

AppleTree Early Learning Public Charter School  
Board of Trustees Meeting  
November 18, 2008, 6 pm

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415 Michigan Avenue, NE  
McCormick Pavilion, 3<sup>rd</sup> Floor  
Washington, DC 20017

Trustees present: Jack McCarthy, Celia Martin, Matt Downs, Paula Young Shelton, Sara Mead, Vincent Morris, & Bridget Bradley Gray (by telephone).

Management present: Russ Williams, Mary Anne Lesiak (by telephone), & Anne Zummo.

**Call to order.** After establishing that a quorum was present, Mr. McCarthy called the meeting to order at 6:10 pm and introduced the guest speaker.

**Guest speaker: Julie Camarata, DC Special Education Cooperative.** Ms. Camarata spoke to the Trustees about the challenges and opportunities facing public charter schools serving as their own Local Education Agencies for the purposes of special education. Among her observations was that with NCLB subgroups being lowered from 40 to 25, special education children's progress will become even more important to meeting Adequate Yearly Progress. She also discussed OSSE's upcoming plans for monitoring and how it needs to be coordinated with DCPCSB monitoring. Ms. Cammaratta's presentation stimulated board discussion of AppleTree policies and planning to ensure that the charter preschool incorporates sufficient resources in facilities and operating budgets to meet the special educational needs of children.

**Consent Calendar.** Mrs. Shelton moved to approve the minutes and Ms. Mead seconded the motion. The motion passed unanimously. Trustees all acknowledged that they had reviewed the organization's most recent Form 990 and approved the filing. The Executive Committee agreed that they would hold a telephone conference with the Executive Director to set the next meeting's agenda.

**Principal Report.** Ms. Zummo reported that all campuses are fully enrolled and that the results of the enrollment audit have not been received but that the school expected to be credited for 180 students. She also reported that there are 50 families on the mailing list for next year. Ms. Zummo reported that the DCPCSB compliance review was completed on November 7<sup>th</sup> on all campuses that resulted in a few minor issues that were addressed. Columbia Heights students participated in a "Help the Homeless Walk" for the Community of Hope, a neighborhood partner, on November 7<sup>th</sup>. Riverside parents are planning a food drive for Thanksgiving and Amidon held its Harvest fest on October 31<sup>st</sup>. Ms. Zummo also highlighted the outstanding performance of Kerri Carey, our social worker. All classes have completed Unit 2 of Opening the World of Learning and are in break week, with Amidon children learning about music and instruments in dramatic play and

Riverside students studying dinosaurs. Columbia Heights children are learning about dinosaurs, mail, and the solar system. All teachers received professional development on October 31<sup>st</sup> and learned about progress monitoring and conducting daily observations in the classrooms.

**Executive Director's Report and Finance Committee Report.** Mr. Williams reported that the school's financial position remains strong. There was discussion regarding an increase in revenue on budget line item 4015- Student Special Education. Mr. Williams explained that the increase results from roughly a higher number of enrolled students who are "English Language Learning" students. These students are predominately enrolled at the Columbia Heights campus. Mr. Williams and Ms. Lesiak explained that we are providing for the educational needs of these children via our instructional program. In addition, these students will soon have the added benefit of another ELL specialist funded through AppleTree Institute's Early Reading First grant. Following up on last month's meeting, Finance and Audit Committee members Sara Mead and Bridget Bradley Gray agreed to hold conversations with the auditor regarding the results of the audit as Ms. Martin did in October.

**Board Development Committee Report:** Committee Chair Paula Shelton reported on the process of interviewing parents to serve as trustees. Seven parents were interviewed for the two vacancies. The committee matched the parent's backgrounds, skills and interests against gaps in the board's existing members skills and found two parents with financial, analytical, governance, and management skills that also furthered the board's diversity. Mrs. Shelton nominated Mrs. Melinda Gray and Mrs. Cris Franceschini to serve as trustees of AppleTree Early Learning PCS. The board agreed to meet the two nominees at a special meeting on December 16<sup>th</sup> at the Columbia Heights campus at 5 pm for the purpose of meeting these nominees and voting them onto the board.

**Strategic Discussion:** The board discussed the growing pipeline of prospective sites for expansion and requested that January's discussion concentrate on some of the pro's and con's and risks and benefits of upcoming facilities opportunities.

**The meeting was adjourned at 8:10 pm.**

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Elizabeth Keys  
Secretary