

**Chesapeake Charter School Alliance Board  
September 15, 2020 Meeting Minutes**

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

**Board Members Absent:** Kevin Emerson, Pam McLeod, Roberta Sola, John Cook

**Committee Attendees:** N/A

**Community Attendees:** Erin Mallory

**Convened with quorum present via Zoom at 5:39 PM**

AGENDA ITEMS:	Action:
<ul style="list-style-type: none"> <li>• Public Comment: Closed Zoom Meeting during 6<sup>th</sup> Virtual Board Meeting due to COVID-19</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• 9/3 Impromptu Meeting minutes will be added as an addendum to these minutes</li> <li>• Adam will follow up with individuals to get completed MOU and COI forms for this year. Adam will email the board to track Alliance membership for each board member for this year.</li> <li>• <b><u>Educational Director's Report</u></b> <ul style="list-style-type: none"> <li>-Superintendent Smith hosting Town Hall tomorrow (9/16) and is expected to announce a delay of students' return to school. Updated CPCS transition to hybrid school option is now expected to occur on 10/19 for grades K, 1, and 6; and on 11/2 for all other grades. Preliminary CPCS survey returns show approximately 12% of students plan to remain 100% online for the second quarter.</li> <li>-CPCS admin and teachers have been working very hard to figure out all the logistics for the hybrid return to school including the schedule, physical movements through the building, realistic support for students remaining 100% online, etc. etc. etc.</li> <li>-Admin are trying to support teachers to keep morale up. Retention of teachers through the duration of the pandemic is a significant concern.</li> </ul> </li> <li>• <b><u>Board Development</u></b> <ul style="list-style-type: none"> <li>-Long-term strategic planning isn't realistic at this point. Current focus needs to remain on immediate future.</li> <li>-Can the Board generate an FAQ or host some Q&amp;A sessions to support admin and the school community (e.g., virtual Town Hall(s))</li> </ul> </li> </ul>	Discussion

moderated by Molly)? Ange can be there to answer Qs but Board needs to organize the logistics. Given online interactive format, capping attendance at something like 25 parents seems advisable. We would need 2-3 one-hour sessions at different times of the day and can gauge if more are needed depending on attendance. We should have two Board members at each session to help provide support and take notes that can be assembled with relevant information to share with the school community. We are aiming to have the first session (or more) next week (9/21 – 9/25).

-Committees

\*Community: Parent Q&A sessions next week (in lieu of Alliance info sessions) (see above)

\*PR/Social Media communication: Board members should take initiative to jump in to social media and other conversations with parents to support CPCS and answer or direct questions or concerns as much as possible. We have 25 hard copies of the recent newsletter and are working on a distribution list (prioritizing local leaders, donors, sponsors, etc.). If you have recommended names, please send them to Colby.

\*Teacher support/ ways to support: Meals, encouragement, etc. is appreciated! Volunteer Coordinator is working to organize help.

-Financial support:

\*Annual Appeal for pledgers can be sent now/soon – preferably not on a Monday or Thursday which is when the weekly and additional emails tend to come out. Request for parents to join the Alliance can come after the Annual Appeal for pledgers.

\*Fundraising: Dessert fundraiser is underway – bidding on items is planned for this Friday and Saturday. Please share the info broadly! MOD Pizza reached out to ask if we were interested in a joint fundraiser. Other restaurants are likely to be interested as well, if we want to collaborate with them.

\*Finance 101 discussion is planned for October Board meeting.

- **Property Manager’s Report** (Merrie Beth presented in Pam’s absence)

-The geothermal air handler unit in the kitchen/café area needs to be replaced. We have three quotes. Pam recommends we use Continental for the repair as we’ve used them before and their quote is similar to the others.

**MOTION:** Christina Allee: Approve the recommended Continental bid to replace failing geothermal air handler (Colby Nelson seconded)

-We have a qualified individual who will be trained to conduct the needed daily disinfectant spraying in the school for \$75/day. We will likely need spraying done Monday – Thursday. CCSA will need to hire him as a contractor and look into any liability issues.

**VOTE:** 7-0  
approve

<ul style="list-style-type: none"> <li>• <b><u>Committee reporting/communication with Board</u></b>  -Merrie Beth would like each Board member to recruit at least one person to a committee in order to build engagement and momentum. The Facilities Committee and the Finance Committee are consistent priorities. Adam will share last year’s committee responsibilities and goals, which need to be updated for this year.</li> </ul>	
<b>MOTIONS:</b> See above	
<b>VOTES:</b> See above	
<b>ACTION ITEMS:</b> <ol style="list-style-type: none"> <li>1. Complete annual Board Member forms for everyone (September)</li> <li>2. Determine retreat date(s) and agenda (September)</li> <li>3. Compile a list of sponsors, donors, local leaders, etc. for PR and fundraising (September)</li> <li>4. Send any ideas of individuals to receive a hard copy of the recent newsletter to Colby (September)</li> <li>5. Revise <i>Return to CPCS Plan</i> according to latest guidance and best available information (September)</li> <li>6. Organize Q&amp;A sessions for information exchange with parents (September)</li> <li>7. Look into liability issues and hire a contractor for disinfectant spraying before students return to school (September)</li> <li>8. Each Board member recruit at least one person to serve on a committee (September)</li> <li>9. Send newsletters out in the fall (October)</li> <li>10. Review committee responsibilities and goals, and update for 2020-21 (October)</li> </ol>	
<b>ADDENDUM VOTE:</b> Email vote of September Board Meeting minutes to enable community to have access to minutes due to closed session.	<b>VOTE:</b> 6-0 approve

**Adjourned at 6:45 PM**

**Next Meeting Date: 10/13/20**

**Chesapeake Charter School Alliance Board**  
**September 3, 2020 Impromptu Board Meeting Minutes**

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

**Board Members Absent:** Mike Kantor, Pam McLeod, Rebecca Waters

**Committee Attendees:** N/A

**Community Attendees:** N/A

**Convened with quorum present via Zoom at 12:03 PM**

AGENDA ITEMS:	Action:
<ul style="list-style-type: none"> <li>• Public Comment: Closed Zoom Meeting during impromptu meeting</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Discuss timing and options for students’ return to CPCS given latest Governor and SMCPS guidance               <ul style="list-style-type: none"> <li>-Governor Hogan and SMCPS are moving students towards returning to classrooms</li> <li>-Our <i>Return to CPCS Plan</i> includes a hybrid model with in-school learning at reduced capacity with health and social distancing, coupled with continued online learning.</li> <li>-The younger grades (K-1) and transition grades (6<sup>th</sup>) (approx. 160 students total) have had the hardest time adjusting to online learning and will likely need the most time adjusting to the hybrid model.</li> <li>-In order to maintain teacher and staff morale, and to respect plans already in place, we would ideally keep the planned Fall Break in place (October 5-9).</li> <li>-The planned Professional Days (no school for students, professional development for teachers and staff) on September 25 and October 12 could be cancelled to maintain learning momentum. These Professional Days could be moved to the end of the school year.</li> <li>-To allow students with the steepest learning curve (K-1, 6<sup>th</sup> grades) extra adjustment time and attention, and to stagger the transition into the hybrid model, these students could begin the hybrid model after Fall Break, returning October 19. The remaining grades could begin the hybrid model on November 2.</li> <li>-Families will have the option of choosing to return to school via the hybrid model, or stay 100% online. This decision is applicable to the second quarter of the school year (i.e., families who choose to remain 100% online will stay online at least for the second quarter of the school year). Any families that wish to revert to 100% online instruction may do so at any time. The realistic amount of online</li> </ul> </li> </ul>	Discussion

<p>engagement from teachers for students choosing 100% online instruction once the hybrid model is underway needs to be determined.</p> <p>-There are thresholds established by the Health Department, SMCPS, etc. designating circumstances that necessitate a reversion to 100% online instruction. CPCS will use best available information and guidance from SMCPS to determine if/when reverting to 100% online instruction is necessary and will continue to prioritize the health and safety of the students, teachers, and staff.</p> <p>-Brief discussion regarding budget impact of COVID materials purchased to date and to be purchased (see spreadsheet if Carrie shares it).</p> <p>-Teachers have been working extremely hard to deliver content and leadership to students and families, along with all the troubleshooting that goes along with the Schoology learning curve. Positive reinforcement to them for their efforts is appreciated!</p>	
<p><b>MOTIONS:</b>  Roberta Sola: Adjust the current CPCS calendar so that September 25 and October 12 are regular school days for students. Fall Break would then be October 5 – 9. The two planned Professional Days (September 25 and October 12) would be moved to the very end of the school year calendar. (Shannon Norris seconded)</p>	<p><b>VOTE:</b>  9-0 approve</p>
<p><b>ACTION ITEMS:</b></p> <ol style="list-style-type: none"> <li>11. Inform SMCPS of our revised calendar (September)</li> <li>12. Revise <i>Return to CPCS Plan</i> according to latest guidance and best available information (September)</li> <li>13. Inform parents of decisions and details regarding updated <i>Return to CPCS Plan</i> (September)</li> <li>14. Complete annual Board Member forms for everyone and ensure current membership in Alliance (September)</li> <li>15. Determine Retreat date(s) and agenda (September)</li> <li>16. Get all of the names in one place for PR to support having names in one place (September – fall retreat evaluation)</li> <li>17. Looking to get newsletters out in the fall timeframe, later in October/ November based on printing and timing of school opening</li> </ol>	
<p><b>ADDENDUM VOTE:</b>  Email vote of September <u>Impromptu</u> 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 12:55 PM**

**Next Meeting Date: 9/15/20**