

**Chesapeake Charter School Alliance Board
May 11, 2021 Meeting Minutes**

Board Attendees: Richard Carey, Angela Funya, Sandy Imbriale, Adam Malisch, Merrie Beth Nauman, Shannon Norris, Colby Nelson, Karen Antonacio, Roberta Sola, Pam McLeod, Christina Allee, Mike Kantor

Board Members Absent: Kevin Emerson, Carrie Campbell, Rebecca Waters

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 14th Virtual Board Meeting due to COVID 	N/A
<ul style="list-style-type: none"> • <u>Risk Management</u> <ul style="list-style-type: none"> - Board member Sola led the board through the mechanics of the next phase of risk management which consists of filling out a risk register matrix. Risks have been separated into three major "risk types". "If-Then" statements now need to be developed for each risk, and the likelihood and consequence of each risk needs to be determined. We are now looking to establish two groups to review Financial and Legal risks combined and Operations risks. We also want to make this process intentionally iterative and sustainable so that we have a better process moving forward after the initial risk management process is complete. • <u>Educational Director's Report</u> <ul style="list-style-type: none"> - Five weeks left in the school year! Final activities include Field Day and 8th grade community gathering to celebrate promotion. Teachers are preparing and invitations have been extended to students for summer student programs which are being funded by ESSR federal grant funding. Preparations are also underway for the 2021-22 school year, though the extent of in-person school is still unknown. • <u>Updates</u> <ul style="list-style-type: none"> - The long-term strategic plan consultant is meeting with admin and board members next week to review focus group outcomes and next steps. - Three board members are concluding their three-year terms this June. Two are rolling off the board and one is re-applying for a second three-year term. See notes in <i>Board Development</i> section of minutes. - Board members should suggest any Executive Committee nominations to Board member Sola. 	Discussion

<ul style="list-style-type: none"> - The annual National Charter School Conference is being held virtually from June 20-23. Board member Malisch will set up a scheduling tool so we can fill in slots for who will attend relevant sessions. - Annual board self-evaluations will be conducted as part of the ongoing strategic planning process. Chair Nauman and Educational Director Funya will meet soon to begin the Educational Director’s annual evaluation process. - CPCS Accountant Campbell and Board member Norris are developing the Alliance’s annual budget which the board will need to review and vote on in June. - Please continue to review and update the committee goals document shared previously as work on committees progresses. <ul style="list-style-type: none"> • <u>Board Development</u> <ul style="list-style-type: none"> - Board member Kantor has been soliciting and collecting applications for open board seats. Interviews are beginning 5/14 but more applications are expected. Staff representative Carey is continuing his board service for another year. The board discussed applicant interview questions and process to ensure the right balance of fairness and equal treatment to all, with a sentiment of warm appreciation and welcoming for all applicants. The board discussed how to generate more interest in serving on the board and how to intentionally work towards equity, inclusion, and diversity of the board. We reviewed two articles regarding board diversity and emphasized a year-long approach to building interest and understanding of the board as opposed to relying on an annual recruiting period. We discussed ways to include more of the school and surrounding community in board meetings and activities, including a “bring-a-friend” to an upcoming board meeting. - The board discussed the recently drafted diversity statement and determined that the board should spend some time working towards a communal understanding of the board’s goals and positions before releasing an official diversity statement. • <u>Property Manager’s Report</u> <ul style="list-style-type: none"> - The lease for tenant Personalized Therapy ended in April and they are renewing their lease. Building renovations are proceeding as planned for expansion. 	
MOTIONS:	None
VOTES:	None
ACTION ITEMS:	

<ol style="list-style-type: none"> 1. Board member Kantor will lead the nominating committee through board nominations and elections; Board chair Nauman will work with the board on executive committee nominations and elections 2. Board members should contact Board member Sola to participate in phase two of the Risk Assessment process 3. Board member Malisch will share a scheduling tool so we can fill in slots for the annual National Charter School Conference from June 20-23 4. Board members should collaborate on edits to the drafted diversity statement and consider whether forming a committee makes sense 5. Update progress towards action items in committee goals document (ongoing) 	
<p>ADDENDUM VOTE: Email vote of May Board Meeting minutes to enable community to have access to minutes due to closed session.</p>	<p style="text-align: right;">VOTE: Approved 6 - 0</p>

Adjourned at 7:09 PM

Next Meeting Date: 6/8/21