

**Chesapeake Charter School Alliance Board
October 13, 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, Roberta Sola

Board Members Absent: Pam McLeod, John Cook, Christina Allee

Committee Attendees: N/A

Community Attendees: N/A

Convened with quorum present via Zoom at 5:36 PM

AGENDA ITEMS:	Action:
<ul style="list-style-type: none"> • Public Comment: Closed Zoom Meeting during 7th Virtual Board Meeting due to COVID-19 	N/A
<ul style="list-style-type: none"> • <u>Educational Director’s Report</u> <ul style="list-style-type: none"> -Karen explained the prep work being done for students returning to school when that happens. Staff are working on info sheets RE: COVID-19 safety (e.g., masks, social distancing, cleaning spaces, hand washing), person-traffic flow patterns, building entry and exit. We have nearly all responses from families, detailing which students plan to return to hybrid instruction option. Students selecting all virtual school option would still be able to get some live instruction with their teachers (e.g., on Fridays). Based on transportation survey results, the current bus schedules look fine given needed space on busses (one student per seat). Plexiglass has been ordered for classrooms that have multiple students seated at the same tables. -Staff will be hosting kindergarten and first grade organization/greeting days. -Staff working on plans for what emergencies or situations constitute breaking from normal protocols (e.g., allowing non-teacher adults in the classroom for specialized instruction or urgent student needs). -Morale continues to be challenging given all the current and planning demands. -Approximately 85% of students plan to return to hybrid schooling with 15% planning to maintain all virtual schooling. • <u>Board Development</u> <ul style="list-style-type: none"> -Finance 101: Carrie presented a PowerPoint slideshow covering the following topics: “Board Member Fiduciary Responsibility, 3 Principles of Sound Financial Management, Finance Committee, 	Discussion

Charter School Funding, What are operating funds used for?, What are fundraising funds used for?, What are facility funds used for?”. The PowerPoint will be saved on the Board’s Google drive for future reference. We could use additional individuals with the proper background on the Finance Committee. Carrie will explore software to help present the school’s financial information in summarized reports to go along with the traditional spreadsheets and tables that she’s prepared. If anyone has input on clarifications or additions to the PowerPoint slideshow, please let Carrie know.

-Generally, if we need to move money among the Operating Funds, Fundraising Funds, and Facility Funds budgets, the Board needs to vote on those budget adjustments. Once the annual Operating Funds budget has been approved, it’s very difficult to move money out of that budget.

-Approximately 30% of families have committed to or already donated Annual Pledges to date, which is slightly lower than the typical percentage at this time of year.

- **Updates**

-We held two town halls recently, both with decent parent turn-out. It was useful to hear the parents communicate with each other and relate challenges and successes. Providing an outlet for parents to feel heard is an important outcome. A wide range of grade levels were represented in each meeting – perhaps clustering grades would help provide more universally relevant discussion. Additional town halls and/or parent discussion groups will likely be helpful after students return to the building via hybrid instruction model. Follow up take-aways from the town halls should be distributed to the school community. Erin Mallory is exploring parent support groups with Molly McCloskey.

-Community board position – Due to a busy schedule, John Cook is planning to withdraw from his board position. We should actively think about and seek replacement options.

-Maryland Nonprofit Recovery Initiative (NORI) application update: We were awarded a \$50,000 grant from NORI which can be used for ongoing support for Molly McCloskey, Executive Director of Strategic Questions Consulting, LLC and technology needs!

- **Property Manager’s Report (provided by Merrie Beth)**

-The geothermal air handler unit that was bad was replaced by Continental Services and we passed our fire inspection.

- **Anything else?/Wrap-up**

-Our April board meeting will occur on Tuesday, 4/13, not Monday 4/12 as was included in a previous version of our 2021-21 meeting schedule.

<p>-All CCSA board members need to be Alliance members, whether they become members via an annual pledge, or pay the annual individual Alliance membership directly.</p>	
<p>MOTIONS: None</p>	
<p>VOTES: None</p>	
<p>ACTION ITEMS:</p> <ol style="list-style-type: none"> 1. Complete annual Board Member forms for everyone (September) 2. Confirm 100% of Board members are Alliance members this year, whether via Annual Pledges, or direct sign up and payment for the Alliance (October 31) 3. Each Board member recruit at least one person to serve on a committee (September) 4. Send newsletters out in the fall (November) 5. Review committee responsibilities and goals, and update for 2020-21 (November) 6. Compile information from recent Town halls to distribute to parent community (November) 7. Plan additional future Town Halls, and/or similar parent discussion groups to get feedback once students return via for hybrid instruction (November) 	
<p>ADDENDUM VOTE: Email vote of October Board Meeting minutes to enable community to have access to minutes due to closed session.</p>	<p>VOTE: 6-0 approve</p>

Adjourned at 6:45 PM

Next Meeting Date: 11/10/20