

CHESTER CHARTER SCHOLARS ACADEMY

BOARD OF TRUSTEES MEETING

7:00 p.m., May 17, 2022

Date of Approval: Tuesday, June 21, 2022

Call to Order: The Board of Trustees for the Chester Charter Scholars Academy held a public Board Meeting in Chester, PA on May 17, 2022. The meeting convened at 7:00 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, Pam Greenblatt, Marilyn Henkelman, Frances Hoover, Judy Owen, Alice Turbiville, Ian Wilcox, Head of School/CEO Akosua Watts and Don Delson, Trustee Emeritus. Absent: Mandy Kennedy, Dion Lewis, Joan Richards. All in attendance participated via video call.

Public Comments: No comment. Members of the present public: Chris Hanlon, Executive Director, CCSA Foundation.

Approval of Minutes

- The Board reviewed and adopted the minutes of the March 15, 2022 meeting of the Chester Charter Scholars Academy Board of Trustees. There was one correction: the spelling of Zach Oberfield's last name.
  - Motion – Judy Owen
  - Second – Ben Berger
    - Ayes: 8      Nays: 0      Absent: 3

**President's Report**

Barbara Klock (President)

- Moment for Mission
  - Shared the story of a recent visit to CCSA where she witnessed an inspiring situation between a student and teacher.
- Invited members to consider committee service for next year and committee chair positions
- June 21 board meeting will be virtual, contingent upon Covid rates
- Asking for feedback re: AW's review
- Read Resolution regarding designation of funds for additional classrooms. One amendment was made, adding the language "to secure additional space" after "3.5 million dollars."

- Ayes: 8      Nays: 0      Absent: 3

**CCSA Foundation Update**, Chris Hanlon, Executive Director CCSA Foundation

- Cash balance for the Endowment Fund has increased to approximately \$3.5 million
- Endowment Committee will be planning small gatherings in the future to engage new and potential donors
- New Foundation staff member, Doreen Storey, will start June 6
- Office is currently working on annual end of year appeal letter
- Email featuring student Monet Lee will be sent out to all donors, please forward it on to any who might be interested in learning about the school
- Annual Fund is on track to reach goal of \$600,000 contribution to the school

**Committee Reports**

**Nominating and Governance**, Judy Owen (Committee Chair)

- Update on Parent Board Member
  - Asked for approval to appoint CCSA parent Lauren White to the board
  - She is parent of CCSA first grader and CCSA graduate
  - Nominating and Governance Committee will conduct onboarding
  - She will begin service along with Zach Oberfield at the August meeting
  - Vote to appoint new parent board member
    - Ayes: 8      Nays: 0      Absent: 3
- Board Survey
  - All members will receive a survey on May 18 and will have until June 14 to complete it
- Board Leadership
  - Conversations with potential leaders have occurred and the Nom/Gov Committee will provide details soon

**Facilities**, (Barbara Klock for Mandy Kennedy)

- Provided overview and update of the building expansion project
- Building inspection took place on May 9 and the report should be delivered the week of May 16

**Finance Committee**, Alice Turbiville (Committee Chair)

- S&P Rating

The review went very well and our rating was reaffirmed; all board members received a copy of the report

- Bond Repayment
  - Finance Committee is working with the Foundation Finance Committee, Charter Choices and US Bank to streamline processes around debt repayment for the bonds
- Overview of next year's budget
  - Revenues
    - Enrollment: twenty-four additional Special Education students will add \$250,000
    - ESSER 2 and ARP ESSER funds will provide budget relieving income

- Review and explanation of Title 1, 2 and 4 funds
- Expenditures
  - Staff salaries, including potential retention bonus for returning staff
  - Brief discussion regarding bonus versus additional salary expansion
  - Rising medical costs; health insurance went up by 12%
  - Site cost for modular lease
  - Strategic planning budget placeholder of \$250,000

**School Report.** Akosua Watts (Head of School/CEO)

- Provided overview of end of year calendar events
  - PSSA testing is currently happening for grades 3-8, science for students in grades 4 and 8
  - Select high school students will have Keystone Exams in select subjects
  - Incoming K class has been enrolled and will come to the school on May 20 for assessments
  - Incoming K class will be invited to a five-week summer program
  - Currently identifying students who will be mandated to attend the summer program
  - There was a brief discussion regarding the effect of nearly two years of virtual learning; messaging will begin this summer to emphasize expectations and rules for 2022-2023 school year

**Adjournment:** The meeting adjourned at 8:28 p.m. followed by an Executive Session.

**Date of Next Schedule Public Board Meeting:** June 21, 2022, at 7:00 p.m.