



AppleTree Early Learning Public Charter School (AELPCS)
Board of Directors Meeting
Minutes
Held via Videoconference
June 7, 2022

Call to Order

Board Chair Jack McCarthy called the meeting to order at 5:06 PM. Present via videoconference were board members Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman, constituting a quorum. Thomas Keane, General Counsel, acted as Secretary.

Approval of the Minutes of the February 22, 2022, Regular Meeting and the Minutes of the April 21, 2022, Special Meeting

M. McCarthy requested approval of the Minutes of the February 22, 2022, Regular Meeting and the Minutes of the April 21, 2022, Special Meeting. Upon a motion duly made and seconded, the Board voted on the following resolution:

Resolved, that the Minutes of the February 22, 2022, Regular Meeting and the Minutes of the April 21, 2022, Special Meeting are hereby approved.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the Minutes were approved.

Schools Report

Executive Director Jamie Miles delivered the Schools Report. The last day of school will be on June 22. She said that it had been an interesting and challenging year. She gave thanks for the dedication of the staff who supported AppleTree's children.

Ms. Miles said that, looking ahead to SY2023, we are ahead of where we were last year in enrollment (421 vs. 262). Good progress is being made but we are still not back to prepandemic levels. AppleTree continues to focus on finding additional leads, using social media, canvassing, regular engagement events, and referral/registration incentives.

Major exterior improvements to AELPCS campuses are scheduled this summer. The schools need a facelift to make them more appealing and more visible. Ms. Miles showed mockups of what the



completed improvements will look like.

She said that all but one of AELPCS's school leaders will be staying for SY2023. Year-end assessments of children are underway, and in June, summer school will be available to special-education students. In July, summer school will be available to all. In August, teachers will return for summer training and the first day of school is scheduled for August 21.

Ms. Bradley-Gray thanked Ms. Miles for the exterior improvement mockups.

Finance Committee Report

Financial update: Finance Committee Chair Bridget Bradley-Gray reported that FY22 was expected to show a loss of \$101,000, which is better than had been originally budgeted. However, the organization did expect it would be able to meet its debt-service coverage ratio. She observed that stabilization funding from the District of Columbia did not benefit AELPCS as much as it should have because of the way the funding formula was calculated. Since AELPCS opened its Southwest campus during the pandemic, our net enrollment loss did not appear as great as it was.

FY2023 and FY2024 budgets: Ms. Bradley-Gray reviewed the proposed FY2023 budget as well as a newly required look-ahead budget for FY2024, walking through key assumptions underlying each budget. She characterized the FY2023 budget as an investment budget, with higher salaries and new positions to support excellence in learning. As a result, the organization was projecting a loss for FY2023, although its year-end cash position would remain strong. In FY2024, with the opening of a seventh campus at 4900 Massachusetts Ave., NW, the organization expected to be able to generate a surplus. After discussion and upon a motion duly made and seconded, the Board voted on the following resolution:

Resolved, the proposed budget for FY2023 and look-ahead budget for FY2024 are hereby adopted.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the resolution was approved.

Lease of 330 21st St., NE: Ms. Bradley-Gray discussed entering into a new lease for 330 21st St., NE (the location of the Oklahoma Avenue school) with AppleTree Institute for Education Innovation (ATI). ATI leases the building from the Archdiocese of Washington and in turn subleases it to AELPCS. Under the terms of the lease, AELPCS's lease rate would be exactly the lease amount ATI pays to the Archdiocese. After discussion and upon a motion duly made and seconded, the Board voted on the following resolution:

Resolved, the proposed lease with AppleTree Institute for Education Innovation for 330 21st St., NE,



is hereby approved.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the resolution was approved.

Lease of 4900 Massachusetts Ave., NW: Ms. Bradley-Gray discussed entering into a new lease for 4900 Massachusetts Ave., NW, with WC & AN Miller Development Company for a seventh school to be located at that address. She reviewed key terms of the lease and noted that, should the opening of the school not be approved by the DC Public Charter School Board by September 30, 2022, the lease would be void and AELPCS would have no further obligations. After discussion and upon a motion duly made and seconded, the Board voted on the following resolution:

Whereas, on July 1, 2020, the District of Columbia Public Charter School Board (DC PCSB) renewed AppleTree Early Learning Public Charter School's charter for an additional 15-year term in recognition of AppleTree's success in serving the District's children, and

Whereas, with support from the staff of the DC PCSB, the US Department of Education awarded AppleTree a Replication Grant to encourage AppleTree to expand its network of early education schools in Washington, DC, and

Whereas, there is a significant need for high-quality early education in Ward 3, with an estimated 1,600 three- and four-year-old children and only 326 public school early education seats, and

Whereas, management has identified a location in Ward 3—at 4900 Massachusetts Ave., NW—that seems suitable for a seven-classroom early education school to be run by AppleTree Early Learning Public Charter School, and

Whereas, community leaders in the neighborhoods surrounding 4900 Massachusetts Ave., NW, have expressed strong support for a new AppleTree School, and

Whereas, management has negotiated a draft lease for 4900 Massachusetts Ave., NW, on terms that seem economically feasible and would allow for a new school to open in August 2023, and

Whereas, securing approval for a new school from DC PCSB requires that a school location be secured, and

Whereas, the draft lease provides that should all necessary approvals not be obtained by September 30, 2022, then the lease is null and void and there are no further obligations on AppleTree Early Learning Public Charter School,



It is therefore—

Resolved, that the Board of Directors of AppleTree Early Learning Public Charter School approves management proceeding forward with application to the DC PCSB for authorization to open a school at 4900 Massachusetts Ave., NW, and it is further

Resolved, that the Board of Directors of AppleTree Early Learning Public Charter School approves management executing the lease for such space at 4900 Massachusetts Ave., NW, provided such lease does not differ in any material respect from the lease presented to the Board at its meeting of June 7, 2022.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the resolution was approved.

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

- Post-execution notifications (zero to under \$10,000):
 - SB and Company to conduct the 403(b) audit for the 2021 calendar year. Total cost is \$9,270.
 - Noballoy for \$7,500 to resurface the rear patio at Douglas Knoll.
 - M&A Caulking for \$2,400 to repair ramp, stairway, and walkway at Douglas Knoll.
- Pre-execution notifications to Finance Committee (\$10,000 to less than \$25,000): None.
- Pre-execution approvals by the Board (\$25,000 and more):
 - EdOps for accounting, budgeting, and audit work for FY23. Total cost is \$9,625 per month or \$115,500 for the year, a 5.9% increase from the prior year.
 - Approval for up to \$33,000 to contract with My Painter to paint the interior of the Douglas Knoll and Oklahoma Avenue school buildings. AELPCS will provide the paint and AppleTree maintenance staff will handle the painting at the other campuses.
 - Kendall Prebola & Jones to conduct the FY22 financial audit and prepare the 990 tax return. The total cost is \$31,700 and includes the Single Audit for federal grants.

After discussion and upon a motion duly made and seconded, the Board voted on the following resolution:

Resolved, the proposed contracts with EdOps, MyPainter, and Kendall Prebola & Jones are hereby approved.



Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the resolution was approved.

Governance Committee Report

Election of directors and officers: Mr. McCarthy noted that Emily Sylak Glassman would be cycling off the Board and expressed gratitude for her service. Matt Downs, Chair of the Committee, presented the Committee's recommended slate of directors and officers for FY2022. After discussion and upon a motion duly made and seconded, the Board voted on the following resolution:

Resolved, the following people are nominated to serve as Trustees of the Corporation for the Fiscal Year beginning July 1, 2022, and ending on June 30, 2023:

- *Karen Davenport (DC resident), Finance Committee*
- *Matt Downs (DC resident), Chair, Governance Committee*
- *Bridget Bradley-Gray, Chair, Finance Committee*
- *Sara Glenn (DC resident), Finance Committee*
- *Celia Martin, Finance Committee*
- *Jack McCarthy, Chair*
- *Jennifer McKinney, Governance Committee*
- *Skylé Pearson (DC resident), Governance Committee*
- *Paula Young Shelton (DC resident), Governance Committee*

And further resolved, that the following people are nominated to serve as Officers of the Corporation for the Fiscal Year beginning July 1, 2022, and ending on June 30, 2023:

- *Jack McCarthy, President*
- *Paula Young Shelton, Vice President*
- *Jamie Miles, Vice President*
- *Bridget Bradley-Gray, Treasurer*
- *Thomas Keane, Jr., Secretary*

Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the resolution was approved.

Meeting dates: Mr. Downs presented the Committee's recommendations for board meetings for



FY2023 as follows:

- Tuesday, September 20, 2022, 5:00 PM, via videoconference (look back at FY2022, kickoff to new year, succession plan review)
- Tuesday, December 6, 2022, 5:00 PM, via videoconference (audits, 990s, budget revisions, shared services agreement, review of Sarbanes-Oxley policies)
- Tuesday, February 28, 2023, 5:00 PM, via videoconference (planning, budget discussion)
- Tuesday, June 6, 2023, 5:00 PM, via videoconference (annual meeting, FY2024 budget, election of officers and directors)

Other matters: Mr. Downs further requested that all newly elected directors execute conflict of interest agreements and send them via email to the organization's General Counsel and further requested that all members who were directors in FY2022 participate in the Board self-evaluation survey.

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 June 7, 2022, Board Meeting of AELPCS is hereby adjourned.

Voting in the affirmative were directors Karen Davenport, Matt Downs, Bridget Bradley-Gray, Celia Martin, Jack McCarthy, Jennifer McKinney, and Emily Sylak-Glassman. There were no votes opposed. The motion passed, and the meeting was adjourned.