

Governing Board Minutes
6/13/2016

Board Attendees: Karen Antonacio, Anne Marie Dailey, Angela Funya, Catherine Grube, Wrenn Heisler, Eric Jackson, Jennifer Campbell and Denise Breckon

Board Members Absent: Denise Breckon, Christina Allee, Bob Hicks, Charlene Rohulich, Jessie Taylor

Committee Attendees: Julia Nichols

Agenda Item	Action
Convened at 5:32PM	None
Presentation by St. Mary's College Math Students on CPCS Lottery: <ul style="list-style-type: none">• The problem: Despite blind lottery, CPCS's demographics are not particularly diverse.• Solving the problem: Proposed "Hat System" with hats for students who qualify for Free and Reduced Meals (FARM), students of diverse ethnicities and students receiving special education and/or ESOL services – pulling needed % of students from each group to align CPCS with county demographics.• Will share research and findings as well as proposed solutions via Google Drive.	DISCUSSION
Approve May minutes	VOTE: Approved 6-0 Absent: Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Motion to approve the slate of new board members as proposed by the nominating committee.	VOTE: Approved 6-0 Absent: Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Director's Report (Angela Funya) <ul style="list-style-type: none">• In the process of closing out the school year and fiscal year.• Offer made to fill the accounting position, still waiting to hear. No paychecks will be paid out this year because they have not been hired.• Hired Lauren Foor as the new 1st grade teacher and Sarah Tyson as the new part-time art teacher for next school year.• Finished with Kindergarten and 8th grade promotions.	DISCUSSION

<ul style="list-style-type: none"> • ESOL money did come back into the budget – have a teacher currently at CPCS who will provide ESOL services next year. • Fund Balance Logistics – presented in a cabinet meeting and will get in writing before July 1st. • No staff going to Charter School Conference. From the board, Anne Marie and Jessie are going. • Flexible groupings and more frequent narratives will continue in grades 3/4/6. Students and staff have been surveyed and would like to continue and the parents will be surveyed soon. 	
Motion to approve the Facilities budget with the following changes: add \$900 to facilities budget to cover backflow cost and sprinkler system maintenance and \$500 to cover grant search costs.	VOTE: Approved 6-0 Absent:Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Motion to approve the fundraising budget that was presented last month.	VOTE: Approved 6-0 Absent:Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Motion that we amend the 2016-2017 budget to include a 5% raise for Pam McLeod.	VOTE: Approved 6-0 Absent:Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Motion to approve engaging Askey & Askey for the audit.	VOTE: Approved 6-0 Absent:Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Motion to accept the most recent PAE offer of 65% of anticipated rental income to leave (buyout the contract) - \$59113.60	VOTE: Approved 6-0 Absent:Christina Allee, Denise Breckon, Bob Hicks, Charlene Rohulich, Jessie Taylor
Committee Reports <ul style="list-style-type: none"> • Treasurer/ Financial: (Anne Marie Dailey) <ul style="list-style-type: none"> ○ \$68,881 Fundraising total for this year 	

<ul style="list-style-type: none"> ○ \$900 was added to Facilities Budget for annual backflow testing which was a surprise cost. Sprinkler system testing required by Metcom. ○ Parking lot repair was completed on 6/20. ○ Geothermal pumps coming soon. \$2500 deposit written. The agreement was received in writing today and will be reviewed. ● Strategic Planning (Julia Nichols) <ul style="list-style-type: none"> ○ BUILDING RENOVATION: Anne Marie Dailey and Julia had phone conversation with Brandy from USDA about loan funding for upcoming building renovation. They talked through the projected income/budget and talked extensively about different loan options. ○ \$6 million loan possible with USDA – of that \$6 million, \$1 million would go towards fees ○ Wednesday, Pam/Wrenn/Julia will meet to put together loan application. ○ Will close on loan when construction is finished – 40 year loan with an interest rate of 2.75%. ○ Talked with Kate Ufford about fundraising – she is going to do grant research for building renovations using Foundation website. We will pay her \$50/hr. She has started doing some preliminary work. ○ We will definitely put government contractors on a list to ask for money, however, everyone asks them so we should focus on the contractors that employ some of our parents. ○ Linking with Baltimore area grantmakers and MANO – can send link to forming grants committee. ○ Good idea to get in touch with Steny Hoyer’s office to them know what we are doing and ask for a letter of support (Wrenn Heisler will do this). ○ We can also use the letter of support for the loan application. ○ We are still working on Ange’s job description/succession plan. ● Fundraising (Carrie Harney) – Presented by Catherine Grube <ul style="list-style-type: none"> ○ Met on 6/3 to put together a Fundraising Plan for 2016-2017 school year. ○ In an effort to grow more profitable events, we will be removing the craft fair and greenery sale from the fundraisers. ● Facilities (Eric Jackson) <ul style="list-style-type: none"> ○ Met with Mr. Ritter to explain limits of \$15 million renovation – master plan cost was \$10-12 million. 	
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<ul style="list-style-type: none"> ○ The revised Master Plan that is in line with what we can afford will be sent and he will also send a construction budget to submit with the loan application. ○ We are breaking it down by necessary/core items and then we can add more specialized additions as we have extra funds. ○ Because PAE is moving out earlier, we will be able to start construction sooner. ○ Collaborative spaces will still be included as well as separate “schools” (early elem, older elem, and middle school). <p>NO REPORT FROM NUTRITION, PR/OUTREACH, AND COMMUNITY (absent).</p>	
<p>Action Items</p> <p>NEW:</p> <ul style="list-style-type: none"> • Wrenn Heisler to contact Steny Hoyer’s office for letter of support. • Wrenn Heisler will send out a Doodle poll to determine date for July meeting and August retreat. <p>REMAINING OPEN FROM PREVIOUS BOARD MEETING:</p> <ul style="list-style-type: none"> • Still looking for a board member for the Vice Chair position for next school year. Members currently interested in Chair, Secretary and Treasurer. 	
<p>Future Meeting Date:</p> <p>July 2016 (TBD)</p>	
<p>Adjourn</p> <p>7:06PM</p>	

Committee Report to the Governing Board, Chesapeake Charter School Alliance

Committee: Finance

Board Reporting Date: 6/13/16

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

Monthly financials

- We are at approximately \$68,881 in fundraising now.
- 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. Since last month, I added \$500 to this budget to hire someone Julia knows to do some grant searching for us. This person has access to a database that includes a lot of possible grant sources. In light of a potential for being approved for a USDA construction loan, the facility committee would like to see if we could qualify for any matching funds.

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. If the person we interviewed is hired, then I will just extend Lynn's time until the end of July to give the new person time to get started.

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. I ran this past the exec committee and Eric Jackson as the staff representative (to get his feedback on whether staff would have a problem with that much of a raise.) He stated that in light of all Pam's responsibilities that he doesn't feel staff would have a problem with this.

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)

Informal suggestions to the Governing Board:

Formal Motions for the Governing Board's consideration:

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

We need a motion to approve the two budgets at the June meeting.

We need a motion to approve a 5% salary raise for Pam in next year's budget draft. 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 not, I will send an email out after the meeting.