

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

Call to Order

Tuesday, January 25, 2022
6:30 p.m. (via Zoom)

On the call:

Wendy Edwards - Executive Director, Thann Ingraham – Deputy Executive Director, Pamela Faulcon – Principal, Debra Foster – Chief Financial Officer, Dennis Sawyers – Board President, Eric Bellamy – Treasurer, Arleta Fleet, DaNa Carlis, David DeSchryver, and Gerald Jaynes.

Executive Director’s Report

Facilities

ECA lost heat in part of the building on January 10, 2022. While waiting on the repair parts, space heaters were installed in all affected areas and school remained in session. As of today, the HVAC unit has been fully repaired. ECA was contacted by representatives from the Office of the State Superintendent of Education (OSSE), and council member Trayon White’s office regarding the heat outage. Wendy Edwards, explained to both parties what ECA’s plan was for keeping classrooms comfortable while continuing instruction. The school’s response was acceptable.

Pediatric Pop-Up COVID Vaccination Clinic

ECA had a Pediatric Pop-Up COVID Vaccination Clinic onsite at the school on January 20, 2022. The event was held from 3:30 pm – 7:30 pm for any DC resident who met the criteria for vaccination. The Pop-Up COVID Vaccination Clinic was primarily for children, but parents of children were invited as well as staff were invited to receive their boosters. A total of 30 children, mostly ECA students and 18 adults were vaccinated. The Pop-Up COVID Vaccination Clinic is scheduled to return on February 10, 2022, to allow those who were vaccinated to receive their second dose. The clinic will also be open for those interested in receiving their first dose.

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Principal's Report

Testing

ECA's students are currently participating in schoolwide winter assessments, which began on January 18, 2022. In order to capture all of our data, ECA is planning to request an extension by the end of the January testing window to provide testing for students who missed testing. Pre-K students participate in the Every Child Ready Assessment (ECR), which assesses literacy, name writing, and early math skills and is administered to students individually. Kindergarten through third grade students participate in the Measure of Academic Progress (MAP) Growth Assessment for reading and math. Teacher reports will be pulled for ECR and MAP and used by teachers to create targeted plans to address student needs.

In terms of the statewide assessment, the city received a waiver for many of the Every Student Succeeds Act (ESSA) accountability and requirements. However, the publication of the state report card was not waived. ECA will have to administer the statewide assessment in order for OSSE to have a picture of student performance across the district.

This year ECA's third graders will take the PARCC statewide assessment in the month of April. OSSE will support schools in interpreting the results and using the data for instructional planning and professional development. Additionally, OSSE and the Public Charter School Board has launched the CLASS observation system (a pre-k tool used to measure quality pre-k programs in schools through observation of interactions between students and teachers and students and peers). Once the data is received, we will use the data to inform our instructional practices.

Health & Safety

Through our partnership with Shield T-3, ECA's students and staff participate in COVID testing twice a week, on Mondays and Thursdays. In November 2021 the school had 4 positive cases and had to quarantine two classrooms. In December 2021 the school had 27 positive cases and had to quarantine 7 classrooms. In January 2022 to date the school has had 34 positive cases and had to quarantine 9 classrooms. During quarantine ECA's students are removed from the building and participate in virtual instruction through Zoom the following school day. In preparation for quarantining a classroom, families are contacted, and work packets and devices

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are distributed to each child. Teachers are prepared with virtual curriculums to provide instruction throughout the quarantine period.

Financial Report

Debra Foster reported on the Comparative Financial Statements for the second fiscal quarter that ended on December 31, 2021.

The Statement of Financial Position as of December 31, 2021, showed total asset of \$25,630,907 which represent less than 1% increase over the prior year's \$25,560,064. Current assets consist of \$9,016,453 of total assets, a 6% increase over the prior year's \$8,507,142: and total cash and cash equivalents as of December 31, 2021, of \$8,297,156, a 6% increase over the prior year's \$7,844,535. The increase in cash and current assets were due to the use of funds provided by from covid 19 grants.

Total liabilities of \$17,767,894 decreased from \$18,006,715, which was a less than 1% decrease due to the accounts payable higher in prior period. Current liabilities of \$323,027 as of December 31, 2021, decreased from \$512,083 which represents a 37% 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 \$7,863,012 which is up 4% from the prior year's net assets of \$7,553,347.

The Comparative Statement of Activities for the six months period ended December 31, 2021, show total income of \$4,231,929 a decrease over the prior year's income of \$4,373,271. The 3% change represents a decrease in per pupil funding due to decreased projected enrollment revenue over prior year. 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 \$3,615,181 an increase of 19% over the prior year's expenses of \$3,044,953. This increase represents increases in salaries by 24% 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 December 2021 of \$616,748 a 54% decrease over prior year.

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Overall, we continue to have a strong balance sheet with a very strong current ratio but our budgeted enrollment of 245 students fell to 231 students this year, a result of covid. Additionally, ESSER grants have been awarded to us and will give us the assistance and funding needed to address learning loss and covid related damages.

Financial and Single Audit

ECA's annual financial audit and A-133 Single Audits for the fiscal year ended 6/30/2021 were completed in November 2021 by the audit firm of Kendall, Prebola, and Jones, LLC. Once again ECAPCS received an unmodified unqualified opinion and there were no findings. The consolidated comparative audit report for fiscal years 06/30/21 and 06/30/2020 was approved by ECA's audit committee and Board of Trustees at this board meeting.

Approval of Board Minutes

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

Confirmation of Next Meeting

Tuesday, March 22, 2022

Meeting adjourned at 7:20 pm