

**Chesapeake Charter School Alliance Board**  
**January 12, 2021 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, Christina Allee, Roberta Sola, Pam McLeod

**Board Members Absent:**

**Committee Attendees:** N/A

**Community Attendees:** Askey, Askey & Associates auditor Christa Hood

**Convened with quorum present via Zoom at 5:32 PM**

<b>AGENDA ITEMS:</b>	<b>Action:</b>
<ul style="list-style-type: none"><li>Public Comment: Closed Zoom Meeting during 10<sup>th</sup> virtual Board Meeting due to COVID</li></ul>	N/A
<ul style="list-style-type: none"><li><b><u>Auditor's Report</u></b><ul style="list-style-type: none"><li>- Auditor Christa Hood from Askey, Askey &amp; Associates led the board through the most recent audit and financial statements including line-by-line year-to-year expense variations and the reasons for those variations. The unmodified audit contained no findings, non-compliance items, or deficiencies. The auditor can share a risk assessment tool for the board to use as we wish.</li></ul></li><li><b><u>Educational Director's Report</u></b><ul style="list-style-type: none"><li>- Education Director shared CPCS's slideshow update that will be presented to the Board of Education on 1/27/2021</li><li>- Students' return to school remains contingent on local, county, and state COVID numbers decreasing, and on vaccine implementation. CPCS teachers are scheduled for vaccines soon. When students return, it will be via the previously planned hybrid model.</li></ul></li><li><b><u>Board Development</u></b><ul style="list-style-type: none"><li>- We have an updated and consolidated committee goals Google doc. There was discussion about whether to use this doc as a living document and to work on people signing up to move forward with the various action items, or whether to develop a new spreadsheet to fill that purpose. Either way, board members should please review and update the tool we settle on regularly, at least monthly.</li></ul></li><li><b><u>Other Updates</u></b><ul style="list-style-type: none"><li>- The long-term strategic planning committee is working with the consultant.</li><li>- We will have a board governance workshop in February as part of the long-term strategic planning process. The meeting will occur during</li></ul></li></ul>	Discussion

<p>our usual February meeting (2/9/2021) and will probably mean that we need extra time for that meeting (two hours). We will record the governance workshop conducted via Zoom.</p> <ul style="list-style-type: none"> <li>- The Community Committee met recently and came up with several ideas (e.g., Family Fun Friday suggestions, Traveling CPCS Crab, Quarterly parent zoom nights). We agreed that having a focal topic for the parent meetings would be key, and that they would supplement but not replace the CPCS admin-run parent info meetings. Adam will review the FAQs draft document to see what edits need to be made before that can be posted. Pam can include any relevant announcements/info in her weekly update emails.</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Property Manager's Report</u></b> <ul style="list-style-type: none"> <li>- We are preparing for the next annual planned school expansion phase.</li> <li>- Needed sprinkler repairs were completed.</li> <li>- Leaking windows are being repaired as needed.</li> <li>- The gym is back to being rented by groups for volleyball and pickleball, with necessary waivers.</li> <li>- Plans are underway to renovate the school entrance for enhanced security.</li> </ul> </li> </ul>	
<p><b>MOTIONS:</b> None</p>	
<p><b>VOTES:</b> None</p>	
<p><b>ACTION ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Review committee goals and give updates on action items (ongoing)</li> <li>2. Review annual audit (January)</li> <li>3. Obtain risk assessment tools from auditor and consider for use (January)</li> <li>4. Compile information from recent parent info nights to distribute to parent community (ongoing)</li> <li>5. Plan additional future Town Halls, and/or similar parent discussion groups to get feedback once students return via hybrid instruction (ongoing)</li> </ol>	
<p><b>ADDENDUM VOTE:</b> Email vote of January 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 7:11 PM**

**Next Meeting Date: 2/9/2021**