

Governing Board Minutes
5/10/2016

- **Board Attendees:** Christina Allee, Karen Antonacio, Robyn Baney, Denise Breckon, Angela Funya, Catherine Grube, Wrenn Heisler, Robert Hicks, Sandy Imbriale, Eric Jackson, Charlene Rohulich, and Jessie Taylor

Board Members Absent: Jennifer Campbell, Anne Marie Dailey,

Committee Attendees: Pam McCleod

Agenda Item	Action
Convened at 5:32PM	None
<p>Board Development (Wrenn Heisler)</p> <ul style="list-style-type: none"> ○ Discussed results and areas of concern resulting from board self-assessment from last meeting. All areas will become action items for next year, mostly related to Public Relations: communications with parents/community, recruiting new applicants for board positions, etc. 	Discussion
<p>School Survey Review (Karen Antonacio)</p> <ul style="list-style-type: none"> ● Reviewed the responses for the Staff and Parent surveys completed. Need to look at the responses provided and think about ways to make goals for next year. ● Big areas of concern were potential for light and traffic flow for drop off and pick up. (Already worked with the SHA and Sheriff's office) What are some techniques that we could use to try and tackle the situation? ● Need to look at question about resources available and see if we need to do something or if we need to rewrite the question? <p>Budget Update: (Ange Funya)</p> <ul style="list-style-type: none"> ● Looked at next years proposed operating budget ● Still do not have the official PPA for this years operating budget. ● Included in next year proposed budget is the planned teacher pay increase that has been in question in the media. ● The categorical transfers were all approved. ● The accountant position was just posted on the county website and is a 2 week open posting. Not expecting accountant until June. ● The FTEs were all approved for next year. ● Discussed several differences in the numbers and why they were slightly different (Building funds – now in alliance budget, buses – all based on gas price changes) 	Discussion

<ul style="list-style-type: none"> ● Still need to work the roll over documentation. Still have verbal commitment that we can have a roll over – but no official documentation on how (each category, or just lump sum amount) or official in writing that it can be handled that way. <p>Charter Study</p> <ul style="list-style-type: none"> ● MSDE Funding study is looking for 3 years of data ● Conference call tomorrow – they need to collect information at the district level and the school level ● Looking at the school funding formulas across the state to see if there are new equations required. ● June 22nd meeting with BOE to discuss pending changes to the Charter and any other topics. Waiting on list of topics from the BOE to prepare for the meeting. 	
<p>Chair:</p> <ul style="list-style-type: none"> ● So far there have been no applications for community member. ● There is a potential for one of the PAE members to be interested. ● There have been applications for parent position and the board positions. ● Cutoff dates: (Parent – this Friday, Term Applications (May 1st), Community Member (May 1st)) 	Discussion
<p>Committee Reports</p> <ul style="list-style-type: none"> ● Facilities (Eric Jackson) <ul style="list-style-type: none"> ○ Will have big reveal at the Town Hall ○ Discussed some of the pros and cons of PAE proposal for early termination in regards to the proposed build cycle and financial aspects. ● Treasurer/ Financial: (Pam McLeod – for Anne Marie) (See enclosure 1 for Committee Report) <ul style="list-style-type: none"> ○ Fundraising plan mirrors this year plan, if a new fundraising total is desired it will be decided at a future meeting ○ On the provided budget – red items are those that the school will reimburse now it the new categorical transfers. (Vote at June Meeting) ○ Looking to add new budget categories for roof and geothermal. ○ There is 10K set aside for unexpected repairs. Looking to plan the use of this money and some other money that we can transfer into this line item to fund the parking lot repairs (\$6000) and Geothermal Repairs (\$6000). Will complete an e- 	Discussion

<p>mail vote when repair numbers, appropriate budget lines and the amounts are defined.</p> <ul style="list-style-type: none"> ● Fundraising (Carrie Harney) – Provided by Catherine Grube <ul style="list-style-type: none"> ○ Working end of fundraising totals – believe we have exceeded the 65,000 totals. ○ Looking to schedule a fundraising retreat during the month of June to work next year planning and event documentation so that we do not reinvent the wheel every time. ● Community (Charlene Rohulich) <ul style="list-style-type: none"> ○ Good participation in the staff appreciation event last week ● PR/Outreach (Bob Hicks) <ul style="list-style-type: none"> ○ Will have meeting in May ● Strategic Planning (Wrenn Heisler) <ul style="list-style-type: none"> ○ Meeting scheduled for May ● Health and Nutrition (Jessie) <ul style="list-style-type: none"> ○ Meeting scheduled for May ○ Looking at CSA options for school delivery for families. 	
<p>Approve April Minutes</p>	<p>VOTE: 9-0 Absent: Jennifer Campbell, Anne Marie Dailey</p>
<p>Facilities Manager (Pam McLeod)</p> <ul style="list-style-type: none"> ● Working with PCC (Counseling Center) on moving in (\$10,000 of income expected for their small space). ● PAE is looking to terminate contract early. They have made a proposal for early contract termination that is under negotiation and the board will vote in June on proceeding with them leaving in January 2017 instead of October 2017. ● Working to get the parking and geothermal repairs scheduled for after school ends. (See notes in the financial section) 	<p>Discussion</p>
<p>New Business</p> <ul style="list-style-type: none"> ● Looking at a spring board social – looking for somewhere outside to support for Wednesday prior to Memorial Day ● Looking for interested parties for the executive committee for next year ● Will be voting on candidate for the Board parent position tonight at the town hall 	<p>Discussion</p>

<ul style="list-style-type: none"> ● Will be conducting interviews for 3 spots (2 – 3 year term, and one non-parent position) on Monday 16 May. 	
<p>Action Items</p> <p>NEW:</p> <ul style="list-style-type: none"> ● Follow on meeting with Superintendent on roll over management and documentation (Ange/ Robyn/ Wrenn) ● Items to vote on in June: <ul style="list-style-type: none"> ○ Proposed budget changes for school reimbursement. ○ PAE early termination of rent contract. ○ Proposed slate for the open board positions. ○ Askey and Askey Services for next year <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) ● Online fundraising tutorial for the board (Grube/ Allee) ● With the material findings is a full audit required again this year (Dailey) 	Discussion
<p>Future Meeting Date: June 14 – 5:30 PM</p>	
<p>Adjourn 6: 47 PM</p>	
<p>ADDENDUM VOTE: Move \$8,175,81 from “Property Tax Budget” to “Reserve for Unexpected budget”</p>	E-mail Vote: All Approved
<p>ADDENDUM VOTE: Spend no more than \$6,000 from “Reserve for Unexpected Budget” on parking lot repairs.</p>	E-mail Vote: All Approved
<p>ADDENDUM VOTE: Spend no more than \$6,000 from “Reserve for Unexpected Budget” on Geothermal pump repair.</p>	E-mail Vote: All Approved

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance

Board Reporting Date: 5/10/16

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 \$65,428 fundraising at this point.
- Please review the excel file of financial reports prior to the meeting and let me know of any questions or concerns.

Budgets for next year

Facility- see excel file

Fundraising- see excel file

Alliance employees for next year:

We will not need a bookkeeper next year once we hire an accountant. The accountant will be able to take care of all Alliance and school finances, and the treasurer will oversee. Last year our budget for this was \$6,000. I left \$3,000 on next year's budget since we don't know for sure when an accountant will be hired. Lynn Johnson's contract expires on 6/30/16, and I will speak with her about continuing with bookkeeping on a month-to-month basis until our accountant is hired.

We need to renew Pam's contract as property manager, which expires 6/30/16. This past year we paid her a total of \$25,000 for the year (\$1,042 twice per month.) I would like to propose that we give her a 5% raise. This would bring her salary to \$26,250 (\$1,093.75 twice per month.) We do have enough in the budget to cover this, and Pam does an excellent job with running the building. She has been extremely responsible about budgeting, especially.

Please see the letter of engagement with Askey for our audit and tax needs. They are estimating a total of \$16,400 for these services. I budgeted \$18,500 in case we need their services on an hourly basis, like we have in the past. Hopefully we won't need that since we're hiring an accountant.

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:

We need a motion to approve up to \$12,000 be spent on parking lot repairs (\$5,650) and replacement of our backup geothermal pump (\$5,500-6,000) if there is enough money left in this year's budget. Currently we still have not used the \$10,000 we budgeted for in the "Reserve for Unexpected" category, plus we think we will have enough savings in other categories to get up to \$12,000. Pam can explain further at the meeting, but the parking lot is in pretty bad shape and at least one of the areas was noted by our insurance company. As far as the geothermal, we are supposed to be running on one unit and have the other as backup. We currently have no back up, so if something happens to the one we are running, we will not have any geothermal.

We need to approve the letter of engagement for Askey's services next year. We can do it this month or wait until June. They may come some in June to get a head start on the Jul-Mar transactions.

We will need a vote to approve the two budgets at the June meeting. I did not include a salary raise for Pam in next year's budget draft because I don't want her to see what's being considered until the board has a chance to discuss and vote. If she is not at the June meeting, we can do that then, or we can ask her to step out for a few minutes. If anyone wants to discuss it via email before the June meeting, we can do that as well.

Formal Motions for the Governing Board's consideration:

We need a motion to approve up to \$12,000 be spent on parking lot repairs (\$5,650) and replacement of our backup geothermal pump (\$5,500-6,000) if there is enough money left in this year's budget. (See above). We would move money from Reserve for Unexpected and from other areas with money left to get to \$12,000. We would like to vote on this in May to give Pam time to get these things done by June 30.

We need a motion to approve the letter of engagement for Askey's services next year.