Governing Board Minutes
4/12/2016

Board Attendees: Christina Allee, Karen Antonacio, Jennifer Campbell, Anne Marie Dailey, Angela Funya, Catherine Grube, Wrenn Heisler, Robert Hicks, Sandy Imbriale, Eric Jackson, Charlene Rohulich, and Jessie Taylor

Board Members Absent: Robyn Baney, Denise Breckon,

Committee Attendees: Pam McLeod

Agenda Item	**Action**
Convened at 5:32PM	None
Approve January Minutes	VOTE: Approved 9-0 Absent: Robyn Baney, Denise Breckon
Approve March Minutes	VOTE: Approved 9-0 Absent: Robyn Baney, Denise Breckon
Board Development (Wrenn Heisler) o Board Self Assessment	Discussion
Director's Report (Angela Funya) • Calendar vote goes to the Board of Education (BOE) tomorrow. • Current proposal has June 10th as the last day. • Board meeting last week (4-1 vote) to move categorical changes except paying the audit (this was the alliance's choice). • 1.5 hour session went well. • Questions included – how the school differs from the alliance. The BOE is struggling with what is allowed with respect to the PPA budge. • Need to do a lot of education for folks not associated with the school **Amendments required to the charter/ Funding** • Buying the building – needs to be an addendum to the charter. • Weighting the lotter • On the agenda for June 22nd now • Not reopening the whole carter for review just those 2 items. • Talked with the alliance attorney with respect to weighting the lottery. • Working on the change for the required audit, so that it can be put into the budget as a future line item. • Talking to the County Commissioners on April 19th to get final approval for categorical transfers.	Discussion

• Still working carryover issues. All Baltimore schools maintain a carry over. Everyone is in agreement that we can have a carryover, but still need to get everything officially in writing.
• Leave money that was planned for audit in the Special Education budget.
• Hope to get permission to move and then put out he information for accountant requirement.
• Hopefully will be a fund balance because we will need less money than we expected (We expected to have accountant in April and now not expected before June).
• If commissioners approve we will proceed with:
  ○ Accountant
  ○ Reimburse 80% of school side snow
  ○ Reimburse renovations complete to date
  ○ Alliance would have to invoice the school
  ○ New gym lights and new PA system and other maintenance repairs
  ○ Once change complete – should receive back from school around $34,000. Need to get the money for Ritter.
 	
Charter Study
• Participating in a study related to funding of public and charter schools. This will look at funding and expenditures comparison. Will be getting request for information soon and data working group in June.
 	
Assessment Point 9 – Arts and the Environment
• Still working sign for building – sealant needs to be completed
• Not going to hang on the building as originally thought until renovations are complete.
• Standards based on arts integration and our mission
• Look closely at the environmental pieces and work the process across K-8 and everyone will see how it's working in the building.
• Artist in residence: Puppet guy coming back
• Working part time art teacher for growing classes next year
• Application to renew green school status (5 year recertification)
  ○ Hope to be grandfathered after that.
  ○ Kids representing in May at the green school summit.	

Chair: • So far there have been no applications for community member. • There is a potential for one of the PAE members to be interested.	Discussion

● There have been applications for parent position and the board positions. ● Cutoff dates: (Parent – this Friday, Term Applications (May 1st), Community Member (May 1st)	
Committee Reports ● **Facilities (Eric Jackson)** o Before spring break and showed concepts and different wings. o Entire committee met with Ritter. o Trying to think outside of the box on some of the odd shaped spaces in the building. o Coming back Friday to meet with him and some of the central office staff and the team. o He wants to present at the town hall. ● **Treasurer/ Financial: (Anne Marie Dailey)** **(See enclosure 1 for Committee Report)** o Review of the financial spreadsheet o CPCS has paid rent for the whole year and working with other tenants on rent collection. o Need to make sure money is there for upcoming USDA payment o Working with USDA reserve to be a whole year mortgage payment o Working aligning the accounts to make more sense next year. o CAM = Command Area Maintenance and needs to be all well documented since it makes a big difference in budget discussions with Board of Education o Last year had to plan for whole year maintenance and repair, will be better budgeted for next year with the full year of us being responsible under our belt. o FY ends June 30th o Have not touched any emergency reserves. o Still working on how to get into Quickbooks for USDA payments and reserve o Went over on accounting budget line, because of making quarterly payments hopefully something school accountant could do. ● **Fundraising (Carrie Harney) – Provided by Catherine Grube** o Upcoming Mulch Sale o Still need to work online training sessions for some of the fundraisers o Working on clothing drive for kindergarten clothing	Discussion

o Trying to increase reliance on passive fundraisers and cut back on activity related fundraisers. ● **Community (Charlene Rohulich)** o 50 staff members and working donations for staff appreciation. o Solicit donations and working to minimize use of Alliance funds ● **PR/Outreach (Bob Hicks)** o Met late, but met with Carrie and discussed how PR could help with fundraising o Looking at ways to reach out to local businesses o Looking still at the Chamber of Commerce o Looking at the Patuxent Partnership and other larger businesses in the area o Need to work on canned presentations for getting more involvement o Also looking at rotary options o Looking for something like tri-fold with professional help o Need to tap family special skills sets more often. ● **Strategic Planning (Wrenn Heisler)** o Need to include board request for reporting and still working job descriptions. ● **Health and Nutrition (Jessie)** o No formal meeting o Pulling ideas together o Looking at bulletin board in the school and looking at steps and water bottles items. o Looking at a possible recipe book for profit. o Start cleaning bulletin board this week for change to health and nutrition o Working Facebook page for health and nutrition	
Facilities Manager (Pam McLeod) ● Meter was replaced with 1” and consulted with Ritter prior to the change ● Change was made at the end of March and will monitor the difference and will physically retain the old meter for future requirements ● Fire alarm was inspected over the break and working deficiencies this Thursday. ● Roof needs repairs	Discussion

o D&S Installed, Maintains and provided a quote for $975 to fix some of the flashing. They complete inspection twice a year. Looking at some other options for repair and getting a picture of where the damage is. ● Parking lot – only had bid from one of 3 companies. o Quote for all repairs was $5650 for all repairs, but are hoping to have quotes from other companies next week. Also quote included a break out structure for individual repairs. ● Have a couple of interested parties for open space, but the counseling center wants 3-5 years.	
New Business ● Looking at a spring board social – looking for somewhere outside to support for prior to Memorial Day. ● Town Hall – May 10th ● Need to drive membership again.	Discussion
Action Items **NEW:** ● With the material findings is a full audit required again this year (Dailey) **REMAINING OPEN FROM PREVIOUS BOARD MEETING:** ● Need 3 of the committee goals for the 2015-2016 document. (Funya, Hicks, Rohulich) (SEPT) ● Online fundraising tutorial for the board (Grube/ Allee)	Discussion
Future Meeting Date: May 10 – 5:00 PM	
Adjourn 7:07PM	

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance

Board Reporting Date: 4/12/16

Date(s) and Time(s) of Last Committee Meeting:

Attendees:

Meeting Agenda Items and Comments (put agenda items in a bulleted list of items, followed by the comments):

Monthly financials

- We are at approximately $58,285 fundraising at this point.
- Amount made at Vintage is $15,100.
- Spotted Crab 5K – no final figures yet, but Kate Barrett estimates we made about the same as last year on the Dalmatian Dash ($1,500.)
- Please review the excel file of financial reports prior to the meeting and let me know of any questions or concerns.

Other

- Working on next year's budget for fundraising and facility. Will share with Board at May meeting. Needs a vote at the June meeting.

  - Expenses paid from Facility funds that will be paid by CPCS from Operations (SMCPS) funds (after county commissioner approval):

Fire alarm upgrade	$1,350.00	
Snow removal	$7,806.00	(80%)
Main office reno	$16,480.00	
Gym lights	$1,591.00	
Elevator/HVAC	$5,000.00	(CPCS Portion)
Total	$32,227.00	

Progress on Standing Board Goals (referring to the "CCS Alliance Board Goals" in your binder, list of the standing goal(s) on which you made progress, followed by any comment):

Progress on Annual Board Goals (referring to the "CCS Alliance Board Goals" in your binder, list of the annual goal(s) on which you made progress, followed by any comment):

Progress on Committee Goals (referring to your committee goals developed in the August workshop, list the goal(s), followed by comment)

ENCLOSURE (1)

Informal suggestions to the Governing Board:

Formal Motions for the Governing Board's consideration:

No motions at this time.

ENCLOSURE (1)