

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

Call to Order

Tuesday, October 26, 2021
6:30 p.m. (via Zoom)

On the call:

Wendy Edwards - Executive Director, Thann Ingraham – Deputy Executive Director, Pamela Faulcon – Principal, Debra Foster – Financial Manager, Eric Bellamy, James Williams, Arleta Fleet, DaNa Carlis, Deborah Hall, Renesha Alphonso, Chanielle Lancaster, Pat Hall Jaynes, and Gerald Jaynes.

Deputy Executive Director’s Report

New Position - Deputy Executive Director for Academic Recovery

In order to address the challenges the school faced during a year and a half of virtual learning, ECA has developed a Deputy Executive Director for Academic Recovery position, filled by previous school principal Thann Ingraham. This position will focus on three (3) areas: intervention, content area focus, and comprehensive assessment system. The Deputy Executive Director’s role will be instrumental in providing support, management, and supervision in all of those areas.

Through intervention ECA will identify and support strugglers and monitor and manage the Response to Intervention (RTI) system differently than in the past. To support this effort, we have purchased a new reading and math series from Houghton Mifflin Harcourt (HMH); which was mentioned in a previous meeting. The Deputy Executive Director will have oversight with how that program is being implemented in the classroom. In addition, ECA has added a Reading Interventionist. The Deputy Executive Director will have oversight of instructional delivery, and student outcomes will be monitored with regard to that position. The content area focus will monitor the process that drives instruction via evaluations of teaching staff in order to have greater teacher efficacy and provide oversight and support to the instructional coaching team. For the comprehensive assessment system the Deputy Executive Director will be responsible for providing and advising for professional development, data reviews, and looking at student outcomes; this role will serve as the liaison district wide assessment systems through the Office of the State Superintendent (OSSE) and the DC Public Charter School Board (DC PCSB).

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New Position – Health and Safety Administrator

In this era of COVID-19 Early Childhood Academy PCS has found the need to have someone on staff to manage and monitor all COVID related testing and reporting protocols. ECA has created and filled the new position of Health and Safety Administrator. The health and safety administrator is responsible for assisting with weekly COVID testing of students and staff, reviewing COVID test data, and reporting test results to staff and student families. In this role, the health and safety administrator also serves as the school's point of contact (POC) reporting positive test cases to the DC Department of Health and following mandated protocols, corresponding with parents and staff of positive and symptomatic students, and maintaining a database of students of COVID cases in the school. In addition, the health and safety administrator tracks and maintains record of staff vaccination statuses, for compliance with ECA's mandatory vaccination policy and the new DC Mayor's mandate for schools which will become effective on November 1, 2021 and includes volunteers, interns, and contractors.

New Position – Security Officer

This year Early Childhood Academy PCS has seen an increased need within the community to provide security services for the physical safety of its students and staff. Fortunately, ECA was able to secure state funding through the ESSER grant in the amount of \$529,000 for ESSER II and \$1,100,000 for ESSER III. The security contract will be funded under ESSER III. ECA has entered into a contract with Archangel Global Security, LLC to provide security services. Archangel Global Security, LLC is a law enforcement agency that provides security services in the Washington, DC region. A security officer will be on-site for the hours of 6:30 am to 10:30 am and 3:30 pm to 6:30 pm for five days of the week, Monday through Friday. The role of the security officer is to remove or bar any visitors that commit illegal activities or present a threat to client, staff, security, or management. The officer will patrol the location, perform access control, and serve as a deterrent to criminal activity. ECA is looking into contracting with Archangel Global Security to provide a level of security later in the evening. More information will be reported once an agreement is established.

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Deputy Executive Director's Report

Job Vacancies

Currently Early Childhood Academy PCS has 1 vacancy for an Administrative Assistant. All our teaching positions have been fully filled. Every classroom has a lead teacher, associate teacher, and classroom aide.

Classroom aides, formerly temporary ECA Partners, were added this school year to provide additional support to the lead teacher and associate teacher in the classroom. As with the ECA Partner role, this position is responsible for helping to maintain a clean and disinfected classroom, classroom bathroom, for supervising students during teacher and associate teacher breaks, for supervising students on the playground, and transporting any students who becomes ill during the day to the isolation room. Classroom aides work Monday - Friday from 8:00 am to 3:30 pm.

Audit Day

ECA's Annual Enrollment Audit was on October 5, 2021. Currently, we have 231 students enrolled.

Health and Safety

Early Childhood Academy has partnered with Shield T-3 to provide weekly COVID testing of staff and students. Staff and students for whom we have parental consent complete a self-administered saliva-based test every Tuesday and additional testing on Friday for students as needed. Since the start of the school year, ECA has identified 3 positive COVID cases and had to quarantine 5 classrooms. The 5 classes remained quarantined for 7 days, as stated in the guidance. When a group has to quarantine, the teacher provides a work packet for the first day of the quarantine and the student completes asynchronous work. On that day the teachers gather with the instructional coaches and leadership team to plan to provide virtual instruction for the days thereafter.

Curriculum and Instruction

ECA has adopted the Houghton Mifflin Harcourt Into Reading and Into Math hard copy and digital program for students in kgn – grade 3 and the Every Child Ready hard copy and digital program for prekindergarten students. These programs provide a robust resource for teachers and students, during in-person instruction or when there is a need for one or more students to learn

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virtually. Professional development for teachers, teaching resources, and student assessment tools are embedded in the programs.

Financial Report

Debra Foster reported on the Comparative Financial Statements for the first fiscal quarter that ended on September 30, 2021.

The Statement of Financial Position as of September 30, 2021, showed total asset of \$25,288,566 which represent a 1% increase over the prior year's \$25,022,440. Current assets consist of \$8,491,835 of total assets, a 7% increase over the prior year's \$7,931,233; and total cash and cash equivalents as of September 30, 2021, of \$7,893,035, a 5% increase over the prior year's \$7,515,321. The increase in cash and current assets were due to the use of funds provided by from grants and the PPP funds received that were covid related.

Total liabilities of \$17,637,342 decreased from \$17,849,066, which was a 1% decrease due to the accounts payable higher in prior period. Current liabilities of \$180,311 as of September 30, 2021, decreased from \$324,175 which represents a 44% 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 \$7,651,224 which is up 7% from the prior year's net assets of \$7,173,374.

The Comparative Statement of Activities for the quarter ended September 30, 2021, show total income of \$2,542,309 an increase from the prior year's income of \$2,329,089 The 9% change represents an increase in per pupil funding due to increased projected enrollment revenue over prior year and an increase in grant funding. Grant funds increased with instruction back in person in first quarter 2021 compared to virtual instruction and low participation in food distribution to our families in 2020.

Total expenses were \$1,565,525 an increase of 13% over the prior year's expenses of \$1,380,743. This increase represents increases in salaries by 20% due to more positions in current year to assist with a return to in person instruction and the need for 15 classroom aides and additional staff position to handle covid issues and learning loss issues. Staff training expenses, textbooks, food service expenses, contracted building services and renovations expenses to allow for social distancing all resulted in an increase in total first quarter expenses. This resulted in net income for September 2021 of \$976,784 a 3% increase over prior year.

Overall, we continue to have a strong balance sheet with a very strong current ratio but our budgeted enrollment of 245 students will fall short this year, a result of covid. Additionally, ESSER

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grants are being applied for and will give us the assistance and funding needed to address learning loss and covid related damages.

Financial Audit

ECA's annual financial audit for FYE 6/30/2021 will begin on Monday, November 1, 2021. The financial audit will be completed by Kendall, Prebola, and Jones, LLC.

Workman's Comp Audit

Currently we are undergoing a workers' comp audit by NEIS, Inc under Wesco Insurance for the period September 1, 2020 – September 1, 2021.

Medicaid Audit

ECA's Medicaid audit for FY 18-19 was completed in March 2021 by Williams, Adley & Company, DC LLP. The audit resulted in one adjustment to adjust the amount of Total Certified Public Expenditure based on the IEP Ratio. The Final Notice of Program Reimbursement (FNPR) was received and reflected in the total adjusted cost settlement received in the amount of \$42,953.

Approval of Board Minutes

The board will approve minutes for October 26, 2021 via email.

Confirmation of Next Meeting

Tuesday, January 25, 2021

Meeting adjourned at 7:15 pm