

**Chesapeake Charter School Alliance Board  
December 8, 2020 Meeting Minutes**

**Board Attendees:** Carrie Campbell, Richard Carey, Angela Funya, Sandy Imbriale, Mike Kantor, Adam Malisch, Merrie Beth Nauman, Shannon Norris, Colby Nelson, Rebecca Waters, Karen Antonacio, Kevin Emerson

**Board Members Absent:** John Cook, Christina Allee, Roberta Sola, Pam McLeod

**Committee Attendees:** N/A

**Community Attendees:** N/A

**Convened with quorum present via Zoom at 5:35 PM**

<b>AGENDA ITEMS:</b>	<b>Action:</b>
<ul style="list-style-type: none"> <li>• Public Comment: Closed Zoom Meeting during 9<sup>th</sup> Virtual Board Meeting due to COVID-19</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Vote to approve November minutes so Pam can post them to the CPCS website for community access -Future goal will be to have board-approved minutes to Pam within one week of board meetings</li> </ul>	<b>VOTE:</b> 7-0 approve
<ul style="list-style-type: none"> <li>• <b><u>Educational Director's Report</u></b> -The board reviewed the current draft of the FY22 operating budget. Budget is projected to increase slightly due to slight increase in enrollment during ongoing planned expansion phase. A fourth bus has been added, and the draft budget includes building renovation funds to expand usable classroom space. -We're now in Year 3 of the MSDE grant. -We have 223 applicants for the enrollment lottery thus far. In a normal year, we get 400-500 applicants total. -Admin and staff have hosted two prospective parent Q&amp;A sessions. -We have received our annual audit with nothing significant to report.</li> <li>• <b><u>Board Development</u></b> -Kevin has cleaned up the committee goals docs that we worked on last month. There are a few remaining comments and suggestions. We should add a list of current committee members, focus on developing action items, and assigning leads to action items when possible. Please review and revise the latest documents within the next two weeks so that we can approve the docs at our January 12 meeting.</li> </ul>	Discussion

<ul style="list-style-type: none"> <li>• <b><u>Other Updates</u></b> <ul style="list-style-type: none"> <li>-Merrie Beth has an idea for the board to support a calendar year-end staff appreciation event which she'll share via email since we'd like the idea to be a surprise.</li> <li>-A long-term strategic planning committee composed of board, admin, and staff members will meet with the hired consultant this month to begin the long-term strategic plan process. The committee will keep the board apprised. Succession planning will be a critical piece of the planning process.</li> </ul> </li> <li>• <b><u>Property Manager's Report (provided by Merrie Beth)</u></b> <ul style="list-style-type: none"> <li>-We are working on necessary sprinkler repair and developing plans for renovation of three middle school classrooms as part of ongoing planned expansion phase.</li> </ul> </li> <li>• <b><u>Anything else?/Wrap-up</u></b> <ul style="list-style-type: none"> <li>-Adam will include links to the fantastic new "Meet CPCS" video made by Erin Mallory and narrated by Ange, and the latest committee goals docs with these draft minutes.</li> </ul> </li> </ul>	
<p><b>MOTIONS:</b> None</p>	
<p><b>ACTION ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Review the committee goals documents and give input towards action items (12/18/20)</li> <li>2. Complete annual Board Member forms for everyone (12/18/20, nearly done)</li> <li>3. Confirm 100% of Board members are Alliance members this year, whether via Annual Pledges, or direct sign up and payment for the Alliance (12/18/20, nearly done)</li> <li>4. Each Board member recruit at least one person to serve on a committee (September, in progress)</li> <li>5. Send newsletters out in the fall (November)</li> <li>6. Compile information from recent Town halls to distribute to parent community (November)</li> <li>7. Plan additional future Town Halls, and/or similar parent discussion groups to get feedback once students return via hybrid instruction (November)</li> </ol>	
<p><b>ADDENDUM VOTE:</b> Email vote of December board meeting minutes to enable community to have access to minutes due to closed session.</p>	<p><b>VOTE:</b> 6-0 approve</p>

**Adjourned at 6:32 PM**

**Next Meeting Date: 1/12/21**