be provided to families to familiarize them with changes that have been made to adhere to social distancing guidelines. The virtual tour will be provided on ECA's school website and YouTube page.

Wednesday, August 26th will be ECA's Parent Orientation. Parents will receive further detail on policies and programs for the school year. Additionally, ECA has planned to implement a monthly Parent Professional Development to support families in navigating through our new system of learning, as they provide support to their children.

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Academics and Instruction

All ECA students will receive full instruction, including music and physical education. PK teachers will use the OWL (Opening the World of Learning) reading series, which includes math, science, social studies, and social and emotional growth. Kindergarten – 3rd grade teachers will compile their lessons and use them with the McGraw-Hill Reading Wonders and My Math series while following the common core standards. Houghton Mifflin will be used for science and social studies.

Digital Platforms

ECA will continue to use ClassDojo as a form of communication between parents and teachers, to show what happens on a day-to-day with our students. This year we are also introducing Nearpod and Google Classroom, which provide a more interactive experience for student engagement.

Students will partake in activities and assignments through IXL for PK and Moby Max for grades Kindergarten – 3rd grade. Both platforms contain reading, math, science, social studies, and other skills which can be practiced throughout the year. The getepic.com site and app will continue to be used for literacy.

Parents were given informational resources to obtain internet through the Comcast Internet Essentials program. The cost is \$9.99 per month, with no contract or credit checks. Using the Internet Essentials program will allow students to have a strong internet connection for a full day of distance learning. Training will be provided to parents for the various platforms throughout the school year.

Devices

ECA has encouraged parents to purchase laptops if it is in their budget to do so. However, if a family cannot afford to purchase a device ECA is prepared to support families in need. Parents have been asked to obtain Wi-fi connections on their own, however the school is prepared to ensure that all students have internet access if they need our support and assistance.

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Synchronous and Asynchronous Learning

This year ECA will offer synchronous and asynchronous learning. Synchronous learning will allow the students whether in-person or participating remotely to be in real-time with the teacher and all other students in the class. Asynchronous learning will allow students to access pre-recorded materials prepared by the teacher without having real-time interaction with the teacher or class. All students are expected to participate in synchronous learning whether participating via in-person or remotely. Attendance will be taken for all students at the time instruction is taking place.

Provisions have been made for students with special needs, who receive related services through an IEP, to participate in synchronous and asynchronous learning as well. Related services will be provided by a licensed Occupational Therapist, Speech Therapist, or Behavior Support Specialist using a video platform such as, Zoom, Google Meet, or Skype.

Financial Report

Debra Foster reported on the most recent Comparative Statements for the eleven months period ended on May 31, 2020.

The Statement of Financial Position as of May 31, 2020 shows total asset of \$24,963,590 which represent a 4% decrease over the prior year's \$25,993,033. Current assets consist of \$6,591,089 of total assets, a 38% decrease over the prior year's \$10,575,875; and total cash and cash equivalents as of May 31, 2020 of \$6,520,478, a 26% decrease over the prior year's \$8,763,711. The decrease in cash and current assets were due to the use of funds provided by the financing with New Market Tax Credits (NMTC) in PY and those funds were used up in the CY after building the new facility.

Total liabilities of \$18,873,278 decreased from \$18,949,095, which was a .004% decrease due to the financing of the facilities project as long-term note payable liability on the balance sheet. Current liabilities of \$916,755 as of May 31, 2020 decreased from \$1,380,787 which represents a 34% decrease due to larger amount of payable to construction company in prior year and a result of a timing difference. Net assets for the year end was \$6,090,312 which is down 14% from the prior year's net assets of \$7,043,938.

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The Comparative Statement of Activities for the eleven months period ended May 31, 2020 show total income of \$6,276,036 an immaterial increase from the prior year's income of \$6,204,905. The change represents an increase in per pupil funding revenue over prior year.

Total expenses were \$5,408,622 an increase of 15% over the prior year's expenses of \$4,724,690. This increase represents increases in contracted student services for SPED contractors; and an increase in interest expense due to the expensing of interest expense this CY to service the debt compared to capitalizing the interest in prior year. This resulted in net income for May 31, 2020 of \$867,414 compared to prior year's net income of \$1,480,215 a 41% decrease.

The budget, which was originally due on June 1, 2020 and extended to August 1, 2020 is due on August 1st. It was presented by the Treasurer, Eric Bellamy and Debra Foster. The budget revenue of 3% increase was used as the Mayor had announced a 3% increase in per pupil funding to be given to charter schools for the 20-21 year. The dollar increase will however be impacted by final enrollment numbers, which we have budgeted for 250 students, 175 at risk students and 55 Special Ed students. We also budgeted for grants that we will apply for as funds around CARES Act and SOAR grants will surface. Our total budgeted revenue is \$6,217,000. Our big budget expenses are personnel expenses at 63% of revenues, 20% for debt service and occupancy expenses and 12% of direct student expenses and 5% in office and general expenses. We will continue to work hard to get our enrollment numbers higher than the 250 budgeted in these uncertain times. After much discussion and questions from the Board of Trustees the budget was unanimously approved and will be submitted to DCPCSB on August 1st, 2020.

Approval of Board Minutes

The board voted to approve minutes for May 26, 2020 via email.

Confirmation of Next Meeting

Tuesday, October 27, 2020

Meeting adjourned at 7:30 pm