

## **Chesapeake Charter School Alliance Board Meeting: August 17, 2021**

Meeting Minutes Captured by: Roberta Sola

Convened: 5:33 p.m.

### **Attendees:**

Merrie Beth Naumen, Kevin Emerson, Richard Carey, Sandy Imbriale, Karen Antonacio, Shannon Norris, Angela Funya, Melissa Denihan, Roberta Sola, Colby Nelson, Christina Dowe, Pam McLeod

*(New Board member Melissa Denihan was introduced; we were advised that Board member Mike Kantor had resigned due to work/life balance)*

Guests: Josh Trossbach, Emily Meny, Christina Dowe (Volunteer Coordinator)

**Public comment.** None.

### **Board Composition:**

*Executive Committee Elections:* The following positions were voted on by acclamation:

- Chairman: Merrie Beth Nauman
- Vice Chairman: Kevin Emerson
- Treasurer: Shannon Norris
- Secretary: Vacant

*Parent Representative Update:* Several people are interested in being a parent rep, and or a board member. Emily Meny and Christina Dowe are both interested to be board members.

- Request for Carrie to update the Alliance membership list; plan for an email parent rep vote
- Attach to the vote the ability to join the Alliance

*Community Member Recruitment:* This position has been open awhile. Possibly a high school student, former alum (18 plus)

- Recruit from early childhood development centers, possible PR opportunity as well
- Maybe local businesses in close proximity: Dyson Lumber, JF Taylor, local church
  - o Maybe host an open house for local businesses; possibly source for donations (i.e. – Vintage Affair)
- All applicants would follow the established application process
- Consider adding a middle school representative?

### **Directors Report: (Angela Funya)**

- Plan forward for school and COVID protocol is based on every 2 weeks of data as directed by the BOE
- Car line efficiency is improving; addressed safety issues, children should not exist vehicles unless an adult has given them direction
- Award of the SR3 Grant (Federal Money) will allow us to add a second well-being/emotional coach for staff

- Additional items from the grant will include 6<sup>th</sup> and 7<sup>th</sup> graders to go to North Bay (if allowed)
- Facilities improvement: Open windows (better air flow/quality)
- Additional professional development for Teachers
- Additional art supplies
- Additional cleaning supplies
- Open house nights will be scheduled for September 13 and 14
- Need to start thinking about next year's budget and calendar prep, lottery, and outreach
- Strategic planning process – the school improvement process will be tied to the strategic plan; tentative delivery October

#### **Strategic Planning Updates: (Merrie Beth Nauman)**

- We have a strategic planning committee and have been working with a consultant with approximately the last year and a half
  - Focus groups were conducted
  - Meetings with students and parents and staff
  - A review of the first draft is scheduled for 8/20/21 – Phase I
    - It will then come to the board for review and approval and determining how to implement the plan into goals and actionable items; operations, board, committees, students,
    - This review will be incorporated into the Board Retreat; check with Karen (consultant) for several dates to gauge her availability

#### **Committees: (Kevin Emerson)**

- The Board should be focused on strategic planning. Would like to reengage our committees and have committee members take on tasking.
- Committee reports, change the format; report accomplishments and items in work
- All Board member should be a member of a committee
- Shannon will provide names of interested parties to the committee chairs to initiate a kick off meeting; invite should include description of what the committee does
  - Ange comment: Multi-Tier Systems of Support (MTSS) meetings – whole child is rolled into these meetings

#### **Risk Assessment: Roberta Sola**

- Several risk assessment meetings were conducted to review the initial risk information received from Board members
- A draft risk register has been developed and will be sent to the Board for review
- Once the risks are finalized; we will determine a regular cadence for review; possibly every 6 months
- Risk Owners will be Committees, the Board, or Executive Committee Positions

#### **Property Manager: Pam McLeod**

- The latest building expansion was approximately 3000 sq. ft. and is referred to as the “Zen Den”; includes the demo kitchen, office spaces, small meeting rooms

- Annual fire extinguisher and emergency light inspections were completed
- Playground – rock climbing wall damaged, Pam has ordered a replacement; will look for volunteers to install
- New kitchen equipment for the cafeteria was installed, convection oven is missing a leg, it's on back order, new standing freezer, sold 4 used pieces cheaply, funded some of the demo kitchen equipment
- SMCPS is updating our vestibule, maybe do during October break, possibly a two-week timeframe, all funded by SMCPS
- Elevator – phone lines during heavy rains were being disrupted and the alarm company called, switched to Atlantic Broadband, all working fine at this point

**Additional Items:**

A complaint was filed alleging that CPCS was discriminating against admitting African American students. The individual originally filed through the State; which referred them to the local Board and Superintendent; who referred them directly to CPCS/CCSA leadership. The complaint was based on information provided in the Maryland report card for St. Mary's County Public Schools. Specifically, the data for African American student numbers for school years 2016, 2017, 2018, 2019, and 2020. A meeting was held and additional information was provided to the complainant which detailed the structure of the CPCS lottery, how it is weighted, and that it is reflective of the demographics of St. Mary's County. As a result, we will consider adding information to the website which provides additional detail on the application/lottery process and CPCS's student population information as compared to St. Mary's County. It is the goal of both CPCS and CCSA to have a diverse/inclusive school community that is reflective of our County.

Next Meeting: We will wait to determine if our next meeting will be in-person or virtual.

**Action Items:**

1. Outline of major events happening during the year
2. List of Scheduled Fundraising events
3. Determine how we can send out the recorded version of the new parent orientation
4. Need to approve any by-law amendments and send a copy to the BoE
5. Send email to the school community to solicit involvement in committees

**Suggested Best Practices:**

1. During open house events, add signs to the Alliance and Volunteer tables for awareness
2. Link on the website "New to the School" – linked information? Parent suggestion, maybe a checklist, volunteer maybe create the html link

**Meeting was adjourned at 6:55 p.m.**