

Governing Board Minutes
07/14/15

Board Attendees: Christina Allee, Robyn Baney, Denise Breckon, Jennifer Campbell, Anne Marie Dailey, Angela Funya, Catherine Grube, Wrenn Heisler, Robert Hicks, and Jessie Taylor

Board Members Absent: Karen Antonacio, Eric Jackson and Charlene Rohulich

Committee Attendees: Julia Nichols, Pam McLeod

Agenda Item	Action
Convened at 5:32 PM	None
Approve June Minutes	<p style="text-align: right;">VOTE: Approved 10-0 Karen, Eric and Charlene absent</p>
<p>Building Updates (Robyn Baney)</p> <ul style="list-style-type: none"> ○ Looking to keep Pam McLeod on the books as part time property manager. Her current position in the school is only 0.5 MY ○ Discussed Tom Watt’s Bookeeper roles <ul style="list-style-type: none"> ▪ Rent Collection ▪ Checks for expense ▪ Depositing money for fundraising ○ Will have more financial scrutiny with the USDA loan and will need to complete everything in Quickbooks. ○ There is already a budget for repairs ○ Need to work processes/ guidelines for the property and merging all of the money coming in and out. ○ Lynn will write all of the checks, but Anne Marie will still sign the checks and 2 signatures will be required. ○ Bids are going out on all of the maintenance contracts like grass and cleaning. 	Discussion
<p>Committee Reports</p> <ul style="list-style-type: none"> ● Treasurer (Anne Marie Dailey) <ul style="list-style-type: none"> ○ Insurance to be voted on by Strategic Planning Committee ○ Working to get all files into Quickbooks ○ Added Sound System/ Gym Lights to budget ○ Some items were moved to different budges. Professional Development/ Volunteer Appreciation were moved to Operational budget ○ Start at this years PPA since sometimes it goes up and down but will not receive this year value until January. 	Discussion

<ul style="list-style-type: none"> ○ Additional space usage should not eat too much into the current budge. ○ Need to get Tom’s lease in place for 1 more year. ○ Need to get information on some of the new fundraising requirements for the budget including possible license requirements for bingo. ○ School Year 2014-2015: Fundraising totals received \$65,900 ● Fundraising (Carrie Harney) <ul style="list-style-type: none"> ○ There is a planned meeting with Carrie and some board members on Friday and the fundraising committee meeting next week. ● Community (Charlene Rohulich) <ul style="list-style-type: none"> ○ Volunteer Coordination will be lead by Carolyn Price and Amanda Brelage ○ Spirit Wear will be managed by Kate Barrett ○ Julia to work the New Parent Orientation ● PR/Outreach (Bob Hicks) <ul style="list-style-type: none"> ○ Newsletter running late but will be released at the beginning of the school year. ○ Looking to get director’s report into the document ○ Looking for some new folks to work PR/Outreach committee this coming year. ○ Looking at the possibility of a table at the fair – but it may cost money and need to look into the costs of this. This would be a possible way to educate the community on the school. ● Looking at the possibility of joining the Chamber of Commerce. ● Need to look at advocacy piece: Providing information and getting information. Mr. Buchanan and Ms. Raay ● Advocacy at the state and county levels ● Bills in work for Charter School and needing advocacy. 	
<p>Strategic Planning (Julia Nichols)</p> <ul style="list-style-type: none"> ● Working on getting copies of loan and building purchase documents on the site. ● Need to work a dropbox for the board ● Would really like the board to create a facilities committee to work building issues so that the strategic committee can get back to planning ● Would want the facilities committee and strategic planning committees to work together. ● Would like to start working succession plans and also growth plans with potential other positions like possibly Assistant principal. 	<p>Discussion</p>

<p>Chair Discussion (Robyn Baney)</p> <ul style="list-style-type: none"> • Board members should think about what committees they want to participate in and look at who is going to stay on what committees • Draft of facilities committee –going into language, needs to meet more often or group to ensure building needs are met • May want to start tapping into parents that are not on the board for facilities and other committees. 	<p>Discussion</p>
<p>Facilities (Pam McLeod)</p> <ul style="list-style-type: none"> • There is a parent looking over the blue prints and starting to help with planning out the first section of the building expansion to allow for more students in the next school year (Kindergarten for 2016 school year) • Moving contracts over to CPCS to pay stuff that came out in the inspection and was negotiated in the price • Management Transfer Letter – Drafted – Pam working with Tom on the letter and hoping to release to tenants this week. • Working LED Lights from SMECO • Office spaces are moving and hoping to move the office prior to the start of school. Moving to entrance by the gym. • Phase 1 of construction is just straight access to the new office spaces by moving the wall. • Phase 2 of construction is vestibule access to relocate entry door. • Need to be in compliance with safety standards and how we are tied into the county sewers to make later expansions easier. 	<p>Discussion</p>
<p>Director’s Report:</p> <ul style="list-style-type: none"> • Charter School Conference – good conference attendance and took Eric Jackson to the conference since there was money in the county budget to attend. • Ready to role for the new school year. August 3rd is new teacher orientation • Only open position is 7/8 Math • New personnel: <ul style="list-style-type: none"> ○ Kindergarten: Jenn Campbell ○ 1st Grade: Erin Mallory ○ 2nd Grade: Mrs. Jackson and Ms. Smart moving to 2nd. ○ New Music Teacher ○ New Academic Dean Addition: Sandi ○ Contracting for our own OT for 1 day a week ○ Speech Therapy – 2 days a week • Mission based items – arts/environments opening up scheduling • Creative things happening with blocks and growth mindset • Quintets = better feedback- portfolios more about the kids • 3rd/ 4th/ 6th grades are going to try some new stuff this year 	

<ul style="list-style-type: none"> • Put a creative leadership team in place consisting of 10 people. • Now that we own the building looking at different things we can do to the building and outside 	
<p>Executive Committee Slate (Robyn Baney)</p> <ul style="list-style-type: none"> • Nominations <ul style="list-style-type: none"> ○ Robyn Baney (Chair) ○ Christina Allee (Secretary) ○ Anne Marie Daily (Treasurer) ○ Jennifer Campbell (Assistant Treasurer) 	<p>VOTE: Approved 10-0 Karen, Eric and Charlene absent</p>
<p>Executive Committee Slate (Robyn Baney)</p> <ul style="list-style-type: none"> • Nominations <ul style="list-style-type: none"> ○ Wrenn Heisler (Vice Chair) ○ Bob Hicks (Vice Chair) <p>Secret Ballot Selection – Wrenn Heisler</p>	<p>VOTE: Completed Via Secret Ballot</p>
<p>Motion: Approve the 1 year contract for Lynn for bookkeeping</p>	<p>Vote Approved 10-0 Karen, Eric and Charlene absent</p>
<p>Motion: Approve the 0.5 MY position for Pam McLeod as property manager and remain 0.5 MY as assistant for Ms. Funya – will make Pam McLeod a full time CPCS employee</p>	<p>Vote Approved 10-0 Karen, Eric and Charlene absent</p>
<p>Motion: Establish a facilities committee to run the building and allow the strategic committee to return to strategic planning</p>	<p>Vote Approved 10-0 Karen, Eric and Charlene absent</p>
<p>New Business</p> <ul style="list-style-type: none"> ○ Celebration of the new building to include the public and parents - ribbon cutting at the Open House to include picnic dinner instead of pot luck dinner. ○ Draft Facilities Committee Language: <ul style="list-style-type: none"> ○ Purpose: The committee will work closely with the building manager to oversee the management of the building including, but not limited to, leases, utilities, maintenance and construction contracts and personnel decisions. Additionally, a sub-committee will work on planning for future build-outs and construction. The committee will provide monthly reports with updates and motions to consider to the Governing Board. ○ Members of this committee will include contracted Building Manager, the Governing Board Chair and 	

<p>Treasurer, and any other board members and parent volunteers interested.</p>	
<p>Action Items</p> <ul style="list-style-type: none"> • New Parent Orientation (Julia Nichols) • Passive Fundraiser Information (Christina Allee) • Coordinate the St. Mary’s Boat house for 15 August from 12-4 (Catherine Grube) • Action Item to Board for retreat (Robyn Baney) • Loan Agreement, Promissory Note copies to go in the office in the binder • Open House/ Ribbon Cutting Ceremony – Get invitations out and coordinate guests for ribbon cutting • List of POCs for contracts/services associated with being building owners to be placed in the office. 	<p>Discussion</p>
<p>Future Meeting Date: 15 August Retreat 8 Sept at 1730 – Next Board Meeting</p>	<p>Discussion</p>
<p>Adjourn 7:10PM</p>	
<p>Addendum: Executive committee had to vote on the following motion on 17July2015:</p> <p>Move that we transfer \$5,500 from the Bookkeeper Line Item of the Facilities Budget to the General Maintenance line item of the Facilities budget for the purpose of contracting with a company for common area cleaning.</p>	<p>VOTE: Approved 4-0</p>