

**Governing Board Minutes**  
**11/20/2019**

**Board Attendees:**, Karen Antonacio, Richard Carey, Carrie Campbell, John Cook, Kevin Emerson, Angela Funya, Sandi Imbriale, Mike Kantor, Adam Malisch, Pam McLeod, Merrie Beth Nauman, Colby Nelson, Shannon Norris,

**Board Members Absent:** Christina Allee, Donna Poudrier, Roberta Sola

**Committee Attendees:** N/A

**Community Attendees:** Ms. Gascon

<b>Agenda Item</b>	<b>Action</b>
<b>Convened at 05:34 PM</b>	None
<b>PUBLIC Comment:</b> None	Discussion
<b>MOTION:</b> Approve the October Minutes	<b>VOTE</b> 8-0 Absent: Allee, Poudrier, Sola
<b>Agenda Items:</b> <ul style="list-style-type: none"><li>• Board Governing Session up in Annapolis<ul style="list-style-type: none"><li>○ We were not able to attend the meeting, but received a copy of the video, we need to figure out what to do with the information</li><li>○ Have an RFP going out for strategic plan</li><li>○ MD Alliance for public charter schools gives us 4 hours of consulting</li><li>○ They have given us access to the person who also spoke at the session</li><li>○ Need to get the strategic plan to look at the operating of the school and out of the planning phase.</li><li>○ In addition to having RFP out come January, have a work session and starting working at the board becoming stable.</li><li>○ Consulting courses that the MD Alliance offers include governing, operations and strategic, fundraising, facilities and planning. They give us a list of consultants and what they are good at.</li><li>○ Big urgency on fundraising, that is one of the biggest needs</li></ul></li></ul>	<b>DISCUSSION</b>
<b>Director's Report Executive Report Out</b> <ul style="list-style-type: none"><li>• MCAP Review<ul style="list-style-type: none"><li>○ A lot of information and we will start reviewing this information and look at the instructional plan rolls out at the school.</li><li>○ Starting with MCAP</li><li>○ In 2017 the state started recording scores and became our baseline.</li></ul></li></ul>	<b>DISCUSSION</b>

- MCAP and PARCC is interchangeable at this point
- From the scores, the state would decide what your annual objective would be.
- They use your baseline and determine how much they expect you to move up.
- The way the increases were expected by the state, not sure that any schools will fully reach their expected value.
- Looking at data over time and each teacher is looking at strengths and weaknesses of each person based on the grade.
- Then evaluate a cohort of kids as they move along and looking in improvements, the standards and expectations are increasing as the kids increase from one grade to another, but can compare how those kids are performing at each level.
- The information that is passed back is in several categories.
- The school staff breaks the data up and the teachers start looking at their data and help them figure out how to change their own classroom procedures and their development plan and do some active research on where to make improvements.
- The teachers are also aligned vertically in teams like grades 3,4 and 5 so that they can help each other and work on co-teaching techniques that would improve the skills in that class and group of children.
- Anything attached to the scores of the testing? There are nothing attached unless scores are bad enough, there may be resources provided.
- What is the BOE looking for with us? State of the charter in January will look at scores, but our scores are better than the average county score.
- This information helps develop the School Improvement Plan which is our next step in our training of the board of the school?
- What surprised you, what makes you look at other data and possibly look at other data?
  - 5<sup>th</sup> to 6<sup>th</sup> grade math trend was one of the first trends that made us look at things.
  - Things move from a lot of hands on to concepts.
  - Spent a lot of time working and thinking through that.
  - Co-teaching situation to try and help bridge that gap this year.
  - Another moment, was 3<sup>rd</sup> grade math scores which were not great. There were 3 new 3<sup>rd</sup> grade teachers trying to implement the bridges program. Need to really look at the program and work with the teachers on understanding how the program works.
- The test scores are just a piece of the puzzle that drives the school not the total influence of the school and the agenda.

<ul style="list-style-type: none"> <li>○ Should the test scores be discussed with the children since it is not the only thing? Teachers should be comfortable with the idea of taking the tests, and that the test results do or do not reflect how the class is performing, and it might be something that drives why the class is focusing on a certain topic.</li> <li>○ Board needs to understand the scores, because they are published and out there to the public</li> <li>○ Board would like to have a discussion on how does the school evaluate the curriculum for the charter school and how can the board help with that. How do we make sure that we stay different? How do we communicate the other parents, and other folks outside of the school on how the school works?</li> <li>○ These scores also allow the school to look at certain children and see their journey and how they can excel through the process.</li> </ul> <ul style="list-style-type: none"> <li>• On January 15<sup>th</sup> at 9 am there is state of the Charter School and talk to our overall progress of the school. This meeting will be Kelly running the powerpoint and open for the BOE for questions.</li> <li>• Parent prospective nights on the 3<sup>rd</sup> and the 5<sup>th</sup> for the opening of the lottery. There are flyers for information nights</li> <li>• Press release was sent in for the opening of the lottery on the 2<sup>nd</sup> of December, and the information will go out electronically to the Title one Schools before the Thanksgiving holiday.</li> <li>• Alliance of Charter schools sent an invitation for an event on 4 December at 6PM. Ange is planning on attending.</li> <li>• The audit is complete and we are waiting on the findings, we haven't received anything yet.</li> <li>• Because we need to approve the draft calendar and need to have initial look at the budget, we need to have the December meeting and convert the executive meeting to a regular meeting requiring a quorum.</li> <li>• Need to start looking at the changes for the expansion of middle school and how that will work into the facilities budget</li> </ul>	
<p><b>FACILITIES:</b></p> <ul style="list-style-type: none"> <li>• Building Updates <ul style="list-style-type: none"> <li>○ Annual inspections (elevator and sprinkler)</li> <li>○ The folks that are working on the school is definitely a win for the Alliance</li> </ul> </li> </ul>	DISCUSSION

<ul style="list-style-type: none"> <li>○ After the break, the county pulled wires to upgrade the cable and internet.</li> <li>○ Gym curtain from the grant has been installed</li> <li>○ Renovation is still in progress, hoping to be done before Christmas break. At the mercy of the contractors working on fireproofing of drywall, sprinklers, electric. Were able to take care of the door requirement but on the other side of the door there was a step, so now working on turning that into a ramp to make in meet the criteria.</li> <li>○ Two windows needed replaced.</li> <li>○ St. Mary's county schools is working on coming around the county and installing films on the first and second floor accessible windows with a new film to meet safety requirements. If we need to replace windows in the future, we will be required to have that film installed.</li> <li>○ Working with Katie on the bookcases and working on the third quote and will need to vote by email on the bookcases:</li> </ul>	
<p><b>Agenda Topics</b></p> <ul style="list-style-type: none"> <li>● Grant Discussion <ul style="list-style-type: none"> <li>○ If someone wants to put a logo on our website are we ok with that? Probably not since the county owns our website</li> <li>○ Some of the grants have come back with asking for supplemental information</li> <li>○ Some of the grants require that you post their information on your website.</li> <li>○ Looking into other sites and asking the question on how we can publicize their information.</li> <li>○ Is Facebook an option for?</li> <li>○ Nothing back from Brian on the bond bill</li> <li>○ Got \$3000 for instruments to allow students to rent from the school at a reduced rate. Inventoring our instruments that were part of a county program and working on how to offer them to our own students. <ul style="list-style-type: none"> <li>▪ Interschool rental – we had never advertised that this was even an option for our parents.</li> </ul> </li> </ul> </li> <li>● PR <ul style="list-style-type: none"> <li>○ Donations for contributions as a board for Nurse Boyce's daughter.</li> <li>○ Everyone can send money to Colby for the donation and he will send out his information and please contribute before Thanksgiving</li> <li>○ Flyers for the lottery and he is going to drop off flyers at local libraries, public bulletin board. There is a digital version that could go out. We need to get the flyers down in the first week in January.</li> </ul> </li> <li>● Fundraising</li> </ul>	<p><b>DISCUSSION</b></p>

<ul style="list-style-type: none"> <li>○ Vintage affair is scheduled for 29 February and leaping back to the 1920s</li> <li>● Annual Goals / Standing <ul style="list-style-type: none"> <li>○ Need to fix the years on the top</li> <li>○ Helpful if the goals were broken out by committee</li> <li>○ Structuring and some of the specifics</li> <li>○ If you are responsible for a committee, figure out how you want to order them.</li> <li>○ Christina's role will be to bring them back together</li> <li>○ There should be 10 max goals</li> <li>○ Divide by committee and sub goals</li> <li>○ In terms of these goals, there are some things that are well formed and there is a team</li> <li>○ See if there is a gap in some of the committee and see how you are going to make these goals and what are the actions between board meetings that are going to happen to make these goals actually happen.</li> <li>○ What is the support from the board to make these goals happen.</li> <li>○ Looking for strategic plan on how to get there with defining on how to get those goals complete.</li> <li>○ Kevin is willing to go over this and see how to make this happen.</li> </ul> </li> </ul>	
<p><b>MOTION</b> Approve the standing and annual goals for 2019-2020</p>	<p>Vote: 8-0 Absent: Allee, Poudrier, Sola</p>
<p><b>AGENDA Topics Continued:</b></p> <ul style="list-style-type: none"> <li>● Bylaws: <ul style="list-style-type: none"> <li>○ If we want to make changes there is a time critical area we need to get those in as soon as possible.</li> <li>○ Closest issue might be the board positions</li> <li>○ Based on the talent that we get from the community response then we will need to look at making changes then.</li> <li>○ Do we want to look at the parent representative numbers at this point? Do we want to have more than one representative</li> <li>○ Is there any incentive to get someone who is not connected to the school? Our bylaws say that we need to have no connection to the school. Do we need to enforce the community member to not have any connection and work to seek out someone who doesn't have any connection.</li> <li>○ We currently have maxed out the number of board members we can have based on the bylaws.</li> <li>○ In section 8 there is some confusion of the at large community member.</li> <li>○ In section 1, there is some conflict that needs to be changed up.</li> <li>○ There are definitely people that have inputs into this, sections to be collaborated offline, or do we need to discuss sections</li> </ul> </li> </ul>	

- Is there a specific one that folks want to focus on first. First area to discuss is the number of board members. Let's dive into that. Section 1. Under board of directors.
- Currently 11 board members, 3 years and rotating on and off, parent rep, community member and student rep. Maybe the president of the student council. There will be a student presentation on uniforms coming.
- Rationale for a larger board: More committees, more variation in talent, more expertise?
- There are 3 that rotate off each year: Staff member can go for 2 years, but only required for one.
- Agree that the staff member should be mandatory of 2 years.
- Increasing the potential for more board members if the board wants to take that option.
- Expand board to include more expertise lets not just add more parents, let's put more definition of what we want and how we want them involved.
- Sometimes more people is harder to manage than less.
- Requiring 2 external people is not a bad thing.
- This will require board members to step up and participate in recruiting board members. We seem driven by the timeline not the desire to get the right compilation of people.
- Mr. Cook had a recommendation that he was going to recruit.
- We need to figure out what talents we want to recruit for the board and work on how to get a bunch of people to apply or recruit specific people based on those talents.
- Do we have any other positions that are 1 year, the rest of the positions are 3 years
- Also look at the structure of when any openings are
- Would like to see possibly up to 13 and see an increase in community members.
- Committees have been run by board members? There is always a board member on committees so that they could be represented but not managed by board members. Consider not a lot of committee involvement from the community.
- What is the incentive of being on a committee? There seems to be volunteers but folks don't necessarily show up and do things.
- Thoughts were 2 committee members, one parent rep for elementary and one for middle school.
- Teacher representative leave open
- Possibly open the option for membership to 14 and maybe 15 people, to allow for some strategic planning evolution.
- What skill sets are missing? Financial for someone to look at our stuff over and give some recommendations? Anyone with expertise in construction or building would be helpful.
- Involvement from county BOE or from the county government

<p>is there a conflict. Conversation with the nominating and selection committee. Need to just frame the bylaws to give flexibility.</p> <ul style="list-style-type: none"> <li>○ Need to look at more of that section and elections</li> </ul>	
<p><b>MOTION</b> Increase in the bylaws from 9 minimum -15 maximum</p>	<p><b>Vote: 8-0</b> Absent: Allee, Poudrier, Sola</p>
<p><b>Future Meeting Dates:</b></p> <ul style="list-style-type: none"> <li>• December 10, 2019 – Full Meeting</li> <li>• January 14, 2020</li> <li>• February 11, 2020</li> <li>• March 10, 2020</li> <li>• April 21, 2020 (5:00 PM Start)</li> <li>• April 21, 2020 (Second Town Hall – Parent Representative Vote)</li> <li>• May 12, 2020 (2020-2021 Membership Vote)</li> <li>• June 9, 2020 (Executive Membership Vote)</li> <li>• July 14, 2020 (FY2020-2021 First Board Meeting)</li> </ul>	
<p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. Need to review the talking points and adjust to when things are released (Exec discussion)</li> <li>2. Possible Board Development Topics</li> <li>3. Determine path for reviewing standing and annual goals</li> <li>4. Remainder of sections of the bylaws</li> </ol>	
<p><b>Adjourn at 7:03 PM</b></p>	
<p><b>ADDENDUM VOTE 11/25/2019</b> Approve recommended vendor Trim Line Carpentry for the media center shelving.</p>	<p><b>Vote: 6</b> E-mail submitted: Malisch, Nelson, Allee, Norris, Sola, Naumann</p>