

**Governing Board Minutes**  
**7/25/2016**

**Board Attendees:** Christina Allee, Karen Antonacio, Robyn Baney, Jennifer Campbell, Anne Marie Dailey, Angela Funya, Catherine Grube, Wrenn Heisler, Eric Jackson, Daniel Morris, Leslie Moore

**Board Members Absent:** Carolyn Price, Jessie Taylor

**Committee Attendees:** Julia Nichols

<b>Agenda Item</b>	<b>Action</b>
<b>Convened at 5:32PM</b>	None
<b>Approve June minutes</b>	VOTE: Approved 9-0 Absent: Carolyn Price, Jessie Taylor
<b>Motion to approve the slate of for the new executive committee:</b> Chair: Wrenn Heisler Vice- Chair: Leslie Moore Secretary: Christina Allee Treasurer: Jennifer Campbell	VOTE: Approved 9-0 Absent: Carolyn Price, Jessie Taylor
<b>Board Development:</b> Discussed the standing committees and opportunities for the new board members to participate in and what the intent of those groups is. Also discussed the executive committee and what their responsibilities are and who is involved in the decisions.	DISCUSSION
<b>Director's Report (Angela Funya)</b> <ul style="list-style-type: none"><li>• Discussed this year's staffing changes</li><li>• Need to work out building services and how we want to proceed and will work with facilities committee to look at alternatives for future changes.</li><li>• Working on the budget rollover and how to make sure that the money rolls into the school account.</li><li>• Money that roll overs will stay earmarked in the county budget for the school</li><li>• Need to finalize the material amendment to charter to include (Weighting the lottery, fund balance and construction)</li><li>• Need to start the charter changes in August to enable weighting the lotter in December</li><li>• MSDE Survey for charter school funding has been hard to get all of the pieces in, but all submitted. May have to convert some files to the right format for them.</li></ul>	DISCUSSION

<ul style="list-style-type: none"> <li>• Potential busy year for charter legislation</li> <li>• May/June will work change request for bus routes and see what we can pay for going forward.</li> <li>• Morning walk will now be all year starting 29 August to aid in morning traffic.</li> </ul>	
<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Treasurer/ Financial: (Anne Marie Dailey)</b> <ul style="list-style-type: none"> <li>○ USDA loan application was submitted for a construction loan. This would have a 5 yr obligation and submitting the application had no commitments or expenses for the school</li> <li>○ More than \$69K in fundraising for last school year</li> <li>○ Field work for annual audit and coming back for final report in August. It is going a lot faster and smoother than last year.</li> <li>○ Report on the audit at the retreat</li> <li>○ Insurance pending renewal, getting quotes were we can on getting a new policy to cover the board. Apparently our previous insurance policy was not supposed to be have been in place. Policy expires 1 SEPT.</li> </ul> </li> <li>• <b>Fundraising (Carrie Harney) – Presented by Catherine Grube</b> <ul style="list-style-type: none"> <li>○ Met on 6/3 to put together a Fundraising Plan for 2016-2017 school year.</li> <li>○ Cut the family affair and craft fair and spring 5K</li> <li>○ Working on getting booth at the Air Expo in October.</li> </ul> </li> <li>• <b>Facilities (Eric Jackson)</b> <ul style="list-style-type: none"> <li>○ Email from Mr. Ritter. Original plans were estimated to cost \$14-15M. Working with him to figure out what can be worked in \$6M amount, allowing \$1M to be used for administrative costs of the construction.</li> <li>○ Mr. Ritter now working Master Plan</li> <li>○ Enter the next phase and start producing construction documents.</li> <li>○ Need to work getting billed for 1<sup>st</sup> phase to clean up the books and reconcile the budget.</li> <li>○ Need to settle up with him and figure out how to move forward.</li> </ul> </li> <li>• <b>Community</b> <ul style="list-style-type: none"> <li>○ Community picnic at Green well state park on Aug 7<sup>th</sup> from 4-7 for back to school instead of pot lock that night</li> </ul> </li> <li>• <b>Nutrition</b> <ul style="list-style-type: none"> <li>○ Ms. Errington who is a new teacher is willing to help with Nutrition</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Looking at some other food service options and some of the information learned at the charter conference</li> </ul> <p><b>NO REPORT FROM PR/OUTREACH or STRATEGIC PLANNING</b></p>	
<p><b>Motion to allow executive committee to vote on who should carry our D&amp;O insurance and wait to vote on remainder of insurance policy at the next board meeting in September.</b></p>	<p><b>VOTE:</b> Approved 9-0 Absent: Carolyn Price, Jessie Taylor</p>
<p><b>Building Manager:</b></p> <ul style="list-style-type: none"> <li>• Parking completed 21 June</li> <li>• Geo Thermal completed 18 July</li> <li>• Fire extinguisher inspection: 18 July</li> <li>• Space that was for rent – counseling center cancelled 10 days prior and working to readvertise the location</li> <li>• Ramp out back needs repairs for the concrete where the door will not open</li> </ul>	<p><b>DISCUSSION</b></p>
<p><b>Future Meeting Date:</b> August 28<sup>th</sup> (Retreat – no official meeting) September 13<sup>th</sup> October 18<sup>th</sup></p>	
<p><b>Adjourn</b> 7:13PM</p>	

## **Committee Report to the Governing Board, Chesapeake Charter School Alliance**

### **Committee: Finance**

**Board Reporting Date: 7/25/16**

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

#### Monthly financials

- Please review the excel file of financial reports prior to the meeting and let me know of any questions or concerns.
- The final fundraising figure for FY2016 was \$69,041.23.

#### New Accountant

- Carrie Campbell started on 7/11, and she is doing great. Mary and I have both gotten to spend a good deal of time with her to help her get up and running.
- Since was around for the audit, she was able to see a lot of how we operate first hand.
- She has taken over most of the finances at this point, with assistance from Mary and the treasurer where needed.

#### USDA Construction Loan Application

- At the end of the school year, Brandi Burwell (our contact at USDA up until she transferred to their WV office at the start of July) and Ange spoke, and Brandi made Ange aware of the very low interest rate currently (2.875% over 40 years, 2-3 years of interest only payments). The deadline to apply for a loan with this year's USDA funds is 8/5.
- Julia Nichols and I met to do budget projections, and then presented that to the facility committee. It looks like we could afford up to a 6M loan, and Brandi said we should figure 1M of that would go towards costs other than construction, the bulk of which are "contingency costs."
- The facility committee decided we should apply since there is no penalty if we decide not to use the money, and once approved, we have up to 5 years to use it. The pre-application was mailed to the USDA the second week of July.
- On 7/21, Charlene Pagan from the USDA called me to ask for updated financials and a copy of the ESA report. I sent them to her this morning.

#### FY16 Audit

- Askey & Askey came to CPCS for the field work portion of the audit on 7/20 and 7/21.
- They will come back in early August to wrap up the field work after the final report is ready from the SMCPS e-Finance system,.
- Everything is going much faster/more smoothly this year.

### National Charter School Convention

Jessie and I attended. I got some good information at the facilities funding sessions, and overall it was great to see what is going on with other charter schools.

### Insurance

- Received notice of non-renewal on Directors and Operators (D&O) policy with Philadelphia Ins Co. Per Lisa at Raley Watts and O'Neill (RWO, our broker), last year their underwriter must have been unaware of their company policy – they can't write a D&O policy "mono-line" meaning as the only policy we have with them. They made an exception for last year, but now they are telling us that to keep that policy, they want to have our other lines of insurance.

Unfortunately, Utica (our current main carrier) doesn't have a separate D&O policy. RWO will get quote from Utica and Philadelphia, plus they'll ask for quotes from other insurance companies for a stand-alone D&O policy, and then we can make a decision. We should have our quotes very soon.

**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:**

Consider a motion to approve applying for the USDA construction loan.

### **Formal Motions for the Governing Board's consideration:**