

Governing Board Minutes
2/9/2016

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

Board Members Absent: Denise Breckon, Christina Allee

Committee Attendees:

Agenda Item	Action
Convened at 5:32PM	None
Approve January Minutes: Christina Allee made some changes and minutes will be emailed out for vote.	DISCUSSION
<p>Director's Report (Angela Funya)</p> <ul style="list-style-type: none"> • Lottery was held on 1/29/16. 307 families/442 children entered in the lottery for next school year. We will be accepting 13 new families into Kindergarten and 27 new families into first grade. 5 of those families qualify for FARM. Letters notifying families of the lottery results will be mailed out in the next week. • Strongly recommending that we hire an accountant to handle both Alliance funds and the school operating budget after audit deficiencies found. Accountant would help with reconciling Quickbooks and e-finance as well providing guidance on best accounting practices as we move forward and grow. • We would need to rearrange the operating budget to make funds available for this position. Ange is currently pulling job descriptions together to create one that fits was CPCS needs. Ange would like to hire as soon as possible. This position would be an FTE in this year's budget so that they would have overlap with Mary. There are fund balance in this year's transportation, staff health and Special Education materials budgets to help cover the cost of the position. • The accountant will report to Ange as well as Rob Springer. • Ange will be going to the BOE to ask for the accountant FTE position (hopefully will be on the March meeting agenda). 	Discussion
<p>Student Assessments (Sandy Imbriale)</p> <ul style="list-style-type: none"> • Presented school PARCC scores. We are MORE than our scores. Very pleased with the scores. Will use data over time to ensure that if there is a dip, they will use that information to increase instruction in applicable areas. The data helps to set, measure and assess student learning objectives. 	Discussion

<ul style="list-style-type: none"> ○ In all areas of ELA, we are above the district, state and PARCC average. ○ In all areas of math except one 8th grade area, we were above the district, state and PARCC average. 	
<p>Motion to approve the regular audit that was presented at the January meeting.</p>	<p>VOTE: Approved 9-0 Absent: Denise Breckon, Christina Allee</p>
<p>Motion to approve the OMB A-133 Audit w/ management response and in addition to hire an accountant reporting to the Education Director.</p>	<p>VOTE: Approved 9-0 Absent: Denise Breckon, Christina Allee</p>
<p>Motion to approve Tax Form 990.</p>	<p>VOTE: Approved 9-0 Absent: Denise Breckon, Christina Allee</p>
<p>Motion to approve adding a line item in the Facilities budget of \$30,000 to pay the architect.</p>	<p>VOTE: Approved 9-0 Absent: Denise Breckon, Christina Allee</p>
<p>Maryland Alliance of Public Charter Schools membership fee due (presented by Anne Marie Dailey).</p> <p>Motion to approve a line item in the fundraising budget for \$1062 to pay the membership fee for Maryland Alliance of Public Charter Schools.</p>	<p>VOTE: Approved 8-0-1 abstain Absent: Denise Breckon, Christina Allee</p>
<p>Committee Reports</p> <ul style="list-style-type: none"> • Treasurer/ Financial: (Anne Marie Dailey) <ul style="list-style-type: none"> ○ Maryland Alliance of Public Charter Schools membership discussion: appear to be a lobbying group for charter schools in MD. Previous group went defunct and has been recreated – Ange asked to become members again. ○ Fundraising total for this year so far is \$28,646 and this does not include the Penny Wars. ○ The estimate for the architect for phase I is \$29,620. This was not an original line item in the facility or fundraising budget. Ange has enough extra money in the school operations budget to cover that amount, but she cannot make a categorical transfer to her budget without going to the school board. ○ Ange and Anne Marie would like for the Alliance to pay the architect, and then Ange will reimburse us by paying for 	

\$30,000 of things that we had already budgeted to pay for such as the audit, insurance, program expenses, etc. These must be items that are school related. Since the architect bill will be due around the end of February, we will need to vote to pay the architect no later than the February meeting.

- **Fundraising (Carrie Harney) – Presented by Catherine Grube**
 - Penny Wars was very successful. Fundraised over \$4500.
 - Bingo/Chili night raised \$993 and \$500 in Vintage Affair tickets were sold there.
 - Vintage Affair is coming along and “wish list” has resulted in quite a few unique experiences being donated by parents.

- **Community (Charlene Rohulich)**
 - Met last week.
 - Would like to engage the student council for weeks to be celebrated including staff appreciation week. Students have more of a voice in what weeks are celebrated and Community committee would help them to coordinate the “celebration” of that week.
 - Second goal of encouraging volunteer work in the larger community by the students. Our community supports us and we should give back. Eventually it would be nice to find a way to track the volunteer hours that students complete and celebrate them as part of volunteer appreciation day.
 - Will contact Holly Fabbri to start working with student council.

- **PR/Outreach (Bob Hicks)**
 - Met on 1/21/16
 - Used the meeting to brainstorm about possible outreach efforts to businesses for Vintage Affair. Looks like they will be getting a few donations for the event.
 - Bob has been in contact with Senator Waugh and has been told that there are no charter school bills on the schedule for this session.
 - Would like invite Senator Waugh and Governor Hogan to visit our school.
 - Next meeting is 3/17/2016.

- **Strategic Planning (Wrenn Heisler)**
 - Met with Sandy Imbriale last month.
 - Pulled together elementary and middle school principal job descriptions and are editing to fit CPCS
 - Goal of getting a finalized job description for the ED position next month.

- **Facilities (Eric Jackson)**

- Met yesterday.
- Have met with Mr. Ritter and have gotten input from all staff.
- Mr. Ritter is putting together an assessment of our current status. Will meet with Mr. Ritter next week to review big ideas from staff and give guidance on what we would like to see in the Master Plan.
- As we just voted to pay Mr. Ritter, we will also be signed the contract (Robyn Baney), which appears to be a very standard AIA contact.
- Would also like to look at board hiring procedures to create a separate hiring procedure for contractors for facilities and building management.

Facilities Manager (Eric Jackson presenting for Pam McLeod)

- 1xweek geothermal pumps are checked – at last check one pump was not working correctly. Had a contractor out and a barring in one pump (there are two pumps in the system) needs to be replaced. We can use the other pump for now, but we should probably put a repair in the budget for next year. Will cost between \$5-6K.
- Snow removal – spent \$9500 of \$10,000 budgeted on snow removal from last storm. Had unexpected costs like having the roof shoveled.
- Snow on backside of the building (roof) fell down and knocked A/C unit off that services PAE office. Paid \$1200 to have that reattached.
- METCOM: Reduce the meter from 2” to 1” – still waiting to hear back
- PAE is locked into contract until 2017.
- Pam has a renter for the available space.
 - Brent Johnson would like to rent the 1000 sq. ft. of the space to create an “escape room.” Would like to start work in March.

Health and Nutrition Committee (Jessie Taylor)

- Building guidelines and goals
- No questions/comments.

Action Items

NEW:

- Board recruitment starting – Wrenn is leading this effort. The parent and community positions will be coming open.
- Community committee needs to work on Town Hall for May.

REMAINING OPEN FROM PREVIOUS BOARD MEETING:

- Bylaw Review: Folder missing, need to add material and review a piece each month.

<ul style="list-style-type: none">• Need 3 of the committee goals for the 2015-2016 document. (Funya, Hicks, Rohulich) (SEPT)• Ms. Baney and Ms. Heisler to work Fund Balance documentation• On line fundraising tutorial for the board (Grube/ Allee)	
Future Meeting Date: March, 8 2016 – 5:30 PM	
Adjourn 7:15PM	

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance Board Reporting Date: 2/9/16

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

Audit/taxes

Audits and 990 completed and presented at the January meeting. Please see previous reports.

Monthly financials

- We are at approximately \$28,646 with fundraising at this point.
- We made approximately \$4,500 on Penny Wars (minus the cost of a pizza party for Ms. Gehrig's classroom.)
- Please review the excel file of financial reports prior to the meeting and let me know of any questions or concerns.

Budget

The estimate for the architect for phase I is \$29,620. This was not an original line item in the facility or fundraising budget. Ange has enough extra money in the school operations budget to cover that amount, but she cannot make a categorical transfer to her budget without going to the school board.

She and I would like for the Alliance to pay the architect, and then Ange will reimburse us by paying for \$30,000 of things that we had already budgeted to pay for such as the audit, insurance, program expenses, etc. These must be items that are school related. Since the architect bill will be due around the end of February, we will need to vote to pay the architect no later than the February meeting.

Maryland Alliance of Public Charter Schools

Maryland Alliance of Public Charter Schools created to replace Maryland Charter School network. I've also saved the description of this organization to our meeting folder. Annual dues is \$1,062.

Formal Motions for the Governing Board's consideration:

1. Motion to approve the regular audit, the OMB A-133 audit along with management's response to material weaknesses, and the 990 tax form. All were presented at the January meeting and are available for review in google drive under the January meeting folder.
2. Motion to add a \$30,000 line item to the facility budget to pay the architect for phase I.

The Alliance will bill the school for the school related items below and possibly additional ones, if possible. This will allow the Alliance to afford to pay the architect and still keep the total budget for the year about the same amount.

Audit \$16,875

Artist in Residence \$2,303 so far, but there will be more with puppetry, etc.

Gym lights \$1,590.80

Alarm system upgrade \$1,350

Environmental field studies \$6,000

Total so far: \$28,118 (but should get to \$30,000 with additional A-I-R expenses)
(May have additional opportunity to pay for a portion of our insurance with school funds, provided that it's for school related coverage. That would be approximately \$15,000)

3. Motion to add \$1,062.00 to the fundraising budget to pay dues for the newly formed Maryland Alliance of Public Charter Schools. Will have unspent money in the field trip transportation category to pay for it, so the budget can be adjusted to remove the field trip line item and add a line item for the MAPCS dues.