



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD
REGULAR SESSION- VIA ZOOM**

May 12, 2020

Attendance:

Trustees: Allison Arnold, Maggie Boland, Sarah Dillard, Anne Herr, Rochanda Hiligh-Thomas, Mizmun Kusairi, Galo Pazmino, Hiram Puig-Lugo, Xiomara Santos, Nitika Tolani

Staff: Dominique Coote, Laina Cox, Karen Dresden, Samantha Gaffney, Wanda Gregory, Michelle Johnson, Pam McKinney, Belicia Reaves, Emily Rodegast, Jonathan Weinstein

Ed-Ops Staff: Palak Shah, Shelley Jacobson

Meeting called to order at 6:35 pm.

Mission Moment

Teachers, Sandra Ponce (1st grade), Morgan Grubbs (1st grade), Danielle Fadare (7th grade) and Liane Miller (10th grade) shared their experiences with distance learning.

Consent Agenda

The Board accepted the Consent Agenda that included the May School Report, March Board Meeting Minutes, Development Dashboard, April Development Committee Minutes, and April Finance Committee Minutes

Planning and Preparation Amid Covid-19 Uncertainty

Karen Dresden, Head of School shared that it is becoming increasingly clear through participation in school leader meetings with city officials that there will not be a return to normalcy at the school of the 2020-2021 school year. Re-entry scenarios that rely on social distancing may be very challenging to implement and could place students and staff at risk. We want to make sure that safety drives decision-making. There is so much that we don't know yet about what next year will hold; however, there are things we do know now: (1) The start of the school year will not be a return to normalcy, (2) Re-entry and recovery will take time-- likely 1 year for re-entry and 1-2 years for recovery, (3) There will almost certainly be a period of distance learning next year, (4) Currently based on our data many students are highly engaged with distance learning, but a smaller percentage, although they have access to technology, are minimally participating, (5) Families are critical partners for successful distance learning.

To be prepared for next year we need to be focused on the following: (1) Continuing to strengthen and refine distance learning this school year, (2) Planning and improving distance learning for next year, (3) Understanding reasons for students not engaging and working to address barriers, (4) Continuing to communicate (OVER communicate) with stakeholders and seek feedback, (5) Supporting families in learning how best to support their children, (6) Planning (hopefully without spinning our wheels) for phased re-entry scenarios and how we would operationally ensure a safe school environment, (7) Considering how we might reallocate resources and repurpose staff next year to meet current needs and serve students and families.

Karen will keep the Board updated on planning efforts for next year. It might be necessary to schedule a special meeting to discuss opening scenarios.

FY21 Budget Presentation

Karen shared information about the budget process and priorities. The budget aims to maintain program and staffing while assuming flat funding. Some adjustments were made with the impact of COVID_19 in mind, but generally there was an effort to build in flexibility (larger contingency, for example) so that we are able to deal with the unexpected.

Palak Shah from Ed-Ops presented the proposed budget for the 2020-21 school year. The presentation noted that the Mayor had not yet released her budget proposal, so projections for funding levels for next year remained uncertain. To prepare for a range of options, the presentation assumed a baseline of a 0% increase in per pupil funding and showed the impact of funding at lower levels as well (reflecting up to a 7% decrease in per pupil funding).

To account for this projected flat or decreased funding, Capital City projected reduced spending on line items directly related to the expected constraints associated with coronavirus health and safety measures (including much lower travel budget for fieldwork and athletics, reduced travel for professional development events, etc.). These savings were put towards a larger contingency. The flat funding scenario reduced the degree to which Capital City would be able to increase the base salary for employees on the teacher salary scale; however, the budget includes step increases for teachers and a 3% increase for other staff.

Even with flat revenue, the proposed budget at 0% increase in per pupil funding maintained current staffing while still projecting a net income of \$596K, higher than last year's budget. This included a projection of additional CARES Act funding for SY20-21 (estimated at \$400K, or approximately equivalent to a 2% increase in PPF). The Finance Committee had considered scenarios and determined that in the event funding was reduced, even as far as a 7% decrease in per pupil funding, Capital City would be able to absorb the costs presented in the budget by reducing its projected net income for the year to zero, or even having a negative net income, while still maintaining a positive net cash position due to positive adjustments to cash flow.

The Board voted unanimously to approve the proposed budget with the understanding that any revisions needed as a result of funding levels significantly different (higher or lower) than those presented would be presented to the Board at its next scheduled meeting.

Governance: John Campbell Candidacy and SY20-21 Board Slate

Since our last meeting in March; Rochanda Hiligh-Thomas, Governance Chair, checked in with all trustees about their plans for next year. After seven years of board service filling multiple leadership roles, Maggie Boland will be rolling off of the Board at the end of the year. All other trustees have expressed their intent to remain on the Board, which means there are 10 returning trustees.

As we are required to have an odd number of trustees, we wanted to add one new trustee. Rochanda presented [John Campbell](#), as a candidate for the open position. John has strong fundraising expertise and governance experience, and is currently serving on the Development Committee. The Governance Committee recommended that we extend an offer to John to join the Board for SY20-21.

The Board of Trustees unanimously approved inviting John Campbell to join the Board and the Development Committee for a 2-year term beginning July 1, 2020.

The Governance Committee presented [this slate for SY20-21](#). All committee chairs and officers remain the same as this year except for the role of Secretary. Hiram Puig-Lugo was proposed to take this role since Maggie Boland is rolling off. The only committee assignment shift involved Nitika Tolani moving from the Development to the Governance Committee. The proposed slate has three trustees serving on Governance and on Development and two trustees serving on School Performance and on Finance.

The Board voted unanimously to approve the SY20-21 Board slate.

The meeting adjourned at 8:20pm