

December 14, 2021 Governing Board Meeting Minutes

Convened: 5 pm

Education Director Report

Budget information:

Education Director presented the proposed budget for FY23. This PPA is based on information from Tammy McCourt. There are some changes to the PPA calculation based on the Maryland Blueprint (formerly Kirwin) that will impact our budget with respect to Special Education Funding.

The proposed budget includes 2 additional FTEs for next year including a middle school content area teacher, an additional admin position to assume responsibilities as a Charter Director, and an increase to the Academic Dean FTEs to make them 12 month positions. Admin team presented the rationale behind this change in structure at the meeting in tandem with the strategic plan goal of sustainable organizational structure, and succession planning over the coming months.

This is the proposed number of FTEs we think we will need next year, and have put forward the "best case scenario" of CPCS needs. Ms. McCourt will include that in her presentation to the BoE on December 15th. CPCS will need to submit this proposed budget to Ms. McCourt by December 17th.

As always, the budget process is a continuous back and forth dialog between CPCS, SMCPS and the BOCC through the spring. This budget will need to be adjusted based on information that becomes available over the next few months, and should it become evident that we can't support this recommended proposal, CPCS can adjust and pull back on FTEs. We would not, however, be able to add them in later. The budget will not be finalized for approval until such time as the BOCC gives SMCPS their final bottom line and adjustments are taken into consideration, which looks to be about April or May.

Operational Calendar

Angela Funya presented the recommendations for the next two Calendar years.

Some things to note:

144 people responded to the survey.

- 111 parents
- 33 staff responded, additionally, all staff have had the drafts for 2 weeks to review and comment.

Calendar survey results indicated that 70% would prefer early dismissals as opposed to late arrivals and 90% would prefer they be on consistent days.

77% would prefer for winter break to be at least 10 -14 days

60% of those surveyed would be willing to teach an elective on Friday mornings.

October Break, Veterans Day, Wednesday before TG and 1 week Spring break are very important to people.

Calendar Parameters

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- **Required Student Days:** 180
- **Required Teacher Days:** 190 for teachers/10-month staff; 212 for 11-month staff; 249 for 12-month staff (I know there's an issue in the 2023-2024 12 month staff day. Working with Jeff Maher to determine if we need to adjust)
- **Required Hours (Elem):** 1,080
- Maryland law requires that all public schools be closed on the following days:
 - Thanksgiving
 - Friday following Thanksgiving
 - Christmas Eve through New Year's Day
 - Martin Luther King Day
 - Presidents' Day
 - Friday before Easter
 - Monday after Easter
 - Memorial Day
 - Primary and General Election Days (as appropriate)

Adjustments made to CPCS recommended calendar for next two years:

1. Additional early dismissal days following October break in order to accommodate parent teacher conferencing and narrative writing.
2. Additional early dismissal day monthly to allow for teacher professional responsibilities as well as collaborative planning time.

Board of Education Meetings:

- January 13, 2022 (First Reading)
- January 26, 2022 (Public Hearing)
- February 9, 2022 (Action)

Building Updates

- **PASSED ANNUAL ELEVATOR INSPECTION**
- **ARCHITECT** – In the process of electronically filing our drawings to the permit office.
- **ALARM PANELS** – We seem to be experiencing issues with our fire alarm panels. Our school is set up to where we have two panels. One of the panels is now considered old and they do not make parts or support the make & model anymore.

Last week during the night our alarm panel for whatever reason triggered a signal a multitude of times (records show 26 pages of activity) to central station. Fire Dept was dispatched, and it continued to be an issue into the early morning.

Spoke with the monitoring company and they suggested contacting our sprinkler people because it appeared to be related to the water flow from the info provided in the records. Sprinkler company came out and spent about an hour testing everything on their end and he found it to be related to the alarm. The alarm tech came out and confirmed that something is in fact wrong with the older panel and suggests having it replaced.

Adjourned: 6:15 pm