

Governing Board Minutes
July 14, 2020

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

Board Members Absent: N/A

Committee Attendees: N/A

Community Attendees: N/A

Agenda Item	Action
Convened Via ZOOM at 05:35 PM Discussed ZOOM rules and chime in.	None
PUBLIC Comment: Closed Zoom Meeting during 4 th Virtual Board Meeting due to COV-19	Discussion
MOTION: Executive Slate: Chair: Merrie Beth Nauman Vice Chair: Kevin Emerson Treasurer: Shannon Norris Secretary: Adam Malisch	VOTE 10-0
PARENT Representative: Parent representative was voted by an online vote of registered Alliance Members and Rebecca Waters was selected during that online vote and will begin her term in August.	DISCUSSION
AGENDA ITEMS <ul style="list-style-type: none"> • School Newsletter – amazing newsletter sent out electronically to the school families. Looking to share the newsletter and what if the way to make the most of this newsletter to make connections. Send out to public officials, Brian Crosby, County Board of Education, and Superintendent. Would like to print and bound hard copies for those offices to make sure that they don't need to open. • Anyone that we might want to invite for donations like those that come to Vintage, hard copies for those that attend vintage. Something that we send to MSDE with the part of the grant submission to show what was done and use the money from the grant to get hard copies. • Also sponsors from the fall walk, or those that donate a fair amount in the top donors. Carrie can get the donation list to Colby to understand who should also get a hard copy of the newsletter. • Need to create a master contact list with all of those names in one place. That would really help the PR chair. (Action) 	DISCUSSION

- Need to develop a cover letter in 2 different forms, we would like to inform and one that is we would like to thank you. Adjust on who is receiving it.
- In the goals for the PR/ Outreach – we do it once a year at least. The app that was picked is pretty easy to use, just need to think of topics and editing. Getting it laid out is easier now that we have the template.
- Looking for other forms of communication like the Alliance Facebook Page. What are other avenues for getting information out there?
- Need to figure out retreats and looking at the chunks of time to do a virtual retreat in chunks. If things relax will look at in person meeting. Bring calendars to the next meeting to work out timing
- Strategic planning is on hold pending the return to school

Facilities Budget

- Rental budget discussion for renovation funds. Medstar moving out of the space and no plan to actually replace them as of now. The fund balance which are the left over operating funds from School year 19-20. We are expecting that we will have a funds balance for 20-21 but not sure how much at this time.
- What are the building modifications that need to be in place to provide less risk for next school year and we need to figure out what that money will be. None of these improvements will be used as a waste – we will use those as needed and we will need those over a renovation of space. Whenever there is a chance for money based on the COVID calls
- Need to use 21K of the 129K showing as renovations as geothermal repairs, leaving 108K. For the Geothermal, we received 10K from insurance but it costs 31K.
- Still reviewing the Facilities bills from closing out the school year. There is not a large amount of money required.

FUNDRAISING BUDGET

- FY21 fundraising budget is based on funds raised in FY20 which is around 72K.
- FY22 will be the concerned budget after FY21 budget
- Reduced the amount of artist in residence budget to increase the funding for the social emotional coach.
- Put in a line item in the budget to help with Mask (\$1300)
- Looking at a lot of the budget items, they might not be able to occur based on COVID (athletics, field trips, salad bar) What is the best way to be in flex
- Whatever revenue that we bring in, we will need to address the budget then and possibly drop into the savings as required.
- Anything that doesn't get spent will go to the fundraising reserve or look at assisting in the FY22 pot of money
- Working to build 3 years of fundraising budget in reserve.

FUNDRAISER PROJECTIONS

<ul style="list-style-type: none"> • Looking at what the direct appeal and see what that gets you since we are not sure about some of these events that we normally happen. • Looking at fundraisers that is at risk and understand what are possible options. • A list of proposed fundraisers are provided in the enclosure (1) 	
<p>MOTION: Approve the FY20-21 facilities budget with the facilities renovations amount broken out for COVID modifications, the Geothermal repair, and other renovations.</p>	<p>VOTE 10-0</p>
<p>MOTION: Approve the FY20-21 fundraising as provided to the board. (Attached in minutes as Enclosure (2))</p>	<p>VOTE 10-0</p>
<p>Future Meeting Dates: (FY20/21)</p> <ul style="list-style-type: none"> • August 18, 2020 • September 15, 2020 	
<p>Action Items:</p> <ol style="list-style-type: none"> 1. Submit comments to roles and responsibilities or provide committee nominations (1 July) 2. Evaluate in our budget the right positions for Alliance continuation based on the possible return to school dates. (7 July) 3. Look at Charter School Conference and chose session(s) you might be able to attend. (ASAP) 4. Bring your calendar to the next meeting to discuss meeting/retreat dates. (18 Aug) 5. Get all of the names in one place for PR to support having names in one place (September – fall retreat evaluation) 6. Looking to get newsletters out in the fall timeframe, later in October/ November based on printing and timing of school opening 	
<p>Adjourn at 6:36 PM</p>	
<p>ADDENDUM VOTE: Email vote of July Board Meeting to enable community to have access to minutes due to closed session.</p>	<p>VOTE: 7-0</p>

PROPOSED FY20-21 FUNDRAISING EVENTS

Event

(These events for discussion as COVID guidance adjusts and will be evaluated for other possible fundraisers)

Direct Appeal
Alliance Membership Dues
Fall Walk
Candy Buy-back
Running Crab 5K
Citrus Fruit Sale
Holiday Plant Sale
Year End Appeal
Chili Bingo Night
Penny Wars
Vintage Affair
Mulch Sale
Yard Sale
Craft/Vendor Fair
Board & Brush
Blue Crabs
Fast Pass Raffles
Quarter Auction
SMCM Concessions

Passive Fundraiser

Coke Gives
Five Below
Artsonia
Harris Teeter
Amazon Smile
Schoola
School Pictures
Primary Kids
Interest on Savings & CDs
Spirit Wear
Great Lakes Scrips
Box Tops

CHESAPEAKE CHARTER SCHOOL ALLIANCE
FY 2021 PRELIMINARY BUDGET
FUNDRAISING

ACCT.	TITLE	FY19 BUDGETED	FY20 BUDGETED	FY 20 YTD	FY21 PROJECTED	Increase(Decrease)	NOTES FOR FY20
Revenue							
41000	SPECIAL EVENTS - FUNDRAISERS - NET	75,000	80,000	72,175	80,000	0	
	TRANSFER FROM OPERATING	0	0	0	23,204	0	
	TOTAL REVENUE	75,000	80,000	72,175	103,204	0	
EXPENDITURES							
6000 MANAGEMENT & GENERAL							
60300	LEGAL EXPENSES	3,000	3,000	1,680	3,000	0	
60600	DUES, SUBSCRIPTIONS	2,000	3,285	2,752	3,285	0	QUICKBOOK PAYROLL \$1,200 MAPCS \$1,380 MD CHARITIES RENEWAL \$200 MD NONPROFITS \$150 AMAZON PRIME \$179 KEPT THE BALANCE IN THERE INCASE SOMETHING INCREASES IN COST (176)
60700	POSTAGE, MAILING SERVICE	150	50	0	50	0	REDUCED B/C WE PURCHASED LARGE AMOUNT OF NON-PROFIT STAMPS THAT WILL LAST THROUGH NEXT YEAR
61000	CREDIT CARD FEES/PAYPAL FEES	1,000	600	768	800	200	MAY WANT TO INCREASE DUE TO MORE ONLINE PAYMENTS?
	TOTAL MANAGEMENT & GENERAL	6,150	6,935	5,200	7,135	200	
68000 PROGRAM EXPENSES							
68100	ADVERTISING/PR	100	100	0	100	0	
68120	MEDIA CENTER	5,500	5,500	3,359	5,500	0	NANCY WILLIAMS PLUS MOVIE LICENCE (1/2)
68140	CONFERENCE, CONVENTION, MEETING	2,000	0	0	0	0	REDUCED B/C WE HAVE IN EXPANSION GRANT
68150	TEACHER APPRECIATION	600	600	0	600	0	
68160	ARTIST IN RESIDENCE	20,000	20,000	15,931	5,000	(15,000)	PUPPET PROJECT \$3,000 AIR SUPPLIES FOR VISITING ARTIST \$200/ARTIST X 5= \$1,000 MISC. ARTSPROGRAMS THAT MAY COME UP (EX. BEAT BOXER, ETC) \$1,000 MAY NEED TO RETHINK - WHAT THIS MONEY IS FOR??? SOMETHING THAT COULD BE DONE VIRTUALLY?
	SOCIAL EMOTIONAL COACH				38,204		545 HOURS FOR MOLLY- TO BE SPREAD OVER THE YEAR
68190	ELECTIVES	2,000	2,000	672	2,000	0	
68200	ENVIRONMENTAL FIELD STUDIES	6,000	6,000	0	6,000	0	
68205	ENVIRONMENTAL FIELD STUDIES STIPEND	2,800	0	0	0	0	
68210	FIELD TRIP TRANSPORATION - NORTH BAY	1,000	1,300	0	0	(1,300)	
	COVID COSTS (MASKS, ETC.)	0	0	0	1,300	1,300	MASKS, HOTSPOTS, ETC.
68220	GARDEN/GREEN PROJECTS	1,000	1,000	0	1,000	0	

CHESAPEAKE CHARTER SCHOOL ALLIANCE
 FY 2021 PRELIMINARY BUDGET
 FUNDRAISING

68230	HOSPITALITY	100	100	0	100	0	
	CLASSROOM SUPPLIES	0	2,000	1,067	2,000	0	FUNDRAISING COMMITTEE WANTED TO ADD THIS \$50/TEACHER TO PURCHASE MISC. CLASSROOM SUPPLIES (\$50 X 40 TEACHERS)
68240	STUDENT COUNCIL	100	100	0	100	0	
68250	VOLUNTEER APPRECIATION	200	200	0	200	0	
68270	STAFF HOSPITALITY	1,000	1,000	405	1,000	0	
68300	SALAD BAR	2,500	2,500	1,688	2,500	0	
68310	TASTE IT PROGRAM	350	350	67	350	0	
68330	FIELD DAY	100	100	0	100	0	
68340	ATHLETICS	1,300	1,300	0	1,300	0	
TOTAL PROGRAM EXPENSES		46,650	44,150	23,188	67,354	(15,000)	
TOTAL EXPENSES		52,800	51,085	28,387	74,489	(14,800)	
TRANSFER TO FACILITY		0	(10,712)	0	0		
AMOUNT TO FUNDRAISING RESERVE		22,200	18,203	43,787	20,890	14,800	

FY20 FINAL FUNDRAISING BUDGET 7/6/2020 12:50 PM