

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

Call to Order

Tuesday, October 27, 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, David DeSchryver, James Williams, Arleta Fleet, DaNa Carlis, Renesha Alphonso, Chanielle Lancaster, Pat Hall Jaynes, and Patrick Akers.

Executive Director's Report

Reopening Considerations

The leadership team of Early Childhood Academy PCS has been in constant discussions to devise an appropriate and safe plan that will allow the school to reopen in hybrid learning mode. Areas of consideration are detailed below.

Parent Survey

A Parent Cohort Survey was sent out to parents to complete between October 5 – 12, 2020, which would allow parents to indicate their interest in onsite learning vs virtual learning. The result: 90 students would remain in the onsite learning option, 102 students would remain in the virtual learning option, and for 95 students no response was given.

Hybrid Model Planning

ECA plans to implement a hybrid instructional model, where there would be one class per grade level led by the grade level associate teacher or special education teacher. In this model, the lead general education teacher would continue to provide synchronous instruction to all students virtually. Each classroom would consist of a maximum of 10 students per cohort day. Group A would attend school on Mondays and Tuesdays, Group B would attend on Thursdays and Fridays, and all students would continue virtual learning at home when not in the building.

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Communication to Parents

On Thursday, October 15, 2020 parents were sent notice of ECA’s current plan to reopen for the hybrid learning model. The notice assured parents that the school would continue to monitor daily trends for the next two weeks, and make a final decision on Monday, November 2, 2020 on the safety of reopening for in-person learning to a limited group of students. If the city moves back to “Minimal Community Spread” ECA will reopen in-person to some students from mid-November through December 18, 2020. As of Sunday, October 25, 2020 reported daily cases in the District of Columbia were 8.83 trending upward toward “Moderate Community Spread.”

Teacher & Associate Teacher Survey

Lead teachers and associate teachers of ECA were surveyed on the decision to reopen for in-person learning between November 2020 - January 2021. The results of the survey showed that although many teachers and associate teachers were willing to return to in-person learning for the benefit of their students, they were largely uncomfortable with doing so at a time when the safety of themselves, their families, and the students and families are still in question.

Wendy reported that, based on the current upward trend in daily cases reported in the District of Columbia, she was prepared to inform the parents on November 2nd that the school would remain in 100% virtual learning mode indefinitely.

Principal’s Report

Virtual Learning Experience

Early Childhood Academy is currently providing 100% virtual instruction. Core subject areas being taught are ELA, math, social studies, and science. Currently, all ECA students are provided teacher directed synchronous instruction from 9:00 am to 12:00 pm daily. In the afternoon from 2:00 pm -4:00 pm students participate in independent asynchronous instruction.

Challenges and Solutions

Early challenges the school has faced include student access to technological devices, internet access, and technological issues. ECA purchased Chromebooks and iPads for students in need, referred families to free internet access through the Office of the Chief Technology Officer (OCTO) and purchased hotspots for families without access, and provided quick troubleshooting

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through email and made the IT Manager and other school leaders available to assist parents with access.

ECA is currently seeing an average of 25 – 50 student absences daily. The teaching staff and family support coordinator are contacting parents for support with attendance. Messages stressing the importance of attendance have been sent to families via text, website, email, ClassDojo, Facebook, and the Principal's weekly chat.

Messages were communicated with parents to help them understand the importance of authentic assessment data results. Parents were informed of the need to obtain baseline data to evaluate the students' academic needs.

Other challenges the school has faced include students' inability to access devices, affected by the loss/theft or damage of equipment and chargers that have been distributed for student use at home. Also, very challenging is competing background noise in the home of some students. Parents have been encouraged to find an ideal space free from distraction.

Leadership is working with the grade level coaches to determine the best way to improve our virtual learning program. The leadership team and grade level coaches are having professional development with the teaching staff daily.

Enrollment Audit

The Annual enrollment count is scheduled for Thursday, November 5, 2020. ECA has submitted the number of students that are enrolled. We expect all the students will be counted.

Financial Report

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

The Statement of Financial Position as of August 31, 2020 shows total asset of \$25,457,513 which represent a 5% decrease over the prior year's \$26,726,976. Current assets consist of \$7,699,009 of total assets, a 12% decrease over the prior year's \$8,767,362; and total cash and cash equivalents as of August 31, 2020 of \$7,515,007, a 13% decrease over the prior year's \$8,678,719.

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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 facility.

Total liabilities of \$19,541,066 decreased from \$20,914,295, which was a 7% decrease due to the financing of the facilities project as long-term note payable liability on the balance sheet. Current liabilities of \$1,606,261 as of August 31, 2020 decreased from \$3,364,453 which represents a 52% decrease. The PPP loan of \$472,475 is included in long-term liabilities until it is forgiven, we anticipate that this will be 100% forgiven. Net assets for the year end was \$5,916,447 which is up 2% from the prior year's net assets of \$5,812,681.

The Comparative Statement of Activities for the two months period ended August 31, 2020 show total income of \$1,477,042 an increase from the prior year's income of \$1,293,852. The change represents an increase in per pupil funding due to increased projected enrollment revenue over prior year.

Total expenses were \$885,580 an increase of 26% over the prior year's expenses of \$704,069. 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 August 31, 2020 of \$591,462 compared to prior year's net income of \$589,784 an immaterial .002% increase.

Overall, we continue to have a strong balance sheet and our enrollment count looks strong, while we received estimated funding for 290 students, we anticipate that we will no doubt match prior year's 285 students.

The budget, which was originally due on June 1, 2020 and extended to August 1st, this was voted upon by ECA's Board of Trustees and submitted on time to DCPCSB.

Our Consolidated Annual Financial Statement Audit for the fiscal year ended June 30, 2020 will be due to DCPCSB on December 1, 2020 and to our NMTC funders. Our auditors, Kendall, Prebola and Jones is engaged to perform the audit in November 2020. We believe that there will not be an A133 Single Audit for the fiscal year ended June 30, 2020.

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Paycheck Protection Program (PPP) Loan

We are preparing to file for the PPP Forgiveness Loan and are working with ADP to design payroll reports to accompany the SBA application to get 100% forgiveness.

Approval of Board Minutes

The board voted to approve minutes for July 28, 2020 via email.

Confirmation of Next Meeting

Tuesday, January 26, 2021

Meeting adjourned at 7:54 pm