

AppleTree Early Learning Public Charter School Board of Trustees Meeting Minutes  
Tuesday, October 27, 2009, 6:00 pm  
Riverside Campus – 680 I Street SW, Washington, DC 20024

Trustees present: Matt Downs, Bridget Bradley Gray, Elizabeth Keys, Celia Martin, Jack McCarthy, and Paula Young Shelton.

Management present: Ross Harold, Russ Williams, Anne Zummo.

**Call to order.** After establishing that a quorum was present, Mr. McCarthy called the meeting to order at 6:10 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.** Mr. Harold reported on the southwest campuses' program development reviews (PDR). He also noted that the teachers have begun progress monitoring. Mr. Harold made the trustees aware that attendance over the previous month had been lower than normal due to student illness. The two southwest campuses are fully enrolled. Ms. Zummo reported that the Columbia Heights campus had one open four-year-old slot, which she expects to be filled quickly. Ms. Zummo noted that the Columbia Heights campus has already received inquiries about enrollment for the 2010/2011 school year. Both principals expect the schools to be fully enrolled for the October 31 enrollment audit. Copies of their monthly reports follow these minutes.

**Executive Director's report.** Mr. Williams reported at AELPCS was one of eight D.C. schools that received a qualified zone academy bond (QZAB). The grant-like funds will be applied toward the new Douglas Knoll campus. AELPCS was one of three schools that received a qualified school construction bond (QSCB), which is a principal-only note for construction and renovation.

Mr. Williams also reported on various projects underway including creating, with staff input, a statement of values and code of ethics, and upgrading the school's web site. The web site upgrade will allow donors to contribute to the school directly through the web site's secure credit card transaction function. The web site will also include an easy-to-find section on transparency which will include Board information and minutes. The executive director's report follows these minutes.

**Finance Committee's report.** Ms. Gray reported on her phone interview with Judy Stanfield, of audit firm Strack and Stanfield regarding the draft audit and other due diligence questions as provided for in the finance committee charter "responsibilities of the audit review." Ms. Stanfield indicated that management had been helpful and organized, that document production had been done in a complete and timely fashion. The management letter contains no findings. Ms. Gray made a motion to accept the 2008/2009 draft audit. Ms. Martin seconded the motion, which passed unanimously. The audit and latest monthly financial statements follow these minutes.

**New trustees.** After recruiting and interviewing candidates, the Board Development Committee presented four trustee candidates: Jennifer Cohen, ShaRon Meshack, Skylé Pearson, and John Wade. Ms. Shelton nominated the slate of candidates. Mr. Downs second the motion, which passed unanimously.

**Sarbanes-Oxley policy review.** Copies of the current conflict of interest, document retention, travel expense, and whistleblower policies were circulated. It was decided to postpone annual re-adoption by one month to allow the new trustees sufficient time to read and evaluate the policies.

**Strategic discussion: charter school oversight.** The trustees continued the previous month's discussion of the proposed PCSB performance management framework and how AELPCS can work within the new framework in a thoughtful, constructive way without sacrificing the high goals which were established in the original accountability plan. One area warranting further discussion is the PCSB's potential to look at absolute skill attainment at the exclusion of amount of progress. Mr. McCarthy observed that the latter is a particularly important variable for children from an at risk environment.

**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 24, 2009.