

AppleTree Early Learning Public Charter School Board of Trustees Meeting Minutes  
Tuesday, October 21, 2008, 6:00 pm  
Riverside Campus – 680 I Street SW, Washington, DC 20024

Trustees present: Jack McCarthy, Elizabeth Keys, Celia Martin, Matt Downs, Paula Young Shelton

Management present: Mary Anne Lesiak, Anne Zummo, Russ Williams, Kelly Cannon

**Guest speaker: Robert Boik, Chief of Staff to the DC State Superintendent of Education.** Mr. Boik spoke to the Trustees on OSSE's five year strategic plan, which includes objectives specific to early learning and pre-K programs. He discussed program quality standards and the efforts to make DC and its students and residents competitive in the global marketplace and answered Trustees' questions, particularly as pertains to assessment.

**Call to order.** After establishing that a quorum was present, Mr. McCarthy called the meeting to order at 7:00 pm.

**Consent calendar.** Ms. Martin moved to approve the minutes from the September meeting and Ms. Shelton seconded the motion. The motion passed unanimously.

**Principals' reports.** Ms. Cannon reported that the Riverside campus is experiencing a high level of parent interest and involvement. Back to School Night was well-attended, with 23 families. Ms. Mead and Ms. Shelton attended as Board representatives and spoke to parents interested in serving as parent Trustees. Ms. Zummo reported that the Columbia Heights campus is fully enrolled. The Trustees discussed strategies for enrollment at Columbia Heights, including the impact of enrollment on assessment and classroom structure and ideas for encouraging participation for two years. Copies of the principals' reports follow these minutes.

**Executive Director's report.** Mr. Williams reported that the school's financial position remains strong. In the interest of making sure all funds are FDIC-insured, he opened a second interest-bearing checking account with Wachovia and may open a savings account with a credit union or similar savings institution. The school is looking at increasing its line of credit with Wachovia by the end of the calendar year, although at this point there is no expectation of drawing on the account. All accounts are insured under current FDIC limits. Mr. Williams also reported that the school's annual audit had been completed and asked Ms. Martin to comment on her independent conversation with the auditor. Ms. Martin reported that, according to the auditor, management had been responsive and forthcoming with information and records are in good order. The auditor recommended acquiring a particular rubber stamp to use on checks, allowing for pertinent information to be recorded on the check. Management indicated that they would purchase and use such a stamp. Ms. Mead also agreed to hold a conversation with the auditor. Drafts of the audit letter and report and the most recent financial statements follow these minutes.

**Board Development Committee's report.** The Board Development Committee intends to recruit two parent Trustees. They have received interest from 3 parents at Columbia Heights and 3 parents at the Southwest campuses. A number of the parents who have expressed interest have indicated willingness to serve either as Trustees or on a

committee or in another capacity. The committee is vetting candidates and will report back to the Board.

**New business.** Ms. Martin shared information she received in a class at the Foundation Center on the new IRS Form 990 Return for Tax Exempt Organizations. To ensure the organization is in compliance, the Board intends to review policies on whistleblowers, document retention and destruction, and executive compensation, conflicts of interest, and the method by which the organization makes documents available to the public.

Slides from the class follow these minutes.

**Board discussion.** The Board discussed challenges for the southwest campuses including the relationship with Amidon, whether we should consider the two campuses separately or collectively, and long-term opportunities for the area.

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

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Elizabeth Keys  
Secretary

The next meeting of the AELPCS Board of Trustees is Tuesday, November 18, 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.