

Governing Board Minutes
11/10/2015

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

Board Members Absent: Sandy Imbriale

Committee Attendees: Julia Nichols

Agenda Item	Action
Convened at 5:31PM	None
Approve October Minutes	VOTE: Approved 10-0 Absent: Denise Breckon,
Board Development: (Wrenn Heisler) <ul style="list-style-type: none"> • Provided Article Majority of U.S. Public School Students are in Poverty. (https://www.washingtonpost.com/local/education/majority-of-us-public-school-students-are-in-poverty/2015/01/15/df7171d0-9ce9-11e4-a7ee-526210d665b4_story.html) • To make a difference in the local population we would need to significantly increase our rate of students in poverty. (MD is at the 40% range) • Several are reading a book on poverty and the brain science and how it affects long term. 	Discussion
Director's Report (Angela Funya) WEIGHTING THE LOTTERY <ul style="list-style-type: none"> • Discussed weighting the lotter. Looking to go up from the 7.5% that we have to date. • Would need to provide evidence that they meet the criteria and then there would be 2 ways to weight the lottery. <ul style="list-style-type: none"> ○ 1. Work with someone comfortable with statistics and figure out how many times would need to be entered into the lottery to have a weighted chance. ○ 2. Have a separate pool for those that qualify and pull so many students and then the remainder of the families would go back into the general population pool. • Waiting on the attorney general back in the office on the 16th. • Working to get closer to 20% of the population. • Application was already updated in draft to account for the shift in 	Discussion

weighting the lottery.

- Need to continue to work public outreach (Strategic Planning Committee, Library Information Nights and Open Houses (Dec 1 and December 10)
- Have to evenly advertise to the entire county even though some of our services do not reach that far.
- Applications are due in by December 31st.
- Need to verify the free and reduced meal qualification as part of the weighted application.
- Wrenn working a press release on the change for weighting the lottery.
- Would need a way to set-up computers to assist in completing applications
- Put something on the SOMD Online Calendar
- Kelly Hall getting back on the headstart meeting participation for further outreach potentials.
- No vote required to weight the lottery – already in school charter
- “To achieve this goal and to maximize the potential positive impact of CPCS on the enrollment conditions in county school and, additionally, to have a beneficial financial effect on the schools whose enrollments are affected by CPCS, weighted lotteries and active recruitment will occur when necessary.”

BUDGET

- To work the budget for next year used the current year PPA (\$10,959 which may change in January)
- Used 380 students
- Looked at increase for one teacher
- Collapse building budget to one number which would be rent
 - \$500,00 for pest control, phone, sewage and mortgage
 - Did not take out services provided by county employees
- Looking at ways that we might be able to mesh some of the services with both sides of the building.
- Central office does have a restriction to have vendors cleared to be in the school so there is a way to clear them and still mesh the services.
- 3 Buses left in the budget for next year (\$500 will cover the special ed bus services that started this year)
- May want to increase to a 4th bus for traffic flow with increased students in the near future (Approximate increase would be \$50,000)
- Left Money in budget for step increase and there are few other details to work out for final number
- Will be reviewing the budget with Rob and working with the county to give something on paper in December and reevaluate in January with a possible new PPA.
- Alliance budget will be reviewed in the spring.

Old Business: (Robyn Baney) Policies for Review Timeline 2015-2016					Discussion
Policy for Review	Committee Reviewing Policy	Recommendations Emailed to Board Members	Discussion at Board Meeting	Vote at Board Meeting	
Health and Nutrition Guidelines	Nutrition Committee	January 2, 2016	January 12, 2016	February 9, 2016	
Framework for Assessment	Strategic Planning	January 2, 2016	January 12, 2016	February 9, 2016	
Board Contract and Hiring Policy	Facilities Committee	February 1, 2016	February 9, 2016	March 8, 2016	
Financial Policy*	Financial Committee	March 1, 2016	March 8, 2016	April 12, 2016	
Fiscal Procedures*	Financial Committee	March 1, 2016	March 8, 2016	April 12, 2016	
<p>*Financial Policies and Fiscal Procedures are being reviewed as an on-going effort to transition to building ownership. We will discuss and vote as needed to align with the standards recommended by the auditors and our accountants.</p> <ul style="list-style-type: none"> • Results of the Audit will be discussed at a future meeting when Rob Springer is done with review. • We will no longer require training on Googledocs, but will continue to clean up so that all files that need accessed are in the right location. 					
<p>Committee Reports</p> <ul style="list-style-type: none"> • Treasurer: (Anne Marie Dailey) <ul style="list-style-type: none"> ○ Results of the Audit will be discussed at a future meeting when Rob Springer is done with review. ○ Fall Walk numbers are coming into the account. Approximately 9600 was deposited with an approximate 2500 in expenses. ○ Started quarterly reporting for USDA and will wait to send once Audit is complete and will get everyone a copy then. ○ We received a new property tax bill for \$15,282! This is down from approximately \$36,900 ○ See Attached Financial Report. • Fundraising (Carrie Harney) – Provided by Catherine Grube <ul style="list-style-type: none"> ○ Already discussed 5K money coming in. ○ Vintage Affair had kickoff meeting and put a request for more 					Discussion

pieces from the school. The year prior the student pieces earned a lot of the money and people were missing them during the last vintage affair. Ms. Funya said she would put out the word and see if there were any teachers that were takers.

- Also looking to see if anyone is willing to donate upcycled pieces for the auction
- November 21st – will be the vendor fair and working on pictures with Santa as another activity.
- Need to work screen shots on how to use scrips to get out to folks for better participation.

- **Community (Charlene Rohulich)**

- Committee has not officially met – however they have been working and coordinating through e-mail.
- Looking at having activities during the charter school week in the spring.
- Also working chili/bingo details with Ms. Wicker
- Mr. Jackson also asked the committee to look at a couple of the art possibilities (The Big Draw and International Dot Day). Both of these are options that could also create art for the auction.
- Team is also looking at National Handwashing Awareness Day to have a few activities
- Staff Social – looking at dates in January but need to get on the calendar soon.

- **PR/Outreach (Bob Hicks)**

- No meeting this month
- Newsletter did get officially sent out and mailed to donors.
- Looking for a possible blogspot.

- **Strategic Planning (Julia Nichols)**

- Working the framework with Ms. Funya and Ms. Imbriale. Ms. Imbriale asked for a little extra time to talk at the December meeting.
- Organizing the Dec/March/April Artifacts
- Ms. Funya is going to take care of all of the Financial portions of board discussions.
- Boards duty to ensure we are meeting our goals.
- Vote on new assessment at the December meeting.
- Working on a draft succession plan, met a few days ago and have some bare bones planning. Working a plan for short leave of absence and long leave of absence plans as well.
- Will become part of the board binder and part of the charter on file with HR. Would be continuously reviewed.
- Working to collect possible interview questions to put in the board binder as well.

<ul style="list-style-type: none"> ● Facilities (Eric Jackson) <ul style="list-style-type: none"> ○ Proposal conference with architects (14 firms attended) ○ Anyone interested will submit proposals next week. ○ Vote at the December meeting for hiring ○ December 1st there will be a supplemental meeting for plans as well as parent information night. ○ There were a couple of firms interested. ○ Building renovations – nothing planned for the start of next year. ○ For 2016 school year – working to add 1st Grade (20 new students) ○ For 2017 school year – working to add 2 classes – a kindergarten and a 1st grade (40 new students) 	
<p>MOTION: The Facilities Committee moves to increase enrollment in the 2016-17 school year to 380 students, by adding a first grade class of 20 students into existing space in the facility and a floating teacher system. We move to increase enrollment in the 2017-18 school year to 420 students by adding a Kindergarten (20 students) and first grade class (20 students), with the approval of St. Mary’s County Public Schools and as space in the facility permits. We move to increase enrollment beyond the 2017-18 SY by adding 20 Kindergarten students per year until enrollment reaches 540, projected in the 2024-25 school year.</p>	<p>VOTE: 11-0</p>
<p>Facilities Manager (Angela Funya)</p> <ul style="list-style-type: none"> ● Closed 2 actions from previous minutes ● Still have space for rent and there are no new leads ● Creating a small group to look at traffic flow ● Back doors to the gym – need to get them fixed – were dinged on the inspection and working to get them fixed. ● AC System – working with TN Bowes ● Roof was inspected ● Fire Systems connection in work ● Sprinkler Systems – 3 additional heads purchased. ● METCOM system being monitored and still looking at new meter options. ● SMECO – LED Light swap is being investigated. ● Working MEDSTAR Lab contracts. 	<p>Discussion</p>
<p>New Business</p> <ul style="list-style-type: none"> ● 2 Parent Information Nights – December 1st and December 10th (6-7:30PM) 	<p>Discussion</p>
<p>Action Items NEW:</p>	<p>Discussion</p>

<ul style="list-style-type: none"> • General Facebook Page Discussion at next board meeting. • Extra time in December Agenda for Ms. Imbriale <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) • 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>Future Meeting Date: 08 December 2015 – 5:30 PM</p>	
<p>Adjourn 7:14PM</p>	
<p>ADDENDUM TO THE MINUTES:</p> <p>On November 18th the following e-mail was sent about weighting the lottery: Board Members-</p> <p style="padding-left: 40px;">Weighting the lottery may not occur this year. Ange has not heard back from the attorney general and we must have our procedures in place before the application season opens for transparency purposes. In addition, Kelly Hall has suggested that we run our plan by the Board of Education. It will be difficult to get on their agenda at such short notice. We will continue to work on this issue throughout year and plan to implement a weighted in the 2016 application season.</p> <p style="padding-left: 40px;">We will have to reach our target demographic through outreach. We brainstormed some options at two meetings. If you had an idea or if you offered to speak to local agencies about making applications available, please email Ange and copy me. We will create and facilitate a plan of action. Furthermore, if you have an idea or connections that you didn't mention at a meeting, please be sure to pass them along to us, as well.</p>	

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance

Board Reporting Date: 11/10/15

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):

Sent first financial quarterly USDA report (for 7/1-9/30/15) to Brandi Burwell at USDA. She requested that I wait until the audit is completed to send the other items (audit, budget, proof of insurance and updated list of board member.) I am working to update our board calendar to reflect deadlines for USDA reporting, etc. I will send out a copy when it is completed.

Property tax abatement update – We received a new property tax bill for \$15,282! This is down from approximately \$36,900, and we are now under budget in this category. We are now only paying property tax on the portion of the building that we have occupied by renters.

Policy and procedures – Both were approved at the last meeting. They are now in the Board Binder folder on Google drive. Please print and put into your board binder.

Audit – Askey has been working on our audit, and the draft should be complete within the next week. Hopefully we will be reviewing it at the December board meeting. They have filed for an extension on the 990 (due 11/15, extension is for three months), and expect to have it filed prior to Christmas.

Update on financials –

- We are at approximately \$17,900 with fundraising so far. This is a rough estimate because the expenses have not been turned in yet for Fall Walk or the 5K.
- So far we've taken in about \$7,045 for the 5K.
- We've collected about \$3,229 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 and let me know of any questions or concerns.
- Pam and I are meeting monthly to go over the facility budget to make sure we stay within our budget for spending. So far we are still on track.

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:

Do we need a vote to approve the changes I make to the board calendar? I will bring it to the December meeting

Formal Motions for the Governing Board’s consideration: