

**Governing Board Minutes  
10/15/13**

**Board Attendees:** Karen Antonacio, Robyn Baney, Denise Breckon, Holly Calabro, Ben Click, Anne Marie Dailey, Angela Funya, Robert Hicks, Brent Johnson, Lynda Kovach, Joy McBride, Takiesha Waites-Thierry

**Board Members Absent:** None

**Committee Attendees:** None

**Public Attendees:** None

**Staff Attendees:** Sandy Imbriale

Agenda Item	Action
<b>Convened</b> at 5:43 PM	None
<b>Approve September Minutes</b>	Vote Approved 8-0 Joy and Bob not present during vote
<b>Board Development ( Ben Click)</b> <ul style="list-style-type: none"> <li>• Reviewed St. Mary’s County Open Meeting Law</li> <li>• BoardWise Review the three questions we should as at every Board Meeting. <ul style="list-style-type: none"> <li>○ How well are the students achieving the outcomes in the charter?</li> <li>○ How well is the school’s money being managed and safeguarded from risk?</li> <li>○ How well is the school complying with all statutory and regulatory requirements?</li> </ul> </li> </ul>	Discussion
<b>Director’s Report (Angela Funya)</b> <ul style="list-style-type: none"> <li>• <b>Enrollment:</b> <ul style="list-style-type: none"> <li>○ 354 total enrollment</li> <li>○ 273 total waitlist (6 on sibling waitlist)</li> <li>○ 289 initial applicants for lottery</li> <li>○ 320 total applicants (255 + 18 post lottery + 36K entry (including siblings) + 11 declines)</li> <li>○ 314 students from 2012-2013 SY (out of 334)</li> <li>○ 9 withdrawals midyear 2012-2013 SY (7 moved, 2 other SMCPs schools)</li> <li>○ 11 withdrawals summer 2013 ( 1 homeschooled, 1 SMCPs, 9 moved)</li> </ul> </li> <li>• <b>Demographics:</b></li> </ul>	Discussion

- 8.2% Special Ed
- 5% 504s (Legal document that offers special accommodations typically for a medical reason)
- 9.8 % Free and Reduced Meals (FARMS) (fluid, often changes and lower compared to other SMCPs)
- 79.6% Caucasian
- 14.5% African American
- 4.5% Asian
- 1.4% 2 or more races
- **Assessment Point 1- Evidence of Core Virtues from the Basic School**
  - Character Ed Posters
  - Social Skills Groups
  - Student Recognition at Community Gathering
  - Middle School Community Gathering Reflections (ie. Kid President)
  - Middle School Peer Mediators
- **Character Education at CPCS through the Guidance & Counseling Program 2013-2014**
  - Integrate core virtues with guidance lessons at all grade levels, intopics ranging from conflict resolution to careers. Resource Examples: *7 Habits of Highly Effective Teens* used in 8<sup>th</sup> grade and *How Full is Your Bucket?* for younger students
  - Stories/picture books are used in guidance for younger students (many titles; two examples are Lilly's Purple Plastic Purse for honesty and responsibility, *7 Habits for Happy Kids* for a variety of virtues)
  - Character Committee is being formed as a student elective: goal is to think creatively about how to increase awareness and the role of the core virtues in the school community.
  - Conflict resolution and bullying prevention resources: *Second Step*, a curriculum used in grades 6-8; *Steps to Respect*, a curriculum used in 3-5.
  - Class meetings are held for middle school as part of guidance, and emphasize respect, responsibility, and honesty.
  - Peer Mediation is starting anew and reinforces many of the virtues as part of peaceful problem solving.
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- **Ambassadors (Community Helpers)**
  - Some 8<sup>th</sup> grade students are being sent to a teacher, Mr. Don or front office to help once a week for 45 minutes.
- **Lottery**

<ul style="list-style-type: none"> <li>○ CPCS needs to make the lottery more transparent of families. Researching how Charter and Magnet Schools in other states conduct their lotteries. Also, looking for computer program that could potentially pull the lottery.</li> </ul>	
<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Planning (Angela Funya &amp; Brent Johnson)</b></li> <li>• The Committee met on Tuesday, October 1<sup>st</sup>. In attendance were Ange, Rick Tepel, Brent, Anne Marie and Julia. <ul style="list-style-type: none"> <li>○ Reviewed the list of items that Sheila from Self-Help had for the committee.</li> <li>○ For property management, the plan is to have Tom Watts stay on for the first year at a discounted rate (in lieu of rent from him) and during that year the committee can look for a property manager or firm to hire.</li> <li>○ Ange emailed Tom to ask him for the drawings of the other side of the building, to find out what construction cost per square foot is currently, to ask about any environmental inspections that happen on that side of the building and to arrange for the Board to tour the other side of the building.</li> <li>○ Discussed the need to know if the 75% loan to value number that we were told is a hard and fast number because that will not give us the amount we need.</li> </ul> </li> <li>• Ange, Brent and Julia had a conference call with Sheila on October 3<sup>rd</sup> <ul style="list-style-type: none"> <li>○ Most of the discussion focused on the loan to value percentage and the fact that we need to borrow the entire \$6.85 million in order to purchase the building. (Sheila was not aware that that was the case.)</li> <li>○ Sheila gave us some of the figures they have been working with so that Brent can redo our figures and bring things more into line. They are looking at a 20 year loan at 4.95%, so looking at about \$350,000 annually for rent.</li> <li>○ Additionally, they have looked at industry standard for property management and have been using the figure of \$325,000 annually (repairs, maintenance and utilities), which is of course higher than our estimates.</li> <li>○ We discussed that we would only have to build out the dirt room (and can fit 6 classrooms easily in that space) so that we can continue bringing in rent for at least 5 years and that each year we can potentially be adding another class.</li> </ul> </li> <li>• Ange, Brent and Julia have another conference call scheduled with Sheila for Thursday, October 17<sup>th</sup>. Sheila has some options to discuss with us.</li> <li>• Self help will need a detailed plan of how the space will be built out</li> </ul>	<p style="text-align: center;">Discussion</p>

<p>and the plan for how the construction will be paid for.</p>	
<p><b>Treasurer’s Financial Report</b></p> <ul style="list-style-type: none"> <li>• Total Fundraised \$12,292.25</li> <li>• PayPal account has been set up to accept donations. A few people have tested it out. Seems to work well. Nearly ready to go public.</li> <li>• Asked the county several times to put a PayPal donation link on the CPCS website. No response has been received from the county.</li> <li>• PayPal will cost 2.2% + \$.30 of for each transaction</li> <li>• Exploring buying Scrips up front and selling them all year long</li> <li>• Exploring Presto Pay option for Scrips</li> <li>• A full financial compilation will be provided at the November meeting</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Community Committee (Takesha Waites-Thierry)</b> <ul style="list-style-type: none"> <li>○ Community Committee will held its first meeting on 17 September, six people attended</li> <li>○ People have been identified to take on the “Thank You” for Project Elective Volunteers, Kim Collins will provide the list of volunteers for electives</li> <li>○ Working with Public Relations/ Outreach Committee on MLK Day of Service in January.</li> <li>○ Instead of having the ice cream social for volunteers, exploring the idea of a spaghetti dinner</li> <li>○ Staff Appreciation ideas were discussed</li> <li>○ Ideas for a family fun night <ul style="list-style-type: none"> <li>• Science Night</li> <li>• Hands on Art Night</li> <li>• Movie Night</li> <li>• Color Run/Walk (St. Patty’s Day)</li> </ul> </li> <li>○ Volunteer Training will be held on 18 October at 11</li> </ul> </li> <li>• <b>Public Relations/Outreach (Lynda Kovach &amp; Julia Nichols)</b> <ul style="list-style-type: none"> <li>○ Steny Hoyer was not able to make it to the Wade In</li> <li>○ John Bohanan did come</li> <li>○ Lynda set up a meeting with Green Team PTO from Evergreen Elementary to meet with Mrs. Clapp and tour the school. They were impressed with CPCS.</li> </ul> </li> <li>• <b>Fundraising (Robyn Baney)</b> <ul style="list-style-type: none"> <li>○ Approximately 8K was earned, less than last year, but more participation this year</li> </ul> </li> </ul>	
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Sub Committee will need to be formed to explore changing the lottery process (<b>Ange Funya</b>)</li> <li>• Reserve Movie Theater at St. Mary’s College for a Family Fun Night (<b>Ben Click and Takesha Waites-Thierry</b>)</li> </ul>	<p>Discussion</p>

<ul style="list-style-type: none"><li>Community Gathering thanking CPCS supporters from the Community (<b>Maria Scott</b>)</li></ul>	
<b>November Meeting Date</b> 19 November at 5:30	Discussion
<b>Adjourn</b> 6:43 PM	