

AppleTree Early Learning Public Charter School Board of Trustees Meeting Minutes  
Tuesday, April 27, 2010, 6:00 pm  
Riverside Campus – 680 I Street SW, Washington, DC 20024

Trustees present: Jennifer Cohen, Liz Daley, Matt Downs, Bridget Bradley Gray, Elizabeth Keys, Jack McCarthy, ShaRon Meshack, Skylé Pearson, Paula Young Shelton, 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 6:15 pm.

**Consent calendar: approval of minutes from March meeting.** Mr. Downs moved to approve the items on the consent calendar and Ms. Daley seconded the motion. The motion passed unanimously.

**Principals' reports.** Ms. Zummo reported that after the April 8 lottery – and after having received a record number of applications from all over the city for both 3s and 4s – the school is fully enrolled. Given past history with enrollment “churn,” she and the staff have opted to over-enroll by six students now so that the campus will likely be fully enrolled for the enrollment audit. Ms. Zummo also noted that individual child assessments will begin the week of May 3. Mr. Harold provided a similar update. The southwest campuses are both over-enrolled by two students to make sure the school is fully enrolled at the fall enrollment audit.

**Financing for new campuses.** Mr. McCarthy and Mr. Williams provided an update to the board on the delay with QSCB financing. Management is taking a proactive approach towards getting final approval and expects to have a final answer in two or three weeks. Since modular construction will be used at the Douglass Knoll site, a delay of two to three weeks will probably not delay a fall opening. Management is considering various options for opening on time at the Capitol Hill campus. Mr. McCarthy will send a more detailed update to the board.

**Executive Director's report.** Mr. Williams noted that management is preparing for the two new sites, including hosting principal interviews on May 11. He also told the board that OSSE is hosting a meeting regarding the loss of Title I funding the week of May 3, and he will report on that meeting at the May 25 board meeting.

**Finance Committee's report.** Mr. Williams and Ms. Gray noted that the school's expenses and revenues continue to track very closely to budget. The Finance Committee and Controller will add to the monthly financial reports information about the bond financing, including the debt-to-equity ratio. Initial analysis shows a solid financial picture, but the committee believes that it is important to keep the board fully informed. The group will also begin to update and share the school's GPA score, which DCPCSB uses the GPA score as an indicator and information gathering tool. At the May meeting, in conjunction with approving the 2010/2011 budget, trustees will review the school's financial processes and statements, an introduction to new trustees and a refresher for longer-serving trustees.

**Governance Committee's report.** The Governance Committee performed the annual review of the school's bylaws. The committee recommended adding sexual orientation to the existing non-discrimination policy, which would make the policy consistent with

federal and local laws and policies. The committee is also working to clarify language which mentions a three-year term, since board terms are one year with the option to renew at the end of the year.

**Budget review.** Management will circulate the initial 2010/2011 budget to the Finance Committee. The final draft budget, after review by management and the Finance Committee, will be circulated to trustees seven to ten days before the May meeting so trustees have ample time to review before discussing and approving the budget at the May meeting.

**Executive session.** After excusing the management team members in attendance, the board went into executive discussion to give input on the Executive Director's annual review.

**Adjournment.** The meeting adjourned at 8:15 pm.

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Elizabeth Keys

Secretary

The next meeting of the AELPCS Board of Trustees is Tuesday, May 25, 2010.