

Governing Board Minutes
1/12/2016

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

Board Members Absent: Denise Breckon, Jennifer Campbell

Committee Attendees: Julia Nichols, Pam McLeod

Agenda Item	Action
Convened at 5:30PM	None
Approve November Minutes	VOTE: Approved 9-0 Absent: Denise Breckon, Jennifer Campbell
<p>Director's Report (Angela Funya)</p> <ul style="list-style-type: none"> • CPCS is going to provide space for the local WARM program to shelter during the spring break from Sunday to Sunday. The program brings the Cots and everything and the school will carry an extra insurance rider just in case. 	Discussion
<p>Askey/Askey – Review of the Audit</p> <ul style="list-style-type: none"> • The Alliance was required to do a full regular audit for this round of the audit cycle due to the fact that we now receive money directly from the school system. • We are also required to include an OMB A-133 Audit this year because we are in the first year of the USDA loan. • The opinion out of the audit is that it was determined to be a clean audit. • Field work was started in August and completed in September. • Will get standard full audit every year now unless we accept any more federal money over \$750K, and then we would be required to get an OMB A-133 audit again. • There were two documented material weaknesses in the OMB A-133 audit: <ul style="list-style-type: none"> ○ Procedures should be implemented and training should be conducted to ensure that accrual adjustments are made to the accounting system on a regular and routine basis. ○ In FY15, using three accounting systems (SMCPS efinance, Quicken and Quickbooks) lead to discrepancies that had to be corrected. Error was on the SMCPS efinance, and we need to 	Discussion

<p>make sure that the numbers on the books are reconciled early and often so that this problem doesn't happen again.</p> <ul style="list-style-type: none"> • Ange is working with Scott Smith to see if CPCS/Alliance can carry a fund balance to ensure that the money is there to cover catastrophic issues. • Going to we will continue to reconcile monthly of the Alliance school operating account against the SMCPS records to ensure no delay in finding the discrepancies. • Responses to the material weaknesses found in the audit have been drafted, and the board will need to vote on them at the Feb. meeting. They will become public record once included in the audit package. • Need to vote on the following items from the audit in FEB <ul style="list-style-type: none"> ○ Approval of the regular audit ○ Approval of the OMB A-133 Audit including our responses to the identified items <p>Tax Form 990</p>	
<p>Director's Report (Angela Funya) Continued from above</p> <ul style="list-style-type: none"> • Lottery is working toward the 27,28, 29th of January (waiting on the judge's schedule) • At the time of the meeting there were 379 online applications and they were continuing to enter the paper entries and clean up duplicate entries. • So far there has been about 18% free and reduced meal declaration on the form • Looking to let folks know around Mid-February. • Declaration of intent – all members have declared returning as expected. • Looking at the potential for 18 sibling Kindergarteners • No new update on the PPA – anticipate in the next two weeks 	Discussion
<p>Decisions in ELA (English/Language Arts) and Math (Sandy Imbriale)</p> <ul style="list-style-type: none"> • Decisions on techniques for assisting and retention are done in discussion forums and in a team approach. • Teachers are varied in the applications that they are certified in and the school uses the best tool to support the child. • Several different programs for ELA and Math were reviewed at the different grade levels and different options. • For Gifted and Talented using the county defined curriculum and materials since we are not ready to write our own curriculum. Some teachers are using the materials for the whole class when they apply. 	Discussion
<p>Committee Reports</p> <ul style="list-style-type: none"> • Facilities (Eric Jackson) 	Discussion

<ul style="list-style-type: none"> ○ Before the break sat down and brainstormed with staff for the remodel (Elementary, Middle and Specialists needs) ○ Mechanical Engineer – walked around looking at electrical panels/ HVAC ○ They need to come back again so that they can get a better understanding of the mechanical and electrical systems. ● Treasurer/ Financial: (Anne Marie Dailey) <ul style="list-style-type: none"> ○ No official discussion on the monthly reports – had Askey/ Askey in attendance for audit review. ○ Regular monthly report was provided for board members’ review. Anne Marie mentioned that she forgot to put in report that the Affinity credit card program is ending, but that Old Line Bank as offered to donate \$5000 a year for the next 5 years to us to replace the program. ○ Budget for Architect Phase 1: The architect’s bid was \$29,260, which was not in original budget. The board needs to vote to put money in a line item of the facility budget to pay the architect. ○ Ange and Anne Marie are working to see what items can be covered by school budget to free up money to allow the Alliance to cover the new item. ○ Suggestions that are being investigated (\$28,118 has been identified as possible so far): <ul style="list-style-type: none"> ▪ Audit – it is required by the Charter \$16,875 ▪ Artist in Residence \$2,303 so far, but there will be more ▪ Gym lights ▪ Alarm system upgrade ▪ Residential Trips (Environmental) \$6,000 ○ Pay for a portion of the insurance – working on getting a breakout of categories from RWO so school can pay for it’s portion. ○ Expect something to vote on in February ● Fundraising (Carrie Harney) – Provided by Catherine Grube <ul style="list-style-type: none"> ○ Vintage Affair is scheduled for March 5th at the Fire House “Some Like It Hot” <ul style="list-style-type: none"> ▪ Looking for hand crafted items for the event ○ Schoola clothing drive going to happen on the 29th ○ Spirit week – 24-29 January (Student Council determined the themes) ○ Penny wars will go on during the spirit week and daily tally will be provided. ○ Chili Bingo is on the calendar for January 29th. ● Community (Charlene Rohulich) 	
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<ul style="list-style-type: none"> ○ Met last week and looking at the spirit week coming up ○ February is pride and food service week – looking at something to thank you for the food service workers ○ Green week – 1st of February ○ March – Art ○ Load to google drive and give the student council to continue working ○ Starting the dollar dress down days and valentine hears for the relay for life team ● PR/Outreach (Bob Hicks) <ul style="list-style-type: none"> ○ Next meeting – Next Wednesday from 6-7 at Panera ○ Call for articles – Staff, Students, Alliance Committee ○ Do we still want written newsletter or online. There were about 40 copies that went out and they were much appreciated by those that provided feedback ○ Discussed the need to change the Name of the Facebook page to ensure that folks knew it was not run by the school but by families of the school. ● Strategic Planning (Julia Nichols) <ul style="list-style-type: none"> ○ Just met today ○ Putting together job description based on HR and CPCS documentation ○ February draft timeframe for Ms. Funya review and hope to have March Board review ○ Succession plan, complete by April <ul style="list-style-type: none"> ▪ Kelly Hall review in May ▪ Board review in June ▪ Standing goal to review every year ○ Aligning Assessment Points ○ Looking at the links to the facilities committee ○ Looking at a strategic plan for the alliance (5,10 and 1 year goals to bring to the retreat every year) 	
<p>Facilities Manager (Pam McLeod)</p> <ul style="list-style-type: none"> ● Alarm: Now 1 system ● Installed a button for fire drills ● Gym back doors have all been repaired ● METCOM: Reduce the meter from 2” to 1” make sure it is worth it with the long term plan of expansion is still in discussion. ● Working budget with Anne Marie for next year. ● Tom Watts – PAE wants to down size or pull out 	Discussion
<p>New Business</p> <ul style="list-style-type: none"> ● Health and Nutrition 	Discussion

<ul style="list-style-type: none"> ○ Meeting monthly ○ Need to vote on mission statement 	
<p>Action Items</p> <p>NEW:</p> <ul style="list-style-type: none"> ● Need to vote on the following items from the audit in FEB <ul style="list-style-type: none"> ○ Acceptance of the Normal Audit ○ OMB 330 Audit ○ Responses to the identified items ○ Form 990 ● Proposal for the budget line item for architect. ● Need to vote on Health and Nutrition mission statement ● Bylaw Review: Folder missing, need to add material and review a piece each month. <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) ● Ms. Baney and Ms. Heisler to work Fund Balance documentation ● On line fundraising tutorial for the board (Grube/ Allee) 	<p>Discussion</p>
<p>Future Meeting Date: February 09, 2016 – 5:30 PM</p>	
<p>Adjourn 7:21PM</p>	

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance

Board Reporting Date: 1/12/16

Date(s) and Time(s) of Last Committee Meeting:

12/11 – Meeting with Pam and Ange to review budget (see notes below)

12/16 - Meeting between Anne Marie, Mary Hansen and Joe Saunders @ Askey to review the draft audit

Attendees:

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

Audit/taxes

Askey has completed the draft audits. There are two: a regular audit and an OMB A-133 audit (required in first year of the USDA loan). See drafts in google drive. Joe Saunders from Askey will be at the January meeting to review it with the board and answer questions. We will need to vote to approve at the Feb meeting.

They have also completed a draft 990 tax form, which I uploaded to drive as well. They filed for an extension on the 990 (due 11/15, extension is for three months to 2/15/16, so due to the fact that we have to approve the audit prior to filing taxes, they will file another extension for us.

Askey has calculated the estimated income tax payments for the rental operations for FY 15-16, and it is \$31,500 for both federal and state, made in quarterly installments. I have paid the first two (Oct and Dec) in one lump sum in Dec, and we will have two more (Mar and June.) We budgeted \$34,670 for this, so we are going to be under budget in that category.

Monthly financials

- We are at approximately \$26,185 with fundraising at this point.
- The final amount we made on the 5K was \$6,839. At the last meeting there were questions about how the expenses and net income from that event compared to last year. In the reports, you will see a separate sheet for the 5K that details the comparison. We made a little more this year.
- Please review the excel file of financial reports prior to the meeting and let me know of any questions or concerns.

Enclosure (1)

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, 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 it, and Ange can cover some other things that the Alliance normally pays for such as insurance, program expenses, etc. 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.

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:

Motion to add \$30,000 to the facility budget to pay the architect.

The expenses that Ange will cover from the school operations budget to make up this amount will be:

Audit \$16,875

A-I-R \$2,303 so far, but there will be more with puppetry, etc.

Gym lights, alarm system upgrade \$2,940

Environmental field studies \$6,000

Total so far: \$28,118 (but should get to \$30,000 with additional A-I-R expenses)

We can vote on this at the January meeting, or the board can consider and vote at the February meeting.

ENCLOSURE (1)