

Governing Board Minutes
06/16/15

Board Attendees: Karen Antonacio, Robyn Baney, Anne Marie Dailey, Tara Duarte, Angela Funya, Robert Hicks, Eric Jackson, and Takiesha Waites-Thierry

Board Members Absent: Denise Breckon, Ben Click, and Brent Johnson

Committee Attendees: Julia Nichols

Agenda Item	Action
Convened at 5:32 PM	None
Approve May Minutes	VOTE: Approved 6-0 Ben, Brent and Denise absent
<p>Director's Report (Angela Funya)</p> <ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ Several staff members are leaving <ul style="list-style-type: none"> ▪ Mr. & Mrs. Schou (Duke) ▪ Ms. Leopold (Ridge) ▪ Nurse Angle (hospital) ○ New staff <ul style="list-style-type: none"> ▪ Kindergarten (offer made) ▪ General Music Teacher (offer made) ▪ New Special Ed Teacher (hired) ▪ 2nd Grade Teacher (hired) ○ Vacancies <ul style="list-style-type: none"> ▪ First Grade ▪ Academic Dean • Budget <ul style="list-style-type: none"> ○ Step increases for teachers ○ 17,000-20,000 left over in transportation budget • Scheduling <ul style="list-style-type: none"> ○ Teacher flexibility with schedule to integrate the specials instead of traditional scheduling blocks. 4th and 6th grades will be used to pilot the new schedule • MSDE <ul style="list-style-type: none"> ○ MDSE will be paying for 40 personnel from MD to attend the National Charter School Conference in New Orleans. There will be a state meeting during the conference. • Building <ul style="list-style-type: none"> ○ Currently no end of year update will be briefed to the Board of Education. Ange will provide them an update on the 	

<p>building progress/timeline within the next 30 days. A formal update may be required at the beginning of the year after the closing and the building is owned by the Alliance.</p>	
<p>Nomination Committee (Robyn Baney)</p> <ul style="list-style-type: none"> • Nominating Committee Slate <ul style="list-style-type: none"> ○ Christina Allee (3-year term) ○ Jennifer Campbell (3-year term) ○ Catherine Grube (3-year term) ○ Wrenn Heisler (2-year term) ○ Jesse Taylor (1-year term) 	<p style="text-align: right;">VOTE: Approved 6-0 Ben, Brent and Denise absent</p>
<p>Strategic Planning Report (Julia Nichols)</p> <ul style="list-style-type: none"> • Property Condition Assessment (PCA) <ul style="list-style-type: none"> ○ CARDNO came back to inspect geothermal pumps. They recommended one for replacement and one to be refurbished. ○ All ramps will be brought into compliance with the requirements of the Americans with Disabilities Act. ○ All water damage will be repaired and moisture testing will be conducted. If the results of the moisture testing call for it, a mold survey and mold sampling will be conducted. ○ The roof of the outside emergency stairs will be repainted. ○ If the roof replacement does not abate the window leaking, then the windows that are leaking will be reset and resealed. A warranty will be provided if possible. ○ Damaged ceiling tiles will be replaced. ○ The steel structure will have rust removed and be repainted. ○ A screen will be fabricated to act as a boot where the downspouts pour into a large pipe at grade. ○ Cracked vinyl tiles will be replaced. ○ One fully appropriate handicapped parking space will be added. ○ Water fountains will be made ADA compliant. ○ Hole in Eifs system will be repaired. • USDA <ul style="list-style-type: none"> ○ Brandi Burwell is still waiting on getting our file back from the USDA attorney. Then she has to audit our file and see if there is anything else she needs from us (she is planning to do this Thursday or Friday this week). Then the file has to go out to a specialist to review it. Brandi may or may not be able to get that part expedited. Brandi will be in the office next week, by the way, it is not until the first week of July that she'll be out. 	<p style="text-align: right;">Discussion</p>

<ul style="list-style-type: none"> ○ She said that assuming all these things can happen; we can perhaps do a pre-closing on the 24 June with actual closing on the 26 June. Nobody needs to be around for actual closing, which is just when the funds are deposited. On the 24th, she will not be coming down, but she will email us all the documents, we'll do all the signing and then email them back to her, followed up by originals. ○ Brandi also said this was going to be really a stretch and it may be that we will have to wait until July. She can't actually schedule anything until her audit and the specialist's review are done (plus getting the files back from the attorney). Interest rates are going up from 3.5% to 3.625% on July 1. ○ Payments - for the first two years we are doing interest only payments. What this actually means is that we will not owe a payment for one or two years (although we should be putting the money aside, and they do require the reserve account). Interest only payments are lump-sum at the end of the year. The first payment after that will be due the quarter after, so if we close in June, then September will be our first payment - after two years of the interest only lump sum payments. ○ Brandi needs updated financials and the current budget. ○ A breakdown of that budget with all the categories plus the invoices so they can pay them. If we don't have the invoices, they hold the money and we draw it later. Brandi recommended that we may want to go for the full \$7.2 since we have other costs. She said we can budget in costs for equipment and stuff, that they can do auditor fees "for a couple of years" (not 10 or 15, she said). ○ Next call with Brandi is scheduled for 18 June. 	
<p>Committee Reports</p> <ul style="list-style-type: none"> ● Treasurer (Anne Marie Dailey) <ul style="list-style-type: none"> ○ Financial Policies and Procedures are finished and waiting for input from Rob at SMCPS ○ Fundraising Budget – reviewed at last board meeting. Sent out new draft to the board (email sent on 5/27) based on discussion at the meeting plus more input from Robyn and Ange ○ Pam McLeod and Brent Johnson have met numerous times to develop a budget for the facility. Ideally this budget should be voted on every June, but we are not ready for a vote yet on this one. It should be a very good guideline, but there could be small changes since we don't actually own the building yet. 	<p>Discussion</p>

<ul style="list-style-type: none"> ○ Insurance – The Strategic Planning Committee recommends staying with Utica (our current insurance carrier) until 8/1, which is when we are due to renew with them, and to add the building insurance for the approximately one month until 8/1. In the meantime, RWO will be pressing Utica for a lower rate since we got some comparison that came in lower. At that point we can compare them all again and decide which one is best for CPCS. ● Fundraising <ul style="list-style-type: none"> ○ Fundraising total is: \$\$66,057.89 ○ Family Fun Day not a huge success. May need to reevaluate holding similar events several times per year ○ Request draft fundraising calendar from Carrie Harney by July meeting ○ Anne Marie and Julia Nichols attended a Fundraising Regulations class given by MANO on 6/8. It was very informative. They gave out useful handouts that are summaries of the regulations and of their standards of excellence when it comes to financial disclosure. A binder will be put together and made available to whoever would like to read it. ○ Potential changes to fundraising have been discussed with Robyn and Carrie. ● Community (Takesha Waites-Thierry) <ul style="list-style-type: none"> ○ Charlene Rohulich will take over the Community Committee ○ Volunteer Coordination will be lead by Carolyn Price and Amanda Brelage ○ Spirit Wear will be managed by Kate Barrett ○ Takesha will work with them over the summer to ensure a smooth transition ● PR/Outreach (Bob Hicks) <ul style="list-style-type: none"> ○ Charter News <ul style="list-style-type: none"> ▪ Terry Sheely will provide pictures ▪ Rebecca Water will write two articles ▪ Ange will provide one Director’s article 	
<p>Motion: Adopt the Fundraising Budget for 2015-2016 as drafted and sent to the board.</p>	<p style="text-align: right;">Vote Approved 6-0 Ben, Brent and Denise absent</p>
<p>Motion: Allow the Strategic Planning Committee to make the final decision about insurance in late June or in July, after a final bid comes in from Utica.</p>	<p style="text-align: right;">Vote Approved 6-0 Ben, Brent and Denise absent</p>

<p>Motion: Table Chamber of Commerce membership discussion for a future meeting.</p>	<p style="text-align: right;">Vote Approved 6-0 Ben, Brent and Denise absent</p>
<p>New Business</p> <ul style="list-style-type: none"> • Executive Committee Vacancies <ul style="list-style-type: none"> ○ Chair ○ Vice Chair ○ Secretary 	
<p>Action Items</p> <ul style="list-style-type: none"> • Charter News- must be mailed out by 30 June (Bob) • Contact Tom to discuss leases with current tenants (Pam) • Calculate new mortgage payment with interest rate of 3.62% (Julia) • Update financial based on higher mortgage payment (Anne Marie) • Provide CPCS analysis of signed bill to Rep. Deb Rey (Bob) 	<p style="text-align: right;">Discussion</p>
<p>June Meeting Date: 14 July 2015 @ 5:30 PM</p>	<p style="text-align: right;">Discussion</p>
<p>Adjourn 7:00PM</p>	
<p>Addendum:</p> <p>On 29 June 2015, the Executive Committee voted and passed the following two motions:</p> <p>Motion #1- The Board hires Pam McLeod as Building Manager at the salary of \$2084 per month for the duration of July 1, 2015 to August 31, 2015. The duties and work hours will be determined by the Board Chair in conjunction with the Strategic Planning Committee and Education Director.</p> <p>Motion #2- The Board contracts Lynn Johnson as bookkeeper at the salary of \$500 per month for the duration of July 1, 2015 to August 31, 2015. The duties and work hours will be determined by the Board Chair and Treasurer in conjunction with the Strategic Planning Committee, Finance Committee, and Education Director.</p>	<p style="text-align: right;">VOTE: Approved 4-0</p>