

AppleTree Early Learning Public Charter School Board of Trustees Meeting Minutes  
Tuesday, September 18, 2008, 6:00 pm

Trustees Present: Jack McCarthy, Celia Martin, Vince Morris, Bridget Bradley Gray, Elizabeth

Keys, Paula Young Shelton, Sara Mead

Also attending: Mary Anne Lesiak, Anne Zummo, Russ Williams

**Call to order.** After establishing that a quorum was present, Mr. McCarthy called the meeting to order at 6:15 pm.

**Consent calendar.** Ms. Martin moved to approve the minutes from the June meeting and Mr. Morris seconded the motion. The motion passed unanimously.

**Executive Director's report.** Mr. Williams reported that the school has seen higher-than-expected turnover at the Columbia Heights campus, particularly in the 4-year-old classrooms, reflecting waiting lists shortening at primary schools and our 4-year-old students enrolling in those schools. School staff has been calling families on the wait list and is working to bring the campus back to full enrollment. The Board discussed various ways to support the staff this year and prepare for unexpected changes in enrollment in future years. Mr. Williams also reported that some of the funds from the Walton Family Foundation Grant the school recently won will be used to address some of the technology issues discussed at previous meetings. The most recent principals' reports and financial statements follow these minutes.

**Academic progress report.** Ms. Lesiak reported that the academic reports from the previous school year turned out well. She noted that there were some shortfalls – relative to previous AELPCS results, not compared to national benchmarks – due to the change in the way phonological awareness is measured. Additionally, there was a higher percentage of ELL students enrolled, many of whom have been at the school for only one year. The Board applauded Ms. Lesiak's results, especially given the growth in number of students served, from 72 to 180.

**Presentation and adoption of revised AELPCS budget.** Mr. Williams and Ms. Gray presented the revised budget. They noted that in May, when the Board passed the budget, the school had not yet applied for a Walton Family Foundation grant. When an opportunity to apply arose in June, the school applied, and after a rigorous review the school was selected to receive a grant. While the Walton grant will fund new operating positions it will also cover some expenses (technology, outreach) that would otherwise have been absorbed in the basic operating budget. In addition, some expenses previously budgeted for by the school will now be provided via an Early Reading First grant received by AppleTree Institute. These two positive developments put the school on track to end the year with a surplus and in a position to cover janitorial and maintenance costs at the three school sites. A week before the board meeting, the Finance Committees of AppleTree Institute and AELPCS held a joint conference call and, after specific discussion, recommended that the two boards support the janitorial and maintenance expense adjustment. Ms. Gray moved to approve the revision to the budget already passed. Ms. Martin seconded the motion and the motion passed unanimously. Per the finance committee recommendation the budget has been adjusted to reflect AELPCS assuming janitorial and maintenance expenses this fiscal year.

**Conflict of interest policy.** The Trustees discussed the importance of a conflict of interest policy and agreed that implementing such a policy helps increase transparency and accountability. Mr. Morris moved to accept the conflict of interest policy developed by management and Ms. Mead seconded the motion. The motion passed unanimously. A copy of the conflict of interest policy follows these minutes.

**Board Development Committee.** The Board Development Committee proposed Matthew Downs as a new trustee. After discussing the candidate and his qualifications, Mr. Morris moved to accept the committee's nomination and Ms. Gray seconded the motion. The motion passed unanimously. A copy of Mr. Downs' resume follows these minutes.

New business. Ms. Martin reported that she attended the Foundation Center discussion on the new IRS Form 990 Return for Exempt Organizations on September 9, 2008. Ms. Martin will share information she learned at the October board meeting. Information from the presentation Ms. Martin attended is also available online ([www.foundationcenter.org/events/archive/audio.html](http://www.foundationcenter.org/events/archive/audio.html)).

**Adjournment.** The meeting adjourned at 8:00 pm.

---

Elizabeth Keys  
Secretary

The next meeting of the AELPCS Board of Trustees is Tuesday, October 21, 2008.

Note: beginning September 2008, the meetings of the AELPCS Board of Trustees will be held on the evening of the third Tuesday of the month.