

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

Call to Order

Tuesday, May 31, 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, James Williams, Arleta Fleet, DaNa Carlis, Deborah Hall, Chanielle Lancaster, and Renesha Alphonso.

Executive Director’s Report

COVID Leave Policy

ECA has developed a more robust COVID leave policy to support employees who are required to isolate because they have tested positive, quarantine because they are considered close contacts, or remain home with children who have tested positive and must isolate.

Effective May 1, 2022, ECA is providing all teaching staff, custodial staff, and food service workers with 10 days of COVID-related leave and all other employees, who have the ability to fulfill their job responsibilities at home, with 5 days of COVID-related leave. This leave does not carry over and will expire for all staff on June 30, 2022. It will be renewed on July 1, 2022 through June 30, 2023.

Funding for this initiative is being sought through the federal ESSER III grant (Elementary and Secondary School Emergency Relief Fund III).

Principal’s Report

School-wide Assessments

On May 18, 2022, ECA’s third grade students began the state-wide PARCC assessment. To date, ECA only has 1 student that needs to make up testing due to absences. The Office of the State Superintendent of Education (OSSE) is extending the assessment window for PARCC English language arts (ELA) and math assessments by one week. The assessment window for the ELA and math assessments will now close on Friday, June 3. OSSE’s decision was based on feedback from

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school and local education agency (LEA) leaders who reported a surge in COVID cases over the past few weeks, resulting in a significant number of student absences during the testing period.

Health and Safety

ECA continues to provide COVID PCR testing to every staff and student weekly through the Shield T3 Health program. Additionally, ECA provides rapid testing to anyone who may be experiencing symptoms during the week. During the month of April, ECA only had 1 positive case. As of May 24th, COVID cases have been on the rise resulting in 11 students and 7 adults testing positive.

Financial Report

Debra Foster reported on the Comparative Financial Statements for the nine months period, or third quarter period ended on March 31, 2022.

ECAPCS

The Statement of Financial Position as of March 31, 2022, showed total asset of \$25,375,911 which represent a 1.2% increase over the prior year's \$25,083,267. Current assets consist of \$8,881,177 of total assets, a 9% increase over the prior year's \$8,145,761; and total cash and cash equivalents as of March 31, 2022, of \$7,888,199, a 4% increase over the prior year's 7,615,912. The increase in cash and current assets were due to the use of funds provided by from grants and the ESSER funds received that were covid related.

Total liabilities of \$17,818,745 increased from \$17,790,363, which was .2% increase. Current liabilities of \$386,392 as of March 31, 2022, increased from \$308,078 which represents a 25% increase due to accounts payable and payroll related liabilities which are timing differences. Net assets for the March 31, 2022 period end were \$7,557,165 which is up 3.6% from the prior year's net assets of \$7,292,904.

The Comparative Statement of Activities for the third quarter or nine months ended March 31, 2022, show total income of \$5,995,130 an increase from the prior year's income of \$5,679,925. The 6% change represents an increase in covid 19 grant funding. Grant funds increased with instruction back to in-person instruction compared to virtual instruction and low participation in food distribution to our families in prior year.

Total expenses were \$5,684,228 an increase of 23% over the prior year's expenses of \$4,612,048. 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

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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 third quarter expenses. This resulted in net income for the nine months ended March 31, 2022 of \$310,902 a 71% decrease over prior year's net income of \$1,067,876.

Overall, we continue to have a strong balance sheet with a very strong current ratio but our budgeted enrollment of 245 students fell short this year, a result of COVID and enrollment is at 231 students. Additionally, ESSER grants have been awarded and are being used to address learning loss and covid related damages.

ECA Support Corporation

The Statement of Financial Position as of March 31, 2022, showed total asset of \$11,191,580 which represent a .2% decrease over the prior year's \$11,211,919. Current assets consist of \$11,152,386 of total assets, a .1% decrease over the prior year's \$11,162,118, this is due to a NMTC loan receivable of \$11,140,800 which will be consolidated with ECAPCS at year end ; and total cash and cash equivalents as of March 31, 2022, of \$11,586, a 46% decrease over the prior year's 21,318. The decrease in cash and current assets were due to the payment of expenses.

Total liabilities of \$ 9,601,247 decreased from \$9,601,366, which was less than.01% decrease. Current liabilities of \$-73,753 as of March 31, 2022, decreased from \$-73,634 which represents a intercompany transaction that will be eliminated in consolidation at year end. Net assets for the March 31, 2022 period end were \$1,590,332 which is down 1% from the prior year's net assets of \$1,610,553.

The Comparative Statement of Activities for the third quarter or nine months ended March 31, 2022, show total income of \$282,867 an immaterial decrease from the prior year's income of \$282,876 representing \$9 decrease in interest income

Total expenses were \$160,840 a decrease of .5% over the prior year's expenses of \$161,719. Expense for include loan interest expenses for both period of \$142,964 and loan amortization expenses of \$7,956 in 2022 and \$7,955 in 2021. Additionally, DC business licenses and fees were incurred in the amount of \$170 in 2022. This resulted in net income for the nine months ended March 31, 2022 of \$122,027 a .7% increase over prior year's net income of \$121,157.

Because ECA Support Corporation is 100% owned by ECAPCS at year end the financial statements will be consolidated with intercompany transactions eliminated.

ECA's Budget

This year a new budget template for FY 2023 has been developed with draft templates and instructions provided to all LEAs to collect FY 2023 budget data in the most efficient manner.

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Because of this new budget development, the DC Public Charter School Board has extended the new FY 2023 budget submissions from June 1 to June 30, 2022. There has been and will continue to be webinars and zoom meetings to assist LEAs on the new budget process and submission of the templates.

Budget Templates : FY 2023 Enrollment Budget Template (The Common Financial Reporting Standards (CFRS) Budget requires enrollment data by campus and PCSB Budget requires enrollment data by grade level and special populations). The template is an illustration complete with the formulas that will be applied in the Hub. Ultimately, the plan is that LEAs will be able to download a report from the Hub containing the LEA's actual FY 2022 and final projected FY 2023 enrollment data by campus by grade and special populations.

Once the Budget is completed it will be presented to the Board to discuss and vote. ECA plans to budget for an enrollment of 250 students.

OSSE Monitoring Review

On May 6, 2022, ECA was contacted by the Office of the State Superintendent of Education (OSSE) to begin fiscal monitoring for FY 20-21. Monitoring will be done in the following 5 phases: (1) upload of required evidence to Box by June 30, 2022, (2) virtual interview of the ECA fiscal team between July 1 – 22, 2022, (3) OSSE issues preliminary monitoring report with deadline to submit additional documentation by August 5, 2022, (4) ECA responds to preliminary monitoring report by September 15, 2022, and (5) OSSE issues final monitoring report in October 2022.

Medicaid Audit

ECA is currently still awaiting the final draft audit report from Myers & Stauffer LC for FY 19-20, which began on February 2, 2022. On May 9, 2022, ECA was informed that the audit firm has decided to challenge telehealth services provided by schools across the district to students whose parents refused to sign telehealth consent forms.

Procurement Contracts

Janitorial - ECA is seeking janitorial services for FY 22-23. On May 26, 2022, ECA issued a notice of contract termination to United States Service Industries, Inc. (USSI) to terminate the contract on June 30, 2022. A Request for Proposal (RFP) has posted on May 27, 2022, in the Washington Times and Washington City Paper for FY 22-23 janitorial services. Additionally, the same RFP is scheduled to post in the DC Register on June 3, 2022.

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COVID testing – Currently ECA is contracted with Shield T-3 to provide weekly COVID PCR testing for students and staff. The contract is scheduled to terminate on August 22, 2022. ECA plans to seek COVID testing services for FY 22-23, since the contract with Shield T-3 was initially entered into as an emergency contract and must be bid out after one year.

Sole Source Contract

ECA is planning to enter a sole source contract with AppleTree Institute for Every Child Ready subscription (owned by AppleTree), CLASS observations, and coaching. Once awarded, we plan to begin the contract in July 2022.

FY 21-22 Financial Audits

ECA has contracted with Kendall, Prebola and Jones, LLC for FY 21-22 financial audits. The ECA Support Corp will be audited first beginning on July 13, 2022, followed by the audit for ECAPCS in October 2022.

Approval of Board Minutes

The board approved minutes for January 26, 2022 and March 22, 2022 via email.

Confirmation of Next Meeting

Tuesday, August 23, 2022

Meeting adjourned at 7:54 pm