



**AppleTree Early Learning Public Charter School (AELPCS)  
Board of Directors Meeting  
Minutes**

Held via Videoconference  
September 21, 2021

**Call to Order**

Board Chair Jack McCarthy called the meeting to order at 5:00 PM. Present via videoconference were board members Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Paula Young Shelton, constituting a quorum. Thomas Keane, General Counsel, acted as Secretary.

**Approval of the May 25, 2021, Minutes**

Mr. McCarthy requested approval of the Minutes from the Board's meeting of May 25, 2021. Upon a motion duly made and seconded, the Board voted on the following resolution:

*Resolved, that the Minutes from the Board meeting of May 25, 2021, are hereby approved.*

Voting in the affirmative were directors Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Paula Young Shelton. There were no votes opposed. The motion passed unanimously, and the Minutes were approved.

Directors Karen Davenport and Matt Downs joined the meeting.

**Election of New Board Members**

Matt Downs, Chair of the Governance Committee, said that the Committee was considering proposing the nomination of two new directors. However, it had not yet fully confirmed the eligibility of each possible director. Once the Committee was ready to make a nomination, it would then send that nomination to the full Board for a vote.

Director Skylé Pearson joined the meeting.

**Schools Report**

Executive Director Jamie Miles was unavailable as she was testifying before the DC Council. In her stead, Aja Mills, School Leadership Coach, delivered the Schools Report. She addressed the August school re-openings of AELPCS's six schools (Columbia Heights, Douglas Knoll, Lincoln Park, Oklahoma Ave, Parklands at THEARC and Southwest).



Ms. Mills noted that re-opening was a slow and cumbersome process, with many parents hesitant to send their children to in-person learning. The enrollment budget for the year was 515 but right now was only 483. However, these numbers are constantly changing up and down, largely due to pandemic. In circumstances where there are positive cases of COVID-19, attendance and enrollment suffer. Moreover, the pandemic meant that there have been lags in securing staff, an issue on which Schools is being aided by Crystal Hill, the Chief People Officer.

Board members asked whether the vacancies were affecting enrollment and also about the impact of the Mayor's vaccine requirement. Ms. Mills said that some classes had to have their numbers capped due to a lack of staff. She observed that, given AppleTree had its own vaccine mandate, the Mayor's decision works in AppleTree's favor so that AppleTree staff who won't get vaccinated can't now go elsewhere. Mr. McCarthy added that AppleTree gave a \$1,000 bonus payment to staff getting vaccinated, and this seemed to be having an impact.

### **Finance Committee Report**

**Employee Retention Credit:** Finance Committee Chair Bridget Bradley Gray reported that it was too soon to project year-end results for FY2022 given the variability of enrollment. However, she noted that AppleTree's auditor had recommended AppleTree apply for an Employee Retention Credit, a government program which incentivizes firms to keep employees on board. The potential credit is as high as \$1.74 million. Rita Chapin, Chief Operating Officer, said that monies should flow within the next six months.

**Financial Update:** Ms. Gray said that net income for FY2021 was \$888,000 versus a budgeted loss of \$915,000. For FY2022, she said there were no new projections because enrollment is so fluid. The enrollment count deadline is October 5. Ms. Gray noted that enrollment shortfall may be offset by stabilization funding from the DC Government. Ms. Chapin added that the OSSE refinancing in June 2021 of AELPCS's debt would help AppleTree meet its debt-service targets in FY2022.

**Contract notifications and approvals:** Ms. Gray reviewed contract notifications and approvals:

- Post-execution notifications (zero to under \$10,000):
  - EsOs Design Studio LLC for interior floor plan drawings for improvement to fire alarm system – \$4,500
  - Miller Cox for enrollment bus ads/mailers – \$4,700
  - Tech Painting for railing and other exterior painting at Douglas Knoll – \$6,440
  - Little Architectural Consulting for Phase 1 evaluation of signage/curb appeal of five AELPCS sites – \$8,225
  - Kalix Communications for marketing, branding and enrollment advice – \$8,900



- ASCI for translation and sign language services – up to \$10,000
- Pre-execution notifications to Finance Committee (\$10,000 to less than \$25,000): None.
- Pre-execution approvals by the Board (\$25,000 and more): None.

### **Governance Committee Report**

Mr. Downs reported that the Committee had reviewed the existing Succession Plan, approved by the Board at its September 24, 2019, meeting, and was not recommending any changes for the coming year.

### **New Business**

There was no new business.

### **Adjournment**

There being no further business, and upon a motion duly made and seconded, the Board voted on whether to adjourn. After a motion duly made and seconded, the Board voted on the following resolution:

*Resolved, that the September 21, 2021, Board Meeting of AELPCS is hereby adjourned.*

Voting in the affirmative were directors Karen Davenport, Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, Skylé Pearson, and Paula Young Shelton. There were no votes opposed. The motion passed unanimously, and the meeting was adjourned.