

**CPCS ALLIANCE BOARD Minutes**

**January 11, 2022**

Zoom: Meeting ID: 936 9347 5184

Passcode: 324309

In Attendance: Merrie Beth, Kevin, Shannon, Melissa, Roberta, Colby, Emily, Rebecca, Ange, Karen, Pam, Carrie, Debbie Gilligan

Minutes by: Roberta!

5:30 PM Convene (*Merrie Beth*)

5:35 PM Public Comment

None

5:40 – 5:55 PM Director's Report (*Ange*)

BoE meeting on Thursday at 5:00, public comment about proposed budget, followed by the regular meeting, and will include the first reading of our proposed 23/24 calendar. Waiting copy of the reviewed calendar (due 1/12/22); will be sent to the board and school community (after presentation at the board meeting) once received. Can be included in the Weekly Outlook.

Lottery: Open Dec 1 - 31, 371 applicants (some are siblings, which are included) ~ 350 without siblings, slightly higher than last year, majority in the kindergarten range. The actual lottery will run at the end of January with notices sent to families in February.

Succession Planning: The Alliance has engaged an outside source for consulting, Jacob Mnookin. Ange has been working with Jacob Mnookin on the process, job descriptions, budget, and the overall idea of succession planning. Benchmarking based on other Maryland charter schools (5); comparisons on number of students vs admin (avg. 108 students per 1 admin) based on current student population. Also working on the organizational structure; developed 2 notional organizational charts to include a Charter Director and an Education Director. The next phase will be to review job descriptions in tandem with the leadership calendars and handbooks. This structure was briefed to the BoE on January 5th, BoE confirmed CPCS's ability to execute budget and add an admin. Cathy Allen (BoE) was an advocate for the proposed change.

COVID Status: Still experiencing a staff shortage, engaging long-term substitutes; planned interviews with upcoming graduates. The county will be following the CDC guidance for 5 day quarantine periods (the Health Department will be changing their guidance to follow CDC). We are unaware if the County has established a set percentage of staff to be present in order for the school to be open. However, if we exceed a certain percentage of students out with COVID; then that would necessitate a school closure. We do not anticipate that the Board will make the decision to transition back to virtual learning.

Annual reporting to the BoE is coming up; February is the soonest it would get on the BoE schedule; always interested to have Board members present for the brief.

5:55 – 6:05 PM            Property Manager's Report (*Pam*)

Snow - Snow removal went smoothly, 2 events were under \$4k

Facilities Committee - Update on the 3rd floor renovation; working bids, working permit approval.

SR funds - Money set aside for air quality; discussion on adding HEPA filters or windows, possibly have an outside evaluator assist

Parking Lot - Start planning for Summer 2022 or first Fall break

Upgrade and Replace Fire Alarm Panels - Currently there 2 panels; first panel is experiencing intermittent problems, obtaining quotes

Rental Update - Currently have renters; Essex South, Synthesis Center, Personalized Therapy has given notice - departing in April

6:05 – 6:25 PM            Per Pupil Allocation (PPA) – (*Carrie and Ange*)

*\* We awaiting finalization of the Governor's budget; these numbers are anticipated*

Displayed the SMCPS revenue sheet, the PPA numbers come from this sheet; this is available on the SMCPS website under Board/Budget. 2023 reporting requirements have changed and that's why 2022 to 2023 looks different and funds are broken out

Displayed the CPCS PPA Sheet for FY2023 - Special Ed and ELP funding is based on the number of students at the school; numerous items are backed out of the PPA calculation (i.e. - teacher retirement, prek, etc.). The PPA is based on the number of students in SMCPS, and then boiled down to the number of students at CPCS, \$12,260 is allocated per pupil, there is an additional amount available for SpEd students ~\$13000, our PPA is at \$7,174,883. Carrie will upload both documents. For anyone wanting an additional resource, there is also a section in our Charter that details how the County provides the PPA to us.

6:25 – 7:00 PM            Strategic Plan Implementation (*Melissa and Merrie Beth*)

Background - This began as part of the Grant money, and we are approaching our full student build out. We worked with a consultant for a year to develop an actual plan of execution. We currently have a draft plan with 5 different goals areas with associated objectives. This is a “living” plan that can be adjusted as needed. This is a plan to be owned by the full Board.

Displayed the “Implementation Plan Discussion Brief” - Discussion focused on how we execute; who has responsibility.

- Roles and Responsibilities - Responsibility aligns to the Goal (Goal Leads - Board Members), a volunteer list (Objective Team Members) will be provided to Goal Leads to execute tasking. Goal Leads will oversee work on objectives; develop schedules, provide updates. Objective Team Members will work assigned objectives, raise issues, and provide monthly updates to their Goal Lead.

Goal Leads:

1 - Governance - Merrie Beth

2 - Program - TBD

3 - Management and Staffing - TBD

4 - Operations - Shannon

5- Community Outreach - Colby

- Staffing - A sign up document will be sent to the Board; members will be asked to sign up by January 14th, Goal Leads will resource Objective Team Members ; during our February meeting Goal Leads will report on their status (Christina Dowd will assist in identifying volunteers)

- Scheduling - Goal Leads should make this realistic based on the resources and volume of work; submit a schedule during the February or March Board meeting for review

- Reporting - Goal Leads provide monthly update reports/quad charts; focus on schedule/challenges/concerns/risk/resources needed; discuss progress at each Board meeting, focus time on roadblocks. Questions - format to use, where to house? Suggestion to use Google docs and link in the Implementation Plan.