

**Governing Board Minutes
10/17/2017**

Board Attendees: Christina Allee, Karen Antonacio, Jennifer Campbell, Catherine Grube, Angela Funya, Wrenn Heisler, Sandi Imbriale, Adam Malisch, Pam McLeod, Daniel Morris, Colby Nelson, Roberta Sola, Jessie Taylor

Board Members Absent: Merrie Beth Nauman,

Committee Attendees:

Community Attendees:

Agenda Item	Action
Convened at 5:00 PM	None
PUBLIC COMMENT: 1. Nothing to report	DISCUSSION
September Minutes: Discussion on the September minutes, they will be approved in November after an addendum for the Executive Committee discussion on 22 SEPT related to paying for art services for middle school and Artist in Residency.	DISCUSSION
MOTION: Approve Standing Goals as included in Enclosure (A)	VOTE: Approved 10-0 Absent: Merrie Beth Nauman
MOTION: Approve Annual Goals as included in Enclosure (B)	VOTE: Approved 10-0 Absent: Merrie Beth Nauman
Director's Report: <ul style="list-style-type: none"> ● Budget 2017-2018 <ul style="list-style-type: none"> ▪ Extra teachers added for new students ▪ Not adding a bus for next year ▪ Looking at extra time for Special Teachers ▪ Need to get clarification on PPA 	DISCUSSION
COMMITTEES: Financial: <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing Facilities: <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing Building Manager: (McLeod) <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing 	DISCUSSION

<p>Fundraising: (Shannon Norris)</p> <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing <p>Community:</p> <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing <p>PR/ Outreach (Grube):</p> <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing <p>Health and Wellness (Taylor):</p> <ul style="list-style-type: none"> ● Submitted Electronically to support Town Hall timing 	
<p>New Business:</p> <ul style="list-style-type: none"> ● Artist in residency program: <ul style="list-style-type: none"> ○ Following up with executive committee discussion ○ Need to look at ways to pay for Artist in residency program from the Alliance ○ Currently using funding in Alliance Artist in residence program budget but that was not originally intended to pay the full labor of the person managing the program it was to be pay for materials ○ Since executive committee met, made the change to pay the head of the residence program from the budget since it was there instead of continuing to pay through the school substitute budget ○ Need to evaluate ways to continue to pay from the Alliance budget ○ Will continue to pay from Alliance and continue to strategize for the next meeting. 	DISCUSSION
<p>Future Meeting Dates:</p> <ul style="list-style-type: none"> ● Next Meeting: November 14, 5:30 PM ● December 7, 2017-- 5:00-6:30 PM: Prospective Student Information Night ● December 12, 2017-- 6:00-7:30 PM: Prospective Student Information Night ● December 19, 2017: 5:30 PM 	
<p>Adjourn at 1750 to head to Town Hall</p>	

Standing Goals

- 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)
- Review policies as needed. (Governing)
- Quarterly review of Annual Board Goals. (Governing)
- Evaluate Education Director and CCS Alliance Board. (Governing)
- Assess needs of Board, seek and interview nominees, and run the election. (Nominating and Governing)
- Renew and update insurance policies in September. (Executive)
- Participate in presentations to the BOE. (Executive)
- 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)
- Facilitate production of two digital Charter News issues for major donors and the larger community. (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)
- Ensure compliance with USDA loan requirements including quarterly and annual reports to USDA and annual SAMS registration. (Finance)
- 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)
- Maintain accurate, organized records. (Finance)
- Maintain an accurate, timely calendar of financial deadlines and milestones. (Financial)
- Meet regularly with LEA (SMCPS) to provide financial representation and maintain transparent operations. (Finance)
- Collaborate with other committees and maintain open communication and feedback about finances. (Finance)
- Use 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)
- Encourage school activities that promote health and wellness. (Whole Child)

Annual Board Goals (2017-2018)

- Review financial policies and procedures and update as needed. (Finance)
- Update long term (at least 5 years) financial budget projections and present to the Board. (Finance)
- Provide representation from the Finance Committee on the Facilities Committee. (Finance)
- Develop a plan for the addition of twenty new 3rd grade students for SY 18-19. (Facilities)
- Continue to develop timeline for expansion and line up renovation/growth plan with financial projections for the future. (Facilities)
- Begin planning for the next phase of renovation. (Facilities)
- Evaluate energy use and system longevity for geothermal pumps. (Facilities)
- Review the by-laws. (Executive)
- Hold at least two board socials. (Executive/ Community)
- Establish an officer transition plan. (Executive)
- Update the Google Drive structure for storing and sharing Board documents and Board business. (Executive)
- Work toward fundraising target of \$75,000 in 2016-2017. (Fundraising)
- Work to create monthly /quarterly meetings and calendar (Fundraising)
- Review the fundraising policy to include a look at spirit nights (Fundraising)
- Work to create collaboration with teachers for crowd sourcing and crowd funding. (Fundraising)
- Establish a new community event to coincide with Town Hall Meetings. (Community)
- Increase parent and staff attendance in the yearly Town Hall meetings. (Community)
- Work with teachers and established parents to personally inform new families about major community events in the coming year.(Community)
- Present CPCS at three events – speaking engagements, Earth Day, fairs, etc. (PR)
- Increase legislative advocacy in Annapolis. (PR)
- Investigate participation in the Patuxent Partnership (PR)
- Plan outreach at local offices and organizations to educate the community about CPCS and the lottery process. (PR)
- Participate in Strong Schools MD Program and have a monthly advocacy meeting with at least 10 staff, parent and community members. (PR)
- Investigate healthful food services options. (Whole Child)
- Open CSA program to the entire school community -Pursue grants and funds for health programs and activities. (Whole Child)
- Collaborate with staff to conduct a new school health assessment and revise our action plan. (Whole Child)
- Send at least two board members to the National Charter School Conference. (TBD)
- Promote and develop prospective board members including at least one community member. (Executive)
- Assist CPCS admin in developing transportation plan (Strategic Planning)
- Provide representation from the Finance Committee on the Facilities Committee. (Finance)
- Adopt an appropriate Capitalization Policy. (Finance)