

Governing Board Minutes
1/30/14

Board Attendees: Karen Antonacio, Robyn Baney, Holly Calabro, Anne Marie Dailey, Angela Funya, Brent Johnson, Lynda Kovach and Takiesha Waites-Thierry

Board Members Absent: Denise Breckon, Ben Click, Robert Hick, and Joy McBride

Committee Attendees: Maria Scott

Public Attendees: None

Staff Attendees: Kim Collins

Agenda Item	Action
Convened at 5:04 PM	None
Approve December Minutes	Vote Approved 6-0 Ben, Joy, Denise and Bob not present
Director's Report (Angela Funya) <ul style="list-style-type: none">• Lottery<ul style="list-style-type: none">○ Looking into what SMCPS does for STEM applications<ul style="list-style-type: none">▪ Writable PDF on the website that families can fill in and does not have to be manually entered into a database▪ If the PDF is used, we still need something for transparency of the list○ One of the presented software companies is recommended due to the transparency of the list to the applicants.○ Lottery will be drawn the week after winter break○ The Board should try to add money in next year's budget for lottery software○ The lottery software discussion will be tabled until March• Budget<ul style="list-style-type: none">○ No updates on PPA• Charter Renewal<ul style="list-style-type: none">○ On 27 January, Kelly Hall, Greg Norris, Robyn Baney, Julia Nichols and Angela Funya met to discuss the Charter renewal<ul style="list-style-type: none">▪ Changed foreign language to world language▪ Changed classes/grades to reflect the future growth after the building is purchased▪ The next charter renewal meeting will be 28 February and will focus on transportation and food	

services	
<p>Strategic Planning Report (Brent Johnson)</p> <ul style="list-style-type: none"> • Ange and Julia met on 23 December and finalized the loan application for USDA. There are a few pieces still missing (second rejection letter and pieces needing an attorney’s signature), but Brandi Burwell, our contact at USDA, said that was fine and that we should get it in as soon as possible because of the length of time processing takes before it gets to her. • Loan application was mailed on 24 December. We got notification that our registration in the System for Awards Management was not finalized (dated 26 December but not received until 7 January). Julia finished this on 7 January and received an email on 10 January that it was complete and called the office that day to restart the processing. • We are now awaiting word from Brandi Burwell as to what other pieces she needs from us. • Brent Johnson and Rick Tepel are working on getting a second rejection letter (we submitted one from Self-Help). • The Committee plans to meet late January or early February, which Joann Wood, the attorney could attend. She will assist us in drafting a resolution for the membership to vote on allowing the committee and board to proceed. We would like this vote to take place at the February town hall meeting. In addition, we will ask her to complete and sign the items needed for the loan application. <p>Update as of 27 January 2014</p> <ul style="list-style-type: none"> • Brent reported that we have gotten a rejection from PNC – we just need to get a letter from them. • Julia, Angela, Anne Marie and Rick and Joanne Wood met on 27 January. The documents needing an attorney and the application and process in general were discussed. The need to have a written contract with Tom Watts in order to proceed and the need to have an agreement with Joann was also discussed. Ms. Wood will send a proposal. Rick will speak with Tom Watts about proceeding with a written contract – Ange asked him also to find out if we have room to negotiate because of the roof. • An email was received from Brandi Burwell at USDA. She has received the preliminary application and provided a list of six items she needs to finalize the “pre-app.” After the six items are completed, the committee will begin the final application process 	<p>Discussion</p>

<p>and will need to provide seven more items. It will take about a week for the committee to complete the six items required.</p> <ul style="list-style-type: none"> • The Board is going to need to set aside funds in order for the committee to move forward with the loan and the purchase. Joann Wood advised us that attorney fees could cost \$10,000, and then there will be fees of up to \$3,000 associated with the title. We will also need to consider fees associated with the architects (who are working pro-bono for the feasibility report, but may require payment further down the road) and engineers. The Strategic Planning Committee recommends that the Board consider that there could be costs of up to \$25,000 associated with finalizing the loan application and purchasing the building and plan accordingly. It will also be important for the Board to remember that additional funds will be required to be budgeted for an annual audit – once we have larger amounts of money through our accounts, a full audit may be required. • The Committee also recommends that the Board proceed with renewing our lease which ends in July of this year. If possible, it should be renewed for a five year period to coincide with the charter renewal period. It will be especially important for the lease to be renewed in the event that we are unable to obtain a loan and the property is sold to another party. 	
<p>Committee Reports</p> <ul style="list-style-type: none"> • Treasurer's Financial Report (Anne Marie Dailey) <ul style="list-style-type: none"> • Total Fundraised \$21,162 <ul style="list-style-type: none"> ○ Individual donations are approximately \$5000 <ul style="list-style-type: none"> ▪ Approximately five donation made via Paypal • Infinity Credit Card <ul style="list-style-type: none"> ○ Approximately a \$5000 decline from previous years ○ The bank wants to reduce the reward from 2% to 1% • Fundraising (Maria Scott) <ul style="list-style-type: none"> ○ Overall fundraising is down this year ○ Kaitlin Wicker took over Bingo Chili Night and it raised between \$750-\$850 ○ Carrie Harney will be the Fundraising chair next year primarily handling the management. Carrie will have Event Coordinators for each major fundraiser ○ A Vintage Affair will be held on 1 March 2014 <ul style="list-style-type: none"> ▪ There was a venue change since Avenmar flooded and will not be repaired in time. Vintage will be held at Woodlawn. ▪ Woodlawn is donating beer, wine and location 	<p>Discussion</p>

<ul style="list-style-type: none"> ▪ Staff tickets are being sold for \$25 ▪ Changes to auction items <ul style="list-style-type: none"> • No class baskets ○ Introduction of new fundraisers <ul style="list-style-type: none"> ▪ Coffee Table book of student art ▪ Spring Fling for families (A Family Affair) ○ Robyn Baney brought up a raise the paddle activity at Vintage to raise money for the building purchase ○ Discussion of bricks or tiles to sell to families • Community (Takiesha Waites-Thierry) <ul style="list-style-type: none"> ○ Community Thanks will be 31 January during Community Gathering. The confirmed attendees are: <ul style="list-style-type: none"> ▪ Jack Russell ▪ ? Spaulding ▪ Dr. Martirano, Marilyn Crosby and Mary Washington may attend if their schedules permit ○ Family Fun Day will be at St. Mary's College Cole Theater 9 February at 2pm <ul style="list-style-type: none"> ▪ Despicable Me 2 will be shown ▪ Concessions will be sold ○ Spirit Wear design contest winner will be revealed in after February break and shirts will be ordered ○ Town Hall will be 26 February • PR/Outreach (Lynda Kovach) <ul style="list-style-type: none"> ○ Community Thanks Event <ul style="list-style-type: none"> ▪ 22 invitations mailed out to elected officials and select supporters and donors ▪ Hoyer's invitation was also e-mailed to one of his aides ▪ RSVPs due January 27 to Lynda. Monica informed, just in case she happens to get any calls. ▪ Event posted on National School Choice Week (NSCW) web site ▪ Obtained list of 5th graders recommended to be tour guides for event ○ Web Page <ul style="list-style-type: none"> ▪ CPCS In the News tab on web page has been updated. If you have any links to articles or videos to be posted here, please send them to Lynda to be forwarded to Maribeth. ○ Video <ul style="list-style-type: none"> ▪ have not heard anything back from The Giving Library 	
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<ul style="list-style-type: none"> ▪ Would it be possible to enlist help of SMCPs to make video? ○ Community Service Day <ul style="list-style-type: none"> ▪ postponed until April to coincide with Global Youth Service Day ▪ Ange recommended there be Board discussion re: which, if any, nonprofits we are going to support, following inquiry from Fairy Godmother Project about possible pajama day fundraiser (maybe discuss at next month's Board meeting?) ○ Charter News <ul style="list-style-type: none"> ▪ Beginning work on issue to go out at the end of February ▪ Need student achievement write-up from Karen? ▪ Working on reviewing and refining mailing list ○ Event Attendance <ul style="list-style-type: none"> ▪ Lynda will work on updating tri-fold CPCS display board ▪ Southern Maryland Education Awareness Day for the Leadership Southern Maryland Class of 2014, March 20 - Anne Marie to attend 	
Action Items <ul style="list-style-type: none"> • Research new community Bank (Maria Scott) • Brick Fundraiser (Kim Collins) 	Discussion
February Meeting Date 11 February at 5:30	Discussion
Adjourn 6:04 PM	