

CHESTER CHARTER SCHOLARS ACADEMY

BOARD OF TRUSTEES MEETING

6:30 pm, Tuesday, September 15, 2020

Date of Approval: Tuesday, November 17 2020

Call to Order: The Board of Trustees for the Chester Charter Scholars Academy held a public Board Meeting in Chester, PA on September 15, 2020. The meeting convened at 7:01 pm. An Executive Session took place in advance of the public Board Meeting to discuss personnel and litigation matters. Members of the Board in attendance (at the time of the call to order): President Barbara Klock, Ben Berger, Don Delson, Marilyn Henkelman, Ramona Jones, Dion Lewis, Ellen Milgrim, Judy Owen, Alice Turbville, Ian Wilcox, Head of School Akosua Watts and Jennifer Camp, acting as secretary. Absent: Joan Richards. All in attendance participated via video call.

Public Comments: Chris Hanlon, Executive Director of CCSA Foundation, was present as a member of the public.

Approval of Minutes

- The Board reviewed and adopted the minutes of the August 18 and August 29, 2020 meetings of the Chester Charter Scholars Academy Board of Trustees with one revision: a typo was corrected on page four of the August 18 minutes.
  - Motion – Ellen Milgrim
  - Second – Don Delson
    - Ayes: 11      Nays: 0      Absent: 1

**President's Report**

Barbara Klock (President)

- Judy Owen shared why she chose to join the board and support CCSA as the Moment for Mission.
- Barbara provided an overview of the board documents on Google Drive:
  - Going forward, all materials will be online. Members may access necessary documents and upload documents to share as needed. This will streamline communication.
  - Shared her screen and demonstrated how to access board folders and documents.
  - Encouraged all committee chairs to add goals and topics for discussion to the shared Annual Meeting Overview document.
  - Went over the location and files of the Board Handbook.
  - Encouraged members to access documents from the Handbook to send to prospective donors and potential board members.

Two motions to approve package of SPED policies:

- Motion – Don Delson
- Second – Judy Owen

- Ayes: 11      Nays: 0      Absent: 1
- Motion – Don Delson
- Second – Ian Wilcox
  - Ayes: 11      Nays: 0      Absent: 1

### **Financial Report**

Alice Turbiville (Finance Committee, Chair)

- Finance Committee update
  - A more in-depth report will be given at the November board meeting for how things are going during COVID, as well as a walk-through of long-range projections.
  - Made the decision not to update the budget. Since the next trimester is up in the air, we will wait and see how things play out.
  - There are currently no concerns over cash balances.
  - The Finance Committee will begin working on setting long-range goals.
    - Long range gift planning from the foundation.
    - Foundation reserve funds.
    - Determining the target for amount of cash on hand.
    - Increasing the Endowment
  - Potential renegotiation of the settlement agreement with the district. As discussed at the last board meeting, enrollment will increase by approximately eleven students in each class, with the exception of the Kindergarten and Senior classes.

### **School Report**

Akosua Watts, Head of School/CEO

- Reviewed enrollment numbers:
  - Gave breakdown of SPED mix over the entire school. Our SPED population is currently at 16%. We continue to be aggressive about intervention, which is why our numbers remain lower than the average in the district.
  - Reviewed gender and racial breakdowns.
  - Provided overview and reasoning for increased enrollment by grade level.
    - In grades 2, 3, and 4, there will be 55 students. Because one student in each of those grades is educated outside of school in a separate facility, when we return to in person our numbers will not physically increase.
  - Budget for this year had target enrollment of 674 total with 96 SPED. Actual numbers are 693 total students with 109 SPED for a total of 16% SPED students...
- Provided recent school highlights
  - Tech and Supply Pick Ups
    - Still working to supply devices to all students and families.
    - For families who are struggling with Wi-Fi, CCSA will provide either devices with built-in data or an Internet hotspot.
  - Virtual Structures and Routines
    - Leadership and faculty are working very hard to establish routines and also set up expectations around attendance.
    - We are trending at 90% attendance right now. Cameras have to be on in order to be counted as present in class.
    - For students who switch classes (HS and MS), attendance is taken for the day as well as for each individual class.

- Teachers are working hard to replicate school-like routines.
- First Day of School/Last Day of School
  - Great photo op for incoming Kindergartners and outgoing seniors. Just one example of ways CCSA is creating excitement around school and maintaining community.
- Staff Professional Development on Friday, September 11.
  - Introduction of SEED initiative at CCSA, run by Mindy Nguyen
  - Trauma training with Dr. Marinda Harrell-Levy
    - How to recognize trauma, cultivate trauma-informed responses and support students in class.
  - Work will continue Dr. Harrell-Levy over the coming year and CCSA will partner with her in a study that she and her team at Penn are conducting.
- Virtual Back to School night
  - Grades 6-12 on Tuesday, September 15.
  - Grades K-5 on Thursday, September 17.

**Chris Hanlon**

- Provided an update of CCSA Foundation:
  - Trying to be creative with how we connect with donors.
    - Collecting photos, vignettes and stories to share.
    - Developing a virtual tour of the building.
    - Will have virtual event in the fall – more info to come.
  - Continuing to apply for grants.
  - Please share any ideas that you think will resonate with donors.

**Motion to Adjourn**

- Motion – Barbara Klock
- Second – Don Delson
  - Ayes: 11      Nays: 0      Absent: 1

**Next Board Meeting:** Wednesday, November 18, 2020 at 7:00pm preceded by Executive Session at 6:30pm

**Adjournment:** The meeting adjourned at 8:00 p.m. followed by an Executive Session

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Jennifer Camp, (serving as secretary)