

**Chesapeake Charter School Alliance Board
June 8, 2021 Meeting Minutes**

Board Attendees: Carrie Campbell, Richard Carey, Kevin Emerson, Angela Funya, Sandy Imbriale, Mike Kantor Merrie Beth Nauman, Shannon Norris, Karen Antonacio, Roberta Sola, Pam McLeod, Christina Allee, Rebecca Waters

Board Members Absent: Adam Malisch, Colby Nelson

Committee Attendees: N/A

Community Attendees: N/A

Convened with quorum present via Zoom at 5:34 PM

AGENDA ITEMS:	Action:
<ul style="list-style-type: none"> • Public Comment: Closed Zoom Meeting during 15th Virtual Board Meeting due to COVID 	N/A
<p><u>Director’s Report</u></p> <ul style="list-style-type: none"> • -Promotion ceremony for the 8th grade kids and it was virtual and live streamed for the community. • Trying to get through the rest of the year and • June 21st summer school will start • June 15th will be closing out of the building • Will include vertical articulation and a discuss how the year will go and what all of the movement will be. • There will be several staff changes throughout the summer and more formal announcement will come out at the end of the year. • Moving a lot of the building come this year and recalibrating (1/3 2nd floor, 2/4 on the 1st floor and 5th on the top. Also working expansion • As part of the grant from SMCPS will have a full-time social worker for the 5th and higher grades. • While summer school is going on, will be working on the similar pieces that we always do, which includes filling open spots from the lottery list to fill those families that have chosen to leave the school. <p><u>Budget</u></p> <ul style="list-style-type: none"> • Facilities: • For rentals – all extending for another year • Increased the normal expenditures a little for increased space and increased number of people building • Contracted cleaning will be increased – due to the increase in spaces that we are adding, we are not going to the 3rd floor right away from the cleaning 	Discussion

- For renovations for next year – 158K a year which included the fund balance to finish the second floor and move into the 3rd floor.
- Looking at a shortfall of 6K which will be easy to adjust as needed if we have savings from snow, cleaning, and adjustments from savings to ensure that we get through the year.
- If as we get through the risk assessment we find items that need to have money allocated to them, we can make a budgetary change as needed and if required we can use the 10K set aside for unknowns that might also come up from the risk assessment.
- Anything that could be paid for with grant money was paid for with the grant.
- The impact of the county commissioners’ budget to CPCS was about 24K.
- The unknown money last year was used to cover the HVAC needs.

Budget

- 103,600 raised from fundraising efforts and 2 large donations.
- Expenses from the fundraising were very low since the normal events that are funded from here were not allowed.
- Big Item: the Car rider software and the lottery software now from fundraising budget
- Also covering the PAYPAL and online recovery fees since a lot of donations and events now are going forward.
- May need to look at options to increase the amount of social emotional coach dollars, but need to balance the options.
- Looking for possible social emotional coach for the students as well.
- Kept most items aligned with the 2019-2020 school year other than a financial planner line to allow for looking at a financial planner for non-profits. Need to find this person or organization so that we can best look at ways to invest the reserves and savings.
- All money is in one account, and need to make a clean traceability.
- All money is in WesBanco and currently sits in checking and there are a little in CDs and other accounts.
- What is required for USDA must always be available and liquid.
- It was voted 3 years ago that we needed to have 3 years of fundraising budget set aside as reserve.
- The other increase was the after school programs
- From the strategic plan there is a discussion on what other funds needs to be included for extra duty pay and other items required for the extra funding.
- Writing stuff into grant for social emotional for field trips related to social emotional growth.
- Greenlight software being tried for a year to track fundraising, donors, and volunteer hours (410 for the full year subscription)

<ul style="list-style-type: none"> • Membership drive would also help with this effort. 	
<p>MOTIONS: Approve the CPCS Facilities for the 2021-2022 school year</p>	<p>VOTE 8-0</p>
<p>MOTIONS: Approve the CPCS Fundraising for the 2021-2022 school year</p>	<p>VOTE 8-0</p>
<p><u>UPDATES:</u></p> <ul style="list-style-type: none"> • Long-term strategic plan – looking for volunteers to support efforts (one of 2, 2 hour sessions) and go through mission, vision and goal areas. • Areas: <ul style="list-style-type: none"> ○ 1- Program (Sustaining our values, transitioning, management and staffing, ○ 2- Fundraising ○ 3 – Staffing <ul style="list-style-type: none"> ▪ Succession for leadership ▪ Staff – onboarding ▪ Volunteer management ▪ Governance – recruitment of new members, looking at diversity, expectations and management, new training, committees – how do we have ○ 4 – Operations – facilities – fundraising, capital improvements ○ 5 – Community outreach – both inward and outward, addressing friction, looking at where the groups are coming and having families in the • Come up with goals and objectives, and metrics, these are 5 year goals and how are we going to measure ourselves. • National charter school conference – June 20-23 and this will be virtual – still waiting on the agenda • Evaluations – the first one is the Ange which has been sent to the staff and will be coming to the board. The self-evaluation will make changes to this effort after we work through the strategic planning efforts. This will be coming out to the board in the near future. • Updated and consolidated committee goals that will be still used as a guide and evaluate during strategic plan how we would effectively use those goals <p><u>Board Nominations:</u></p> <ul style="list-style-type: none"> • Interviewed candidates and had discussions. One candidate wanted to run for parent representative, others wanted to support committees. 	<p>DISCUSSION</p>

<ul style="list-style-type: none"> • Mr. Carey will be continuing on the board for the 2021 -2022 school year as the teacher representation. • Parent representative was done by survey and email to the members of the board, which came from Shannon with the members who paid their dues and became members of the board. 	
<p>MOTION: Approve the slate of board members for the 2021-2022 school year: Melissa Denihan and Kevin Emerson.</p>	<p>VOTE: 8-0</p>
<p>TRAINING and NEW BOARD Education</p> <ul style="list-style-type: none"> • Shannon to review budget information • Would like to do this prior to the board retreat • Board retreat- looking for August 27th after staff has chance to settle in. <p>Meetings</p> <ul style="list-style-type: none"> • Strategic planning discussion • Possible risk discussion • No July meeting • August Meeting – 17th - update for opening, executive nominations • Need to put together the calendar for FY21-22 for the retreat. <p>Executive Board:</p> <ul style="list-style-type: none"> • Roberta will collect Executive committee and will do in the fall other than needing to fill the secretary role. Will ask for support from members to fill this role. • Have one week to submit to Roberta <p>Back to school:</p> <ul style="list-style-type: none"> • Find your seat night – 2 nights August • Open house – September • Kindergarten welcome – 11,12, 13 - usually at 0800 • Need to look at some virtual school options since we are getting better on that. • Back to school lunch for the staff – (5th or 6th) – what is the most impactful • Option to create partnership with the staff – want to connect more to staff. What can the board do for those meetings? Laying the ground work to have more involvement with the governing board. First couple of days with the school • Possibly assigning a board member to each class/ grade • Put this as an agenda item for the board retreat. • Want to make staff more comfortable with coming to the board with items. <p>Community Member:</p> <ul style="list-style-type: none"> • Look at options for high school, JF Taylor, and Trading Post 	<p>DISCUSSION</p>

<p>Facilities:</p> <ul style="list-style-type: none"> • Renovation cycle, almost finished to connect the spaces. There was a 19” difference in the flooring, so now there is a new ramp. Now need to move some plumbing. Electric, flooring, carpentry. • Hopefully in August we can tour through the spaces. • Annual backflow testing completed, use some of the grant money for the dehumidifiers for the kindergarten wing. • 	
<p>ADDENDUM VOTE: Email vote of June Board Meeting minutes to enable community to have access to minutes due to closed session.</p>	<p>VOTE: Approved 6 - 0</p>

Adjourned at 6:52 PM

Next Meeting Date: 8/17