

Governing Board Minutes
06/11/2019

Board Attendees: Karen Antonacio, , Angela Funya, Wrenn Heisler, Sandi Imbriale, Adam Malisch, Pam McLeod, Daniel Morris, Merrie Beth Nauman, Colby Nelson, Jessie Taylor, Karenan Smart, Roberta Sola,

Board Members Absent: Christina Allee, Kevin Emerson, Haleigh Vance, Carrie Campbell

Committee Attendees: Shannon Norris

Community Attendees: Eileen Watanabe

Agenda Item	Action
Convened at 05:30 PM	None
PUBLIC Comment: Nothing	Discussion
MOTION: Approve the May Minutes	VOTE Approved 8-0 Absent: Allee, Emerson, Vance
<p>Budget Discussion</p> <ul style="list-style-type: none"> • Need to ask questions tonight, since we need to vote on the budget. This is the last meeting for this board. Need to approve the budget as this board. • Decided to not reduce anything from the fundraising budget, we would just reduce the savings for this year to keep the programs that we use to consider the charter the school, the charter school. • We have already budgeted for the reserve, in the facility budget. • The reserve in the fundraising budget is there to cover if there is a shortfall. • How do you identify the items that are critical since there are a lot of lines that are critical. • There are 3 different budgets that all mesh together. • The fundraising budget are the items that really make the school unique. • Right now we have the option right now, to eat into the reserve for keeping those specialty items, but we may not have that option in a few years to allow us to make those • We have to maintain the USDA reserve and that is budgeted for. • We also have about 25K still in the accounts to allow us to have some room to maneuver. • We need to keep our word on what 	DISCUSSION

<ul style="list-style-type: none"> • The 55K shortfall in the money that we were expecting from the BOE and have been adjusted in our operating budget. We took out professional development, and reduced some things where we knew that we could use the grant money that provided us a buffer. • Also working the changes to the facility workers. • Pest Control maintenance costs went up so that we can be proactive about termites. • Parking lot maintenance is still being reduced for now, and we will need to look at next year on increasing for the following year for increased amount. • Can relook in June what is remaining of unused maintenance money to support other odd tasks that need to be complete at the school, this is what Pam normally does to support executing school needs. • Environmental studies money is considered and ethical issue for them to accept the money from the school, so no changes on the reduced amount. • Fundraising was hoping to put \$50 for each of the classrooms for supplies to reduce the amount of stuff that needs to come from home, so that teachers don't need to keep supplement what the teachers put out of their pocket. • Will use grant funds to support some of the classroom supplies? • We need to come up with a plan with a swap plan for things for teacher to teacher or parent to teacher. • Also need to work on teachers on using donors choose and come up with execution plan for that stuff. 	
<p>MOTION: Approve the 2020 projected fundraising budget</p>	<p style="text-align: right;">VOTE Approved 8-0 Absent: Allee, Emerson, Vance</p>
<p>MOTION: Approve the 2020 projected facilities budget</p>	<p style="text-align: right;">VOTE Approved 8-0 Absent: Allee, Emerson, Vance</p>
<p>Facilities:</p> <ul style="list-style-type: none"> • The RFP for the building service worker is out and closed. • We have received all of the proposals and working to select someone • Renovation is still under way • Waiting on permits with the county and as soon as we get them, can start working on the media center. • Getting quotes on all of the pieces that we need 	<p style="text-align: right;">DISCUSSION</p>

<p>New Board Members:</p> <ul style="list-style-type: none"> • Had great turn out of applicants • 3 applicants for parent position • 4 applicants for the 3 open positions • Committee is proposing: • Shannon Norris for 3 year term • Merrie Beth Nauman for 3 year term • XXX for the 1 year term 	
<p>MOTION: Approve the proposed slate for the 2019-2020 dates</p>	<p style="text-align: right;">VOTE Approved 8-0 Absent: Allee, Emerson, Vance</p>
<p>2019-2020 Board:</p> <ul style="list-style-type: none"> • July Meeting was originally proposed as 16 July and there are lots of members and school members that could not make it. • Official new date will be 23 July at 5:30-7PM • It would be nice to have the retreat before school starts • May look at new locations and dates, were going to try and do it before school opens. • Need to do a doodle poll for the retreat dates because it was getting hard to work everyone’s schedules. • Roles for next board: folks are not expected to have to run or no one else run for the role that they have already been filling. Wanting everyone to do what they want to do and not be pushing • Roberta is interested in looking at interest of vice chair, but need to find someone that might be interested in the treasurer role first to not leave it vacant. • Shannon could be interested in the treasurer role, but if considering doing that role, then need to consider what to do with fundraising responsibilities. • Possible to split up the roles in the fundraising organization. • Jessie sending out the survey to Pam to be sent out to the community, and possibly post to the facebook pages to start to collect information to support the upcoming retreat discussions. • Merrie Beth to draft email for Pam to include with the survey link. 	<p style="text-align: right;">DISCUSSION</p>
<p>Committee Reports:</p> <p>Fundraising: (Shannon)</p> <ul style="list-style-type: none"> • Had a meeting last week, there was a list of proposed events. • May look into 5 south and see what the costs are to use the facility for things like trivia night. 	<p style="text-align: right;">DISCUSSION</p>

<ul style="list-style-type: none"> • PAX River Ale House will also let you use chunks of space for things like trivia night. • Wine and Design Idea • Want to do something with Summerseat like a band <p>Finance: (Provided from committee report)</p> <ul style="list-style-type: none"> • The finance committee met informally on several occasions since our last board meeting. Checks have been signed weekly and Paypal donations transferred into our Old Line Bank account on a monthly basis. • Working to adopt a non-cash item donation policy, recommendation from Auditors. • Finance Committee met and reviewed preliminary facility and fundraising budgets based on new rent numbers from Operating Funds. We have elected to reduce funds going into reserves for fundraising to cover deficit in facility. Facility and Fundraising budgets have been revised based on new numbers from SMCPs for Operating PPA and are on the share drive. • Charter school expansion grant is being spent and an update was given to MSDE at the end of the month of the status of year 1 that will roll into year 2 as well as any updates to year 2. • We have discussed the possibility of going to Quickbooks desktop version based on the cost of the online platform. The cost of the online version is going up significantly. Suggestions from auditors is to weight costs vs. benefits. • Have discussed options for when Carrie is out on maternity leave. Roberta has offered to come in once a week to help cover some of the duties. We will meet once school is out to lay out more of the details. 	
<p>NEW BUSINESS:</p> <ul style="list-style-type: none"> • Back to School night – need to look at thoughts of options because of the meeting date and the start of school being so close • Still looking at back to school night options and timing because of parking concerns. • Working out time between elementary and middle because of the time between the slots with families that have both. • Wing truck, healthy truck, and pizza truck • Don't go over 3 trucks so that can ensure that we get folks at the trucks. 	<p>DISCUSSION</p>
<p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Schedule the Retreat 	

<ul style="list-style-type: none"> • Schedule the 2019-2020 meeting dates 	
<p>Future Meeting Dates:</p> <ul style="list-style-type: none"> • July 23rd at 5:30 • 2020 dates to be scheduled at fall retreat 	
<p>Adjourn at 6:25 PM</p>	
<p>ADDENDUM MOTION (6/13/2019) (E-mail Vote)</p> <p>Approve the purchasing and procurement procedures that follow:</p> <p>- \$0 to \$4,999 – Formal quotes, bids, or purchase orders are not required. Invoices will be sent by vendors to the Alliance for processing. All invoices should be signed off on by the Facility Manager, Education Director or a member of the Alliance Board. It is the user agency’s responsibility to find the best source and best pricing for their budget.</p> <p>- \$5,000 to \$150,000 – The Alliance must prepare and attach to their requisition/invoice three price quotes (when available) for items/services they wish to acquire from vendors within this purchasing range. The following steps must be followed: All vendors must be provided with the same description and information to base the quote on. It is unethical to disclose vendors’ pricing to other vendors. <i>The order must be approved by the Facility Manager, Education Director, and the Alliance Board.</i></p> <p>§ An Exception to this is the position of Artist in Residence, Media Support Staff and Facility Manager. These positions were already established prior to these procedures being implemented.</p> <p>- -\$150,001 and above – For procurements that are \$150,001 or above, competitive bids will be utilized and requests for these bids will be written in a way that does not restrict competition. (A clear and accurate description of the technical requirements for the material, product or service to be procured; all requirements which offerors must fulfill; and all other factors to be used in evaluating bids or proposals.) Procurement files must include the following:</p> <ul style="list-style-type: none"> - Basis for contractor selection. - Justification for lack of competition when competitive bids or offers were not obtained. - Basis of award cost or price. <p>Selection Price should be one of the factors in the evaluation of responses, but the Organization is not required to take the lowest price if other factors are important to the decision.</p> <ul style="list-style-type: none"> • There should be an objective method for selection, and any factors for evaluation and selection should be listed in the procurement documents. 	<p>VOTE</p> <p>Approved:7-0 Malisch, Nelson, Allee, Vance, Sola, Taylor, Heisler</p>

- Awards shall be made to the bidder or offeror whose bid is responsive to the solicitation and is most advantageous to the Organization (price, quality and other factors considered).
- A bid may be rejected when it is in the Organization's interest to do so.

The bid will be approved by the Alliance at the next available board meeting or via email vote.

fThe selection must be approved by the Facility Manager, Education Director, and the Alliance Board.

Documentation At a minimum, procurement records must clearly show how the Organization:

- Executed price sampling for small purchases;
- Selected the method of procurement and the type of contract to be used;
- Determined which bids or proposals to accept and which to reject; and
- Determined the basis for the contract cost or price.

Sole Source Purchase

When a request is submitted to purchase a specific product or to use a specific vendor, the following information will be required:

1. Detailed information is required to support purchases from a single vendor.
2. Unique features of the product requested must be identified.
3. If there are other similar products available, the reasons why these products will not meet needs of the Alliance must be described.
4. If maintenance costs are an issue, evidence of past maintenance problems or benefits must be provided.
5. If service considerations are an issue (including timeliness of delivery), evidence of past services problems or benefits must be provided.

A **Sole Source Form** should be completed, submitted and approved by an Alliance Board member.

Emergency Purchases

Emergency Procedures Made During Week Day Working Hours

An emergency purchase of materials, supplies, or equipment will not be made without first contacting and receiving verbal approval from a chief officer. Every effort will be made to place emergency purchases during working hours. Only a minimum quantity of an item is to be ordered and a confirming purchase requisition is to be submitted (entered into the financial system) immediately. This requisition must be signed by a principal, director or coordinator. The purchase must be approved by the appropriate individuals.

Emergency Purchases Made During Periods Other than Normal Working Hours

An emergency purchase may be made directly with the vendor by the Property Manager, Education Director or member of the Alliance Board. A confirming purchase order will be prepared and processed along with a letter of justification that explains in detail the circumstances prevailing at the time of purchase. The confirming purchase order and letter of justification must be delivered to the School Accounting during the first working day after the purchase. Only a minimum quantity of an item is to be ordered. The purchase order must be approved by the appropriate individuals.

Operating Procurement Procedures

Purchases

- Purchases for Chesapeake Charter School Operating Funds will be handled as follows:
 - \$0 to \$999 - Formal quotes, bids, or purchase orders are not required. Purchases are the responsibility of the school. Purchases are made with approval of the Education Director or Academic Dean.
 - \$1,000 to \$4,999 – A purchase order must be processed with approval from Education Director. A purchase order can either be processed through St. Marys County Schools E-finance software or through Quickbooks. It is the school's responsibility to find the best source and best pricing for their budget.
 - \$5,000 to \$State bidding Threshold – A purchase order must be processed with proper approval through Efinance. The school must prepare and attach to their requisition a three-price quote summary form for items or multiple items they wish to acquire from vendors within this purchasing range. The following steps must be followed:
 - § All vendors must be provided with the same written description and information to base the quote on.
 - § It is unethical to disclose vendors' pricing to other vendors.
 - § Quote documentation must contain specifications, statement of work (SOW), vendor's name, and prices

<p>quoted. Prices must include freight, shipping, handling, etc.</p> <p>§ Keep a copy of all three quotes with the requisition.</p> <p>Purchases exceeding the State bidding threshold – Anything over this threshold will be handled through the Purchasing Department according to SMCPS Regulation DJC-R.</p>	
<p>ADDENDUM MOTION (6/18/2019): (E-mail vote) Purchase the software to be used for car dismissal next year from CarRider Pro with grant funding.</p>	<p>VOTE Approved: 8-0 Vance, Allee, Nauman, Malisch, Emerson, Nelson, Smart, Heisler</p>
<p>ADDENDUM MOTION (6/19/2019): (E-mail vote) Hire the group Office Care for custodial services for the next year</p>	<p>VOTE Approved: 7-0 Nauman, Sola, Nelson, Smart, Allee, Taylor, Heisler</p>
<p>ADDENDUM MOTION: (7/15/2019): (E-mail Vote) Approve the purchase of the electrician bill to support the renovation of the spaces to support the new media center from the grant money.</p>	<p>VOTE Approved 6-0 Sola, Nauman, Allee, Nelson, Malisch, Norris</p>
<p>ADDENDUM MOTION: (7/15/2019): (E-mail Vote) Approve the purchase of sole source purchase of furniture for the media center and new 4th grade classroom from the grant money.</p>	<p>VOTE Approved 6-0 Sola, Nauman, Allee, Nelson, Malisch, Norris</p>
<p>ADDENDUM MOTION: (7/15/2019): (E-mail Vote) Approve the purchase for the light porter maintenance from the facility budget.</p>	<p>VOTE Approved 6-0 Sola, Nauman, Allee, Nelson, Malisch, Norris</p>