

Governing Board Minutes
09/20/2016

Board Attendees: Christina Allee, Karen Antonacio, Robyn Baney, Jennifer Campbell, Anne Marie Dailey, Angela Funya, Catherine Grube, Wrenn Heisler, Sandy Imbriale, Eric Jackson, Daniel Morris, Leslie Moore, Carolyn Price, Jessie Taylor

Board Members Absent:

Committee Attendees: Pam McLeod

Agenda Item	Action
Convened at 5:30PM	None
Approve July minutes	VOTE: Approved 11-0 Absent:None
<p>Board Development: Discussed the difference between Governance and management and what documents the alliance should have on hand by members and on the google drive.</p>	DISCUSSION
<p>Director's Report (Angela Funya)</p> <ul style="list-style-type: none"> • Financial report at next meeting to include staff salaries • Working session with the Board of Education happened today for the material amendment for <ul style="list-style-type: none"> ○ Weighting the lottery based on FARM Applications ○ Expansion of the school • We discussed with them how to weight the lottery and the differences between quotas and what the Charter law allows for weighting the lottery. • Working the strategic plan for the school • Discussed inviting county commissioners to the school for better understanding as the discussion of FTEs comes up with the county and the charter school • Trying to get the amendment to the November 9th meeting for voting • Another October for further discussions <ul style="list-style-type: none"> ○ Cash flow process ○ Expansion with strategic plan ○ Fund Balance 	DISCUSSION
<p>Motion to agree to the following Whole Child Standing Goal: Encourage and promote a whole child approach to provide an understanding of the connection between food, physical activity, mental health, and overall well-being; empower students and staff with the tools to make choices that are sustainable for</p>	VOTE: Approved 11-0 Absent: None

<p>our environment. (The word proposed starting word use was changed to Encourage as part of the vote)</p>	
<p>Motion approve all of the FY16-FY17 Standing Goals as written:</p> <ul style="list-style-type: none"> • Maintain oversight of the school and ensure that the school is staying on track with its goals through monthly reports by the Education Director. (Governing- see Framework for Assessment). • Maintain fiduciary oversight of the school and Alliance funds through monthly Finance Committee meetings and monthly reports. (Finance and Governing) • Publicize Alliance and school events in appropriate venues and in a timely fashion. (Community) • Approve CPCS Operating and Alliance budgets. (Governing) • Create a fundraising plan with budget by June; present plan to the board by July and begin implementation pending approval. (Fundraising) • Maintain oversight of facility and grounds; maintain full occupancy of building (Building Manager and Facilities Committee) • Plan two Town Hall meetings. (Community) • Produce and deliver at least two Charter News issues for major donors (PR) • Maintain tax compliance: file annual return, pay quarterly income and annual property tax, maintain Maryland Charity status and 501c(3) status, oversee financial audit, renew memberships (MAPCS, MANO.) (Finance) • Renew and update insurance policies in September. (Executive) • Maintain database of all private and corporate donors and donations, (Finance) • Ensure compliance with USDA loan requirements including quarterly and annual reports to USDA and annual SAMS registration. (Finance) • Evaluate Education Director and CCS Alliance Board. (Governing) • Participate in presentations to the BOE. (Executive) • Review policies as needed. (Governing) • Assess needs of Board, seek and interview nominees, and run the election. (Nominating and Governing) • Quarterly review of Annual Board Goals. (Governing) • Encourage and promote a whole child approach to provide an understanding of the connection between food, physical activity, mental health, and overall well-being; empower students and staff with the tools to make choices that are sustainable for our environment. (Whole Child) 	<p style="text-align: right;">VOTE: Approved 11-0 Absent: None</p>
<p>USDA Loan:</p> <ul style="list-style-type: none"> • Had to redo financial predictions that the USDA was given, there was an error with the teacher salaries. 	<p style="text-align: center;">DISCUSSION</p>

<ul style="list-style-type: none"> • Working to update the documents and work through what the alliance can afford for the expansion construction. • No money left for FY16 but we are at the top of the list for FY17 • Hoping to hear back by the end of the week • Coordinate a meeting with the USDA team, facilities and strategic planning teams 	
<p>Committee Reports</p> <ul style="list-style-type: none"> • Treasurer: (Anne Marie Dailey/ Jen Campbell) – <ul style="list-style-type: none"> ○ Already discussed the USDA Loan above ○ Already raised \$14,000 <ul style="list-style-type: none"> ▪ \$7,000 for fall walk ▪ \$5,000 for direct appeal ○ Askey & Askey to be here next board to walk through the Audit and answer any questions. Want to finish ontime to make our tax payment without requesting an extension. ○ Vote on the Audit in October ○ Main Insurance policy stayed with the same company and decreased in cost so no requirement for a new vote. • Fundraising (Carrie Harney) – Provided by Christina Allee <ul style="list-style-type: none"> ○ Vintage Affair Meetings are starting • Community (Carolyn Price) <ul style="list-style-type: none"> ○ Laser Light Show this weekend from 11-12 ○ Looking into movie license for showing movies during food truck Fridays. (\$400 a year for Disney movies for the one that was investigated) ○ Food Truck Friday on town hall night – 2 trucks and one dessert truck ○ Looking at yellow door social • PR/Outreach (Catherine Grube) <ul style="list-style-type: none"> ○ Last meeting was 20SEPT at 5 ○ Working newsletter for the donors ○ Working newsletter to the community ○ Working news feed Facebook to educate community. ○ Need to work on meetings with county commissioners, Deb Rey, Steny Hoyer and Stephen Waugh in order to also have state leadership see the school ○ Also do some legislative outreach • Strategic Planning (Julia Nichols) <ul style="list-style-type: none"> ○ Looking at someone to work grants • Facilities (Eric Jackson) <ul style="list-style-type: none"> ○ Got Master plan in mid-august ○ Working Cost Analysis ○ Got the MEP recommendations from the sub consultant 	

<ul style="list-style-type: none"> ○ Need to keep in mind what can and can't be changed ○ Also keep in mind what equipment we have and how long it will last as we need to purchase equipment related to the expansion. ○ Working to open more spaces now. ○ Tom supposed to have his stuff out of the building by 31 October and PAE is basically out. (Anything left after 31October now belongs to the school) ○ Next big goal will to revise the renovation plans based on funding and class expansion plan. Need to meet with strategic team. ○ Then need to work strategic plan on moving classes to minimize impact. ● Whole Child (Jessie Taylor) <ul style="list-style-type: none"> ○ Talked with Ms. Callabro about the morning walk grant ○ Working with her over the next couple of weeks ○ Looking at options for the next early release Wednesday ○ Working with Southern Maryland Growers – getting a code for the folks at the school to earn the school money. ○ Looking at ways we can get fresh produce for families that need it. ○ Discussed WIC vouchers being used at farmers markets and exploring options. 	
<p>Building Manager:</p> <ul style="list-style-type: none"> ● Geothermal – one repaired over the summer ● One pump is leaking out of an unusual place and having folks come look at it. ● Backdoor – rot was repaired ● Annual sprinkler inspection passed ● Working a snow removal plan ● Gym curtain going to be repaired on Friday (23 SEPT) ● 3rd floor humidity issues – mustier than normal. TN Bowes was coming on Friday and working to order more dehumidifiers. ● Ramps out back – working a plan to reamer the cracks since the doors are sticking. Water damage to the metal is expanding the concrete and cracking ● Need to look at long term plan for building and what we can do with the ramps without spending a lot of money. ● 	DISCUSSION

Future Meeting Date: October 4, 2016 November 15, 2016 December 13, 2016	
Adjourn 7:10PM	