

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

Call to Order

Tuesday, May 25, 2021
6:30 p.m. (via Zoom)

On the call:

Wendy Edwards - Executive Director, Thann Ingraham – Principal, Debra Foster – Financial Manager, Pamela Faulcon – Assistant Principal, Dennis Sawyers, Eric Bellamy, Deborah Hall, David DeSchryver, James Williams, Chanielle Lancaster, Arleta Fleet, Patrick Akers, Renesha Alphonso, and DaNa Carlis.

Executive Director’s Report

Current Operating Status

ECA currently has 56 students whose parents have opted for them to attend school onsite for four days per week. The remaining 200 + students continue to attend 100% virtually and will do so until the end of the 2020-2021 school year.

Mayor Muriel Bowser has shared her “vision” for opening all DC Public and DC Public Charter schools in DC five days a week in school year 2021-2022 for every student, resuming normal school operations. Virtual learning will be provided if there is an exceptional circumstance, such as a medical condition that prohibits the child from coming into the building during COVID or when a child may have to be quarantined for a few days due to exposure. All teachers will be back in schools teaching in their classrooms. Implementation will still be based on the health and safety guidance of OSSE and DC Health. On May 21, 2021, OSSE and DC Health updated their guidance. In this health and safety guidance there are required safety procedures, as well as optional ones. The mayor’s office and Deputy Mayor for Education’s Office advised schools to plan to partner with a local facility for the additional space for students, if needed. The 180-day waiver that was provided in school year 2020-2021 to allow virtual learning will not be provided in 2021-2022.

ECA is in the process of planning for reopening 5 days a week to accommodate all students. A Continuous Education Plan and Health and Safety Plan will be submitted to OSSE by June 30, 2021, and an Assessment Data Collection Plan by July 15, 2021. In order to maintain 3 feet of distance, ECA will plan to reduce its projected enrollment, allowing 20 students maximum for grades PK, Kindergarten and 1st grade.

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Mandatory Vaccinations for Staff

The law allows schools to require mandatory vaccination of its staff. ECA is still deciding on requiring mandatory vaccinations.

Principal's Report

Summer School

We are planning to have summer school for students in kindergarten – 3rd graded, offering academic support in ELA and Math. The summer school program will be a half day program from July 6, 2021 – July 30, 2021. An initial survey was sent out to families to see if they were interested in the children attending summer school. Families were given the option for in-person or virtual learning. We received 46 responses, mostly from parents who opted for 100% virtual participation. A second survey was sent out this past Friday, May 21, 2021, with the intent of reaching families who may have changed their mind or missed the prior survey. Results are due by close of business tomorrow. Since the 1st survey we have made the decision to have 100% virtual learning in summer school due to the low response for participation. As of today, we received 5 additional responses. An additional survey was sent to the original responders to find out if they were still interest in summer school after the switch to 100% virtual learning. Families who had the highest number of absences during the year did not respond.

Retention

Our retention list has been reviewed over the past few days. After reviewing the data, many of the students who were previously on the list have been moved forward. Data was received from teachers to support the need for students to be retained who would benefit from another year in the same grade.

Financial Report

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Debra Foster reported on the Comparative Financial Statements for the ten months period that ended on April 30, 2021.

The Statement of Financial Position as of April 30, 2021, shows total asset of \$25,689,366 which represent a 5% increase over the prior year's \$24,457,351. Current assets consist of \$8,701,320 of total assets, a 25% increase over the prior year's \$6,975,798 and total cash and cash equivalents as of April 30, 2021, of \$8,257,013, a 29% increase over the prior year's \$6,405,782. The increase in cash and current assets were due to the use of funds provided from grants and the PPP funds received that were related to the pandemic.

Total liabilities of \$18,526,190 decreased from \$18,724,924, which was less than 1% decrease due to the financing of the facilities project as long-term note payable liability on the balance sheet. Current liabilities of \$1,051,496 as of April 30, 2021, decreased from \$1,233,637 which represents a 15% decrease. The PPP loan of \$472,475 is no longer included in long-term liabilities because it was forgiven in full. Additionally, in prior year there were still open contractor draws thus more current liabilities included in accounts payable. Net assets for the year end were \$7,163,176 which is up 25% from the prior year's net assets of \$5,732,427.

The Comparative Statement of Activities for the ten months period ended April 30, 2021, show total income of \$6,089,411 an increase from the prior year's income of \$5,868,393. The 4% change represents an increase in per pupil funding due to increased projected enrollment revenue over prior year and an increase in grant funding with NSLP grant funds decrease due to virtual instruction and low participation in food distribution to our families.

Total expenses were \$5,151,263 a decrease of 4% over the prior year's expenses of \$5,358,863. Overall, this decrease represents a decrease in contracted building services and overall office related expenses, there was 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 April 30, 2021, of \$938,148 compared to prior year's net income of \$509,530 an 84% increase.

Overall, we continue to have a strong balance sheet with a very strong current ratio. Our enrollment audit showed 287 students 3 shy of 290 which we received funding for, and this was adjusted down on this the last quarter of funding.

Donated Devices

The American Society of Hematology donated 9 used Dell Latitude 7480 laptops to ECA these laptops were estimated at \$390 each for a total donation of \$3,510.

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Janitorial Contract

Janitorial services with Motir, which were on hold during the pandemic, have resumed on Monday, April 19, 2021, when staff returned onsite for in-person instruction.

Sole Source

ECA is planning to enter a sole source contract with AppleTree institute for Every Child Ready subscription (owned by AppleTree), CLASS observations, and coaching. We plan to have the ad out in early June in order to begin the contract in July 2021.

Budget

The Annual Budget due date was extended from June 1, 2021, to July 28, 2021.

Grants Awarded : ESSER II & ESSER III (Elementary and Secondary School Emergency Relief)

ECA was awarded two federal grants administered by the Office of the State Superintendent of Education (OSSE) to identify the three spending priority areas of :

- 1) To prepare schools for safe reopening,
- 2) To address specific needs brought on by the COVID-19 public health emergency and school closures, and
- 3) To address learning loss.

ESSER II funds will be available for use from March 2020 through September 2023 for a total amount of \$529,039.73 and ESSER III (ARPA) funds will be available for use from March 2020 through September 2024 for a total of \$1,176,387.60.

Audits

ECA Support Corporation Audit is scheduled for July 14, 2021. This year ECA will have two financial audits but no A-133 Single Audit. The audit for Early Childhood Academy PCS is schedule for November 1 -5, 2021.

Administrative Review

On May 28, 2021, OSSE will provide ECA's final monitoring report. One finding that we can expect is for not bidding the HVAC during construction of the new building. Another finding

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would be on the financial end to use SAM.gov to vet all contractors before beginning the contract.

Approval of Board Minutes

The board approved minutes for March 23, 2021 via email in April 2021.

Confirmation of Next Meeting

Next meeting is planned for August 2021.

Meeting adjourned at 8:00 pm