

Governing Board Minutes
10/13/2015

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

Board Members Absent: Denise Breckon, Jennifer Campbell, Charlene Rohulich

Committee Attendees: Pam McLeod

Agenda Item	Action
Convened at 5:38 PM	None
Approve September Minutes	<p style="text-align: center;">VOTE: Approved 6-0</p> <p>Absent: Denise Breckon, Jennifer Campbell, Catherine Grube, Robert Hicks, Charlene Rohulich</p>
<p>Director's Report:</p> <ul style="list-style-type: none"> ▪ Discussed that the school is going to have to move financial books from Quicbooks over to eFinance to align to the MSDE financial system. ▪ Ms. Funya to get training to make sure that everything is working in the system. ▪ Working on the finance and money transfers with the county so that we do not have late utility bills, which has been an issue in the past. ▪ It has also been an issue of finding financial discrepancies later in the year when the school does clean up and tell us that we owe money back to the county. ▪ There will hopefully some training as well for the Alliance Treasurer to have access to see what is in the eFinance system. ▪ The Alliance may want to have future discussions about hiring an accountant as the transition of eFinance occurs. ▪ Working budget preparations for next year and including 20 additional students in the budget. ▪ There are a few grants that were discussed. <ul style="list-style-type: none"> • Creative Leadership – expecting the results in 2 days – it was for \$2500 grant • Lowes grants for schools - \$5000. Working this grant to build a tinker yard on the 	Discussion

<p>grounds of the school. Mr. Jackson explained what a tinker yard is and what the vision is for a potential tinker yard.</p> <ul style="list-style-type: none"> Federal grants for other areas including healthy lunches were discussed based on our demographics. 	
<p>Demographics Discussion: (Wrenn Heisler)</p> <ul style="list-style-type: none"> Discussed our demographics compared to the rest of the county. <ul style="list-style-type: none"> In the area of economic diversity we are not matching the demographics of the county and our local area. Some percentages of the population were discussed for comparison. In the area racial diversity we are matching the county very closely. Some discussion occurred about should there be future consideration of weighting application cycles to better match the economic diversity ratios of the county. <ul style="list-style-type: none"> Ms. Funya to talk with Kelly Hall on possible changes to application if desired Discussed needing to work the flyers for the school prior to the upcoming application cycle to reach out to some of the schools that have a higher percentage of low income. 	<p>Discussion</p>
<p>Policies for Review: (Robyn Baney)</p> <ul style="list-style-type: none"> Discussed the topics of policies and what is the desire for the year with policies and needing to get some of the financial policies in place in order to ensure that as building owners we can operate. 	<p>Discussion</p>
<p>MOTION: Approve Financial Policy as written to date.</p>	<p>VOTE: Approved 8-0 Absent: Denise Breckon, Jennifer Campbell, Charlene Rohulich</p>
<p>MOTION: Approve Fiscal Policy as written to date.</p>	<p>VOTE: Approved 8-0 Absent: Denise Breckon, Jennifer Campbell, Charlene Rohulich</p>
<p>MOTION: Review the following procedures during the 2015-2016 school year:</p> <ul style="list-style-type: none"> Board Contract Hiring Policy Health and Nutrition Mission Statement Framework to Assess Achievement Financial Procedures (Further review of what was just approved) 	<p>VOTE: Approved 8-0 Absent: Denise Breckon, Jennifer Campbell, Charlene Rohulich</p>

<ul style="list-style-type: none"> • Fiscal Policy (Further review of what was just approved) 	
<p>Committee Reports</p> <ul style="list-style-type: none"> • Strategic Planning (Julia Nichols) - Provided by Wrenn Heisler <ul style="list-style-type: none"> ○ Assessment Framework – working on what are the best months to discuss each of the assessment points and what areas can be combined. ○ Working on Succession planning and making sure that the Alliance board will have a role in the HR process and assuring that the charter agreement has all of the required wording to make sure that appropriate language is in place. ○ Working on ensuring that the Director’s job descriptions are updated annually to correctly reflect the tasking being completed. • Treasurer (Anne Marie Dailey) <ul style="list-style-type: none"> ○ Quickbooks is helping with the reports. ○ Reviewed line by line the current financial report and what is in each of the accounts. ○ Working with Mary to ensure that all of the items in the school books are accounted for appropriately. ○ Discussed all of the Common Area Maintenance (CAM) lines that are now in the budget for us to track. ○ Doing pretty well on the budget learning this year since we didn’t inherit histories from Tom and that there have been large increases from METCOM this year for water. ○ As more data is populated into Quickbooks will be able to look at yearly trends and pick out issue months and do better future predictions. ○ Need to ensure that we spend all of the building funds per our loan agreement before we spend any other money on the building. ○ Discussed the money that came in from fundraising (~350 from last years Chick-Fil-A evening, \$150 from Shoparoo from 2014-2015 School Year) ○ Also reviewed the provided committee report provided by Ms. Dailey. (Attached at the end of this document) • Fundraising (Carrie Harney) – Provided by Catherine Grube <ul style="list-style-type: none"> ○ Around 7300 raised from Fall Walk ○ 5K is underway and money is coming in ○ Vendor Fair (21 November) – There seems to be a lot of interest 	<p>Discussion</p>

<ul style="list-style-type: none"> ○ Need to work the Scripps and get it running again before missing the holiday season. ○ Discussed possible need for vendors to have insurance for vendor fair and will not be a requirement for this year, but will look into future requirements. ● Community (Charlene Rohulich) <ul style="list-style-type: none"> ○ No Report - Absent ● PR/Outreach (Bob Hicks) <ul style="list-style-type: none"> ○ 21 October (6-8 PM) is the next scheduled meeting – where letters to recent donors will be taken care of as well as getting Newsletters out. ○ Still working the commerce forms with Ms. Funya ○ Working on the variety of pamphlets that are being considered for handouts for different events the schools might attend. (Priority is the recruitment flyer prior to the 2016-2017 school application cycle) ● Facilities (Eric Jackson) <ul style="list-style-type: none"> ○ Have had 2 meetings since the last Board meeting ○ Working a matrix of approval letters for the Facilities manager on different levels of approval and personnel required. ○ Working future plans – need more professional help here. ○ Working on plans students next year and now there is an issue putting the new kindergarten as planned in the nurses office. Looking at other alternatives how to bring 20 new students into the school. ○ On October 27th there will be a ½ day event for architects to help with the plan. <ul style="list-style-type: none"> ▪ Presentation of what our vision is. ▪ Tour of facilities ▪ One on One meetings with the facilities committee ○ Invitations will be sent out to between 8-10 architects for this meeting and possibly others will also show up. 	
<p>Facilities Manager (Pam McLeod)</p> <ul style="list-style-type: none"> ● Tom completion and turnover is in work including letters to state that he has no more liability or financial involvement. ● Had a showing over the weekend of the space of an Alaska based company. Person looking at the space like it, but was working the required proposal back to the company headquarters. Only concern was distance from the base. 	<p>Discussion</p>

<ul style="list-style-type: none"> • Snow removal contract is in place for another year with the same company from last year. We can if necessary review snow removal contract again next year. • May have to look at some changes to the water system and the size of the meter given recent changes and cost increases with METCOM. If so we would need to contract a plumber to make the changes but the cost savings on the water would pay back the cost of the contractor quickly. 	
<p>New Business</p> <ul style="list-style-type: none"> • Wrenn and Robyn met with Scott Smith and had a good conversation. Mr. Smith had only positive things to say about the school. • Discussed the fund balance rules and how the county is allowed to maintain a fund balance but the school is not allowed to maintain a fund balance. • Need to work with him to something in writing so that we don't end up every May in the same place with a request from the school board to return money to the county. • Viewed the plans for the Mosaic over the new entrance and how the process was already underway. Hoping for completion prior to the December break. 	Discussion
<p>Action Items</p> <p>NEW:</p> <ul style="list-style-type: none"> • Ms. Funya to talk with Ms. Hall about application and possible future changes to questions • Bob Hicks to work completion of flyers for handing out prior to the next application cycle. • Ms. Baney and Ms. Heisler to work Fund Balance documentation <p>REMAINING OPEN FROM PREVIOUS BOARD MEETING:</p> <ul style="list-style-type: none"> • Need 3 of the committee goals for the 2015-2016 document. (Funya, Hicks, Rohulich) (SEPT) • Google Drive training (SEPT) • Loan Agreement, Promissory Note copies to go in the office in the binder – Will be put Pam's Office (July - Dailey) • List of POCs for contracts/services associated with being building owners to be placed in the office. (Completed – Maintained with Pam in her Office) 	Discussion
<p>Future Meeting Date: 10 November 2015 – 5:30 PM</p>	Discussion
<p>Adjourn 7:10 PM</p>	

ATTACHMENT TO MINUTES: FINANCIAL REPORT

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance

Board Reporting Date: 10/13/15

Date(s) and Time(s) of Last Committee Meeting: no formal meetings

Attendees:

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

Jen Campbell was added to bank accounts as signatory (back up treasurer). We are planning some training on various aspects of treasurer duties.

We opened the Reserve Account for USDA and set up for \$8590 to be transferred from Fundraising/Facility checking to this account every quarter, so we set aside 10% (\$34,360) per year as per USDA requirement.

I'm working on quarterly USDA reporting to be completed by 10/30 and sent to Brandi Burwell.

Property tax abatement update – We received a property tax bill for approximately \$36,900 due 9/30. I sent a letter to State Dept of Assessments and Taxation (SDAT) at the end of August informing them that CPCS (and CCSA) occupy a larger percentage of space in the building now that we own it. So we should only be paying property tax on the portion of the building that we have occupied by renters. On 9/29, I still had not heard anything, so I went to the SDAT branch in Leonardtown and to the county treasurer's office. They indicated that we will have a reduction and that we don't have to pay anything until we get the updated bill. I believe the reduction will be to about \$19,000, but we will have to wait and see when the new bill comes.

Insurance update – We renewed our insurance policies in August. I put a copy of the 2015-16 insurance summary and of our certificate of insurance. The certificate is what proves that we have insurance, and the summary describes basically what coverage we have. I also have a CD in my filebox from RWO that has copies of our policies. The policies themselves are hundreds of pages, but if anyone wants to view them, I can make them available on Google Drive (if there is room) or some other way.

Policy and procedures vote – I missed the last meeting, but I understand that the policies and procedures were reviewed and it was decided that we will vote on whether to approve them at this meeting. They will also continue to be on the list of policies under review this year to allow for additional input. Ange has asked Rob Springer from SMCPS to make comments on them, and we also may need to make some changes based on our audit results.

Audit – Askey has been working on our audit., and it is nearly complete. They were at school for 5 days. They only intended to be at school for 3 days, but things took longer than they anticipated. When I receive the final audit results, I will forward it to the Board for review. We should have the audit on the November board meeting agenda.

Update on financials – We are at approximately \$12,800 with fundraising so far. All money is in from Fall Walk, but expenses are not, so we are estimating about \$7,300- \$7,400 was made. We’ve made about \$2,700 so far from the Direct Appeal to parents. We will be sending out another letter around Thanksgiving to outside donors. Please review the excel file of financial reports prior to the meeting. I will be giving an in depth review of the financials at the meeting.

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)

Informal suggestions to the Governing Board:

Formal Motions for the Governing Board’s consideration:

Vote to approve CCSA fiscal policies and procedures as drafted by the finance committee in the spring.
Vote to keep it under review this year so we can update it with input from Rob Springer and from our audit, if necessary.