

AppleTree Early Learning Public Charter School Board of Trustees Meeting Minutes  
Tuesday, June 16, 2009, 5:00 pm  
Riverside Campus – 680 I Street SW, Washington, DC 20024

Trustees present: Liz Daley, Bridget Bradley Gray, Elizabeth Keys, Celia Martin, and Jack McCarthy.

Management present: Russ Williams and Anne Zummo.

**Call to order.** After establishing that a quorum was present, Mr. McCarthy called the meeting to order at 5:10 pm.

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

**Principal's report.** Ms. Zummo reported that AELPCS has a better system of tracking which schools students will attend next year. More students are attending charter schools than any other type of school. The campuses continue to see strong enrollment, and slots vacated have subsequently been filled by a student on the waiting list. Additionally, the campuses are in a good position in terms of staff. Retention has been high, with three staff members not returning. (All three are voluntary and are not related to performance.) School leaders are conducting step-up interviews with 6-7 colleagues who are likely ready to move from teaching fellow to lead teacher positions. The principals' reports follow these minutes.

**Executive Director's report.** Mr. Williams reported that the school year was successful and that he is already busy preparing for summer school and the 2009/2010 school year. One of the projects he is managing is the implementation of PowerSchool and Exceed RTI, which will improve the collection and evaluation of data. The instructional staff is particularly excited for the response to intervention (RTI) program and having the ability to track students' progress easily. The executive director's report follows these minutes.

**Finance Committee's report.** The committee is continuing with its interviews of auditors to make sure the school is getting the most effective audit and service from the auditor. The committee reported that, as expected, the school will end up with a small surplus, as revenue exceeded the budget and expenses were managed to the budget or below. The committee suggested, and the board agreed, that it would be prudent to move some of the excess to a capital reserve. The committee also continues to examine which vendors might exceed the \$25,000-threshold for review and how best to ensure compliance.

**Election of directors and officers for 2009/2010 school year.** Ms. Martin moved to accept the slate as nominated; Ms. Gray seconded the motion. The motion passed unanimously. The slate follows these minutes.

**Board calendar.** The trustees reviewed the board calendar and added an annual insurance review to January. The trustees also discussed adjusting the monthly meeting time to the fourth Tuesday of each month, from 6:00 pm – 8:00 pm. Ms. Keys moved to accept the revised calendar and Ms. Martin seconded. The motion passed unanimously.

**Summary of student achievement.** The board reviewed preliminary evaluation data and will also review the final data when it is available. Overall, general trends seem to be positive. The preliminary results follow these minutes.

**Executive session.** The board discussed a matter pertaining to staff compensation. The discussion was held in executive session to avoid any conflicts of interest.

**Adjournment.** The meeting adjourned at 7:00 pm.

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Elizabeth Keys  
Secretary