

AppleTree Early Learning Public Charter School Board of Trustees Meeting Minutes
Tuesday, November 24, 2009, 6:00 pm
Riverside Campus – 680 I Street SW, Washington, DC 20024

Trustees present: Jennifer Cohen, Matt Downs, Elizabeth Keys, Celia Martin, Jack McCarthy, ShaRon Meshack, Vince Morris, Skylé Pearson, and John Wade.
Management present: Ross Harold, Mary Anne Lesiak, 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: minutes and Sarbanes-Oxley policies. Mr. Downs moved to approve the minutes from the October meeting and Ms. Cohen seconded the motion. The motion passed unanimously. Management circulated the school's Sarbanes-Oxley policies at the last meeting so that board members would have thirty days to review before voting on them. Ms. Martin moved to re-approve the board's conflict of interest, document retention, travel expense, and whistleblower policies. Mr. Downs seconded the motion, which passed unanimously. Copies of the policies follow these minutes.

Principals' reports. Mr. Harold reported on the southwest campuses' program development reviews (PDR). He noted that reviewers stated it was the largest number of trustees that had attended one of their governance reviews. Mr. Harold thanked all of the trustees who participated in the review. Ms. Zummo reported that Columbia Heights was fully enrolled for the October 30 enrollment audit. The enrollment period for the 2010/2011 school year began on November 1 and continues through March 2010. The Columbia Heights campus has already received 16 applications for preschool and one for pre-K. Several parents volunteered to either be present at the open houses or make phone calls to chat with prospective parents. Copies of both principals' reports follow these minutes.

Executive Director's report. Mr. Williams reported that the PCSB will consider the school's requests to operate campuses on Capitol Hill and Douglas Knoll and the accompanying increase in enrollment at the December meeting (December 21, 2009). Mr. Williams discussed with the board the possibility of hiring a financial consultant recommended by the school's pro bono attorneys; the financial consultant would be able to advise on legal and other issues pertaining to the QZAB and QSCB bonds. Mr. Williams also noted that management has interviewed and hired a director of technology who will begin in early 2010. Management is also recruiting a director of human resources. Both positions are included in the current budget. The executive director's report follows these minutes.

Finance Committee's report. Mr. Williams noted that the school's cash position remains stable – revenues are close to budget and expenses are at or below budget. The Finance Committee may suggest for board approval minor changes to the budget if the school is approved for expansion. The new sites as currently planned will be revenue-positive. Assuming approval is awarded by the PCSB, the biggest obstacle to opening the new campuses on time is securing underwriting and funding. On an administrative note, this is the first month that Your Part Time Controller (YPTC) has completed the full

monthly financial statements. The latest monthly financial statements follow these minutes.

Strategic discussion: board education. Mr. McCarthy conducted an orientation presentation for new board members and review for returning members. The presentation follows these minutes.

Adjournment. The meeting adjourned at 8:00 pm.

Elizabeth Keys
Secretary

The next meeting of the AELPCS Board of Trustees is Tuesday, December 22, 2009.