

**Governing Board Minutes**  
**2/11/14**

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

**Board Members Absent:** Karen Antonacio and Robert Hicks

**Committee Attendees:** Julia Nichols

**Public Attendees:** None

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action                                               |
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| Convened at 5:30 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | None                                                 |
| Approve January Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Vote<br>Approved 9-0<br>Robert Hicks was not present |
| <b>Board Development (Ben Click)</b><br><b>Committee Effectiveness</b> <ul style="list-style-type: none"> <li>• Are committees holding regular meetings?</li> <li>• Should the Board formalize the way committees conduct business?</li> <li>• Committee goals should be tied back into a purpose</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Discussion                                           |
| <b>Director's Report (Angela Funya)</b> <ul style="list-style-type: none"> <li>• Lottery <ul style="list-style-type: none"> <li>○ The lottery will potentially take place on 27 February from 3:30-5:30pm</li> <li>○ Brent is looking for a new judge</li> <li>○ 287 applications were received, 80 were for Kindergarten</li> </ul> </li> <li>• Budget <ul style="list-style-type: none"> <li>○ No finalized PPA was received from Greg Norris</li> <li>○ CPCS should be prepared to cut budget in May</li> </ul> </li> <li>• Assessments <ul style="list-style-type: none"> <li>○ Information regarding PARCC field assessments will be sent out soon.</li> <li>○ 40 6<sup>th</sup> grade students will be tested</li> <li>○ Grades 3-8 will take MSA paper test</li> <li>○ Grades 5 &amp; 8, will take Science MSA online test</li> <li>○ In May, 8<sup>th</sup> grade will take HSA and 6<sup>th</sup> grade will take the end of year PARCC</li> </ul> </li> <li>• Italy <ul style="list-style-type: none"> <li>○ Four teachers and 33 students are going to Italy from 12-21 February</li> </ul> </li> </ul> |                                                      |

## Committee Reports

### Strategic Planning Report (Julia Nichols)

- Held meeting with attorney Joann Wood a couple of weeks ago. She felt that it would be necessary for us to have a written contract with the building owner in order to move forward. She sent her proposal today – to retain her services, she would charge last year’s rate because that is what she quoted to John Kovach, and she will let the Alliance pay as we go.
- Rick Tepel contacted the building owner to start working on a draft contract. Alliance would have to sign that contract, so that will be presented to the Board.
- Ange Funya has had a few meetings with architects and is expecting feasibility reports from two of them around May.
- The USDA Loan Application has been received by Brandi Burwell at USDA and she is processing it. There are a few items we need to get to her before our “pre-application” is complete, and we should be able to do that within the next week or so. There will be a few more items that will need to be submitted after that. Those items include the attorney documents.
- Katy Sams, Brent Johnson, Anne Marie Dailey and Julia Nichols are getting together on 12 February in a work group to look at the financial piece in detail and update it for the Board.
- **Property Management Plan**
  - At the moment, the plan is that we should be able to move into the dirt room space (3 floors can be built out there) and possibly the Essex South office space immediately. For the first two years, the rental income should be about \$258,000. After the medical building is built around the corner, and the doctor’s office and lab move out, we would only expect the income to be about \$141,000. This is in addition to the \$400,000 that the school will pay.
  - We anticipate hiring someone part time to manage the property, and we anticipate hiring a part time bookkeeper to ensure all the financials are kept well.
- **Capital Campaign Details**
  - A small group discussed the idea for holding a campaign to raise funds to cover the ancillary costs of pursuing this project.
  - Maria Scott and Julia Nichols discussed a strategy that will work.
  - In a campaign, you have a “silent” portion where you raise the bulk of what you’re looking for from your major donors, and then you have the “public” portion where you finish raising what you need. A goal of \$25,000 was decided for this mini-campaign.

Discussion

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| <ul style="list-style-type: none"> <li>○ February is going to be our silent portion. Board members (past and present) and committee member and any major donors we can identify make their gifts. The amount of the gift is not the most important thing, but it should be a bit of a stretch gift for this special campaign.</li> <li>○ The public portion of the campaign will be launched on the 27 February at the Town Hall.</li> <li>○ A display board will be set up at Vintage and Anne Marie is working on letters to be sent home.</li> <li>○ Board and committee members should reach out to those they know in the school to ask them to please help support this campaign. In the letter, we will try to make the point that \$100 per family can raise over \$20,000 for the campaign.</li> <li>○ In April a special dress down day will be held on the 30<sup>th</sup> so CPCS students can help as well.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                      |
| <ul style="list-style-type: none"> <li>● <b>Fundraising (Maria Scott)</b> <ul style="list-style-type: none"> <li>○ Vintage Donations are due by 14 February</li> </ul> </li> <li>● <b>Community (Takiesha Waites-Thierry)</b> <ul style="list-style-type: none"> <li>○ A Spirit Wear winner was chosen and will be announced at the next Community Gathering.</li> <li>○ Town Hall will be 27 February</li> </ul> </li> <li>● <b>PR/Outreach (Lynda Kovach)</b> <ul style="list-style-type: none"> <li>○ Community Thanks Event <ul style="list-style-type: none"> <li>▪ No one showed up</li> </ul> </li> <li>○ Display Board needs to be redesigned <ul style="list-style-type: none"> <li>▪ Got a designer and printer to donate services</li> </ul> </li> <li>○ Global Youth Service Day 9 April 2014 from 1-3 <ul style="list-style-type: none"> <li>▪ Students will make cards for nursing homes</li> <li>▪ Placemats for Meal on Wheels</li> <li>▪ Stuffed Bears</li> </ul> </li> <li>○ Charter News should be ready to go out by the end of February</li> </ul> </li> <li>● <b>Treasurer's Financial Report (Anne Marie Dailey)</b> <ul style="list-style-type: none"> <li>○ Reviewed revised budget and reductions were made to budget for upcoming legal fees associated with the building purchase.</li> <li>○ Plans to meet with PNC Bank to see if there is and Affinity rewards type program</li> </ul> </li> </ul> | <p style="text-align: right;">Discussion</p>                                                         |
| <p><b>VOTE: Vote to approve revised budget</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p style="text-align: right;">Vote<br/>Approved 8-0<br/>Joy left early due to a family emergency</p> |
| <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>● Committee Statements of Purpose (Committee Chairs)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p style="text-align: right;">Discussion</p>                                                         |

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| <ul style="list-style-type: none"> <li>• Committees to meet and set time for monthly meetings, create a statement of purpose that is tied to goals. Should be completed by June. (Committee Chairs)</li> <li>• Reserve Gym for Children’s activities during Town Hall (Holly Calabro)</li> <li>• Call Tom Watts to renew Lease for five more years. (Robyn Baney)</li> <li>• Contact Joann Wood regarding approval of resolution for Town Hall. (Julia Nichols)</li> <li>• Contact Joann Wood with modifications to her proposal for services. (Julia Nichols)</li> <li>• Email resolution out to the general Alliance membership prior to Town hall (Takesha Waites-Thierry)</li> </ul> |                                                                                |
| <p><b>March Meeting Date</b><br/>11 March at 5:30 PM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Discussion</p>                                                              |
| <p><b>Adjourn</b><br/>7:38 PM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                |
| <p><b>Addendum</b><br/>On 26 February 2014, the Board voted via email to accept Joann Wood proposal as written. This vote retained Ms. Wood as the Alliance attorney for matters regarding the purchase of the building.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Vote:<br/>Approved 10-0</p>                                                 |
| <p><b>Special Meeting</b><br/>1 March 2014<br/>Convened at 9:12 AM</p> <p><b>Board Attendees:</b> Karen Antonacio, Robyn Baney, Denise Breckon, Anne Marie Dailey, Angela Funya, Robert Hicks, Joy McBride and Takesha Waites-Thierry</p> <p><b>Board Members Absent:</b> Holly Calabro, Ben Click, Brent Johnson, and Lynda Kovach</p> <p><b>Committee Attendees:</b> Julia Nichols</p> <p><b>Public Attendees:</b> None</p>                                                                                                                                                                                                                                                            |                                                                                |
| <p>On 26 February, the Board voted to retain Joann Wood as the Alliance attorney; however, the contract was not signed and given to Ms. Wood. On 1 March, the Board voted to not sign the contract with Joann wood and to seek legal counsel elsewhere.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Vote:<br/>Approved 6-0<br/>Holly, Ben, Brent and Lynda were not present</p> |
| <p>The Board voted to adopt a simple resolution to present to the General Alliance Membership for vote. The resolution will be sent to Tara Duarte for review prior to being sent to the general membership.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Vote:<br/>Approved 6-0</p>                                                  |
| <p>The Board voted to make the FAQ slides and Town Hall questions and answers available to the CPCS community either on the website or via email.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Vote:<br/>Approved 6-0</p>                                                  |

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| <p>The Board voted to explore other legal representation, suggested by the Maryland Charter School Network (MCSN) with previous experience with charter schools.</p>                                                                                                                                                                                    | <p style="text-align: right;">Vote:<br/>Approved 6-0</p> |
| <p><b>Action Item</b></p> <ul style="list-style-type: none"> <li>• Revise PPT presented at the Town Hall to answers to the questions answered to post on the CPCS website or email out to CPCS community <b>(Julia Nichols)</b></li> <li>• Notify Ms. Wood that the Alliance will not be retaining her as its attorney. <b>(Robyn Baney)</b></li> </ul> |                                                          |
| <p><b>Adjourn</b><br/><b>10:04 AM</b></p>                                                                                                                                                                                                                                                                                                               |                                                          |