



AppleTree Early Learning Public Charter School (AELPCS)
Board of Directors Meeting Minutes
Via Videoconference
February 22, 2022

Call to Order

Board Chair Jack McCarthy called the meeting to order at 5:03 P.M. Present via videoconference were directors Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, Skylé Pearson, Paula Young Shelton, and Emily Sylak-Glassman, constituting a quorum of the Board. Thomas Keane, General Counsel, acted as Secretary.

Approval of Minutes from December 7, 2021 Regular Board Meeting

Upon a motion duly made and seconded, the Board voted on the following resolution:

The Minutes from the Regular Board meeting of December 7, 2021 are hereby approved.

Voting in the affirmative were directors Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, Skylé Pearson, Paula Young Shelton, and Emily Sylak-Glassman. There were no votes opposed or abstaining. The resolution passed unanimously, and the Minutes were approved.

Schools Report

Chief Academic Officer Jamie Miles delivered the Schools Report. She reported that the schools saw a drop in attendance in December and that January was also challenging. However, as Omicron cases continue to decline, things are now slowly improving. Attendance as an LEA is currently 77.74%, which is good considering the challenges from the pandemic. (The goal is 85%.) Positive cases are down significantly, students are wearing masks, and staff and students take rapid tests at the beginning of each week along with pool testing during the week.

In other items, she noted that:

- Families are engaging in monthly network-wide events. For example, parents co-host the monthly Parent Café.
- Kindergarten transition is underway.
- AppleTree partnered with a local barber in southeast DC for the Hair for Literacy program.
- AppleTree bus signs intended to encourage enrollment should be appearing soon.



Ms. Miles said the enrollment goal is 610 students for SY2022-2023. There is a need to expand our reach to enroll more students. The recruitment plan now in place seeks 8,000 connections by September 1. In addition, AppleTree is working with school leaders to develop a community outreach plan, which should be in place by March 18. The goal is that 100% of PreK-3 students re-enroll. We are using a variety of qualitative and quantitative metrics to measure the impact of our enrollment efforts.

Mr. McCarthy asked why Lincoln Park attendance is higher than at other schools. Ms. Miles said she had no good answer but did observe that Lincoln Park's attendance this year was still markedly lower than in prior years.

Ms. Martin commented that getting teachers engaged in enrollment showed AppleTree was really committed to improve enrollment.

Ms. Glenn asked about teachers' states of mind. Ms. Miles said they are committed. They are tired but the organization is trying to help, for example, with its mental health days. She noted AELPCS still has a number of vacancies across the system.

Ms. Bradley Gray asked whether the schools had the resources they need. Ms. Miles said management consistently asks this question and that AppleTree was beginning its listening tours. They will give us a sense of what's going on in classrooms – what's working, what's not, and how can we support them better.

At this point, director Karen Davenport joined the meeting.

Finance Committee Report

- **Form 990:** Finance Committee Chair Ms. Bradley Gray presented the Form 990 tax return for the year ending June 30, 2021. She noted that the Finance Committee was pleased with accuracy and depth of the return. In response to questions from Ms. Sylak-Glassman, Chief Operating Officer Rita Chapin led the Board through a page-by-page review of the return's particulars. She noted that all financials in the 990 tied directly to the organization's audit for FY20221, which had been previously approved by the Board.

Upon a motion duly made and seconded, the Board voted on the following resolution:

The Form 990 tax return for the year ending June 30, 2021 is hereby approved.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Sara Glenn, Bridget Bradley Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, Skylé Pearson, Paula Young Shelton, and Emily Sylak-Glassman. There were no votes opposed or



abstaining. The resolution passed unanimously, and the Form 990 tax return was approved.

- **FY2022 financial update:** Ms. Bradley Gray led members through a financial update. The revised full year forecast now projects a loss of \$678,000 versus a budgeted loss of \$253,000. The difference is mostly due to enrollment, which is down due to the pandemic. Some expenses are over budget as well, due to the timing of some grants, summer stipends that were unbudgeted, the covid vaccine incentive, and other staff-related investments. However, the organization's cash position is strong. AELPCS is at risk of not making its debt-service coverage ratio with M&T Bank and management has been in touch with the bank. Management expects M&T Bank will waive the ratio for this fiscal year. She added that the employee tax retention credit will also help us ride out the deficit, although those funds likely won't be received until after the end of the fiscal year.
- **Preliminary look-ahead to FY2023:** Ms. Bradley Gray reported that the DC Public Charter School Board has a new format for budget submissions. Budgets need to be for two years and be by campus (instead of for the entire LEA). They are due June 30. Enrollment is the key driver for AELPCS's budget, and management is targeting enrollment of 570 for School Year 2022-2023.
- **Contract notifications and approvals:** Ms. Bradley Gray then outlined various contract notifications. No Board approvals were required.
 - Post-execution notifications to the Finance Committee (zero to under \$10,000):
 - Kalix Social Media Consulting – \$5,000
 - Pre-execution notifications to Finance Committee (\$10,000 to less than \$25,000):
 - OutFront Media Agreement – \$23,317
 - Pre-execution approvals by the Board (\$25,000 and more): None

Governance Committee Report

Matt Downs, Chair of the Governance Committee, said that there was no business from the Governance Committee.

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:

The February 22, 2022, 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, Paula Young Shelton, and Emily Sylak-Glassman. There were no votes opposed or abstaining. The resolution passed unanimously, and the meeting adjourned at 5:45 P.M.