



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD
REGULAR SESSION 6:30-8:30**

May 9, 2018

Attendance:

Trustees: Alison Arnold, Maggie Boland (phone), Kristi Craig (phone), Sarah Dillard, Vanessa Gonzalez, Rochanda Hiligh-Thomas, Jennifer Jackson, Miz Kusairi, Daudeline Meme, Fred Sherman, Nitika Tolani

Staff & Guests: Karen Dresden, Jonathan Weinstein, Brad Olander (EdOps), Palak Shah (EdOps)

Meeting called to order at 6:35pm

Mission Moment

Drama Teacher, Cynthia Dorsey, and Music Teacher, Nicole Cummings along with seven of their 4th grade students shared a song and spoken word poem from their spring arts expedition-- Children of Protest. The students studied how and why people protest and how art has supported protests. They then chose and researched issues that were important to them and created art to express and share their ideas. Students will be sharing their protest art on the National Mall on Tuesday, June 5.

Welcome and Acknowledgement

Rochanda Hiligh-Thomas, Vice Chair, who chaired the meeting in Nick Rodriguez's absence, welcomed everyone to the fifth and final meeting of the year.

Karen Dresden acknowledged departing board members-- Fred Sherman, Kristi Craig, Vanessa Gonzalez, and Daudeline Meme-- for their service.

Invitation to End of Year Events

Karen shared a calendar of End of Year events and encouraged trustees to attend one or more events. It is especially helpful to have trustees serve on portfolio and passage panels for our 8th, 10th, and 12th graders. Trustees who recently served on panels and brought colleagues with them shared about the experience and encouraged others to sign-up.

Consent Agenda

Maggie Boland suggested a correction to the March 14 meeting minutes and the Board *voted unanimously to accept the Consent Agenda that included the March Meeting Minutes (corrected), the May School Report, and the May Development Dashboard.*

FY19 Budget Presentation

Jonathan Weinstein, COO, gave an overview of the FY19 budget process that began several months ago and included involvement of program and leadership staff and the board committees. It was a robust process that supports our ability to manage well to budget during the school year. Karen shared that the priority of this budget was to increase staff salaries to be more competitive with market trends while maintaining the instructional program.

Palak Shah from Ed-Ops presented the details of the budget in this [FY19 Budget Presentation](#). A positive net income of \$367K is projected and Capital City is expected to end FY19 with \$13.3 million of cash on hand, which is 7 months of operating income.

Our cash position is strong. We may decide to make some investments in facilities projects in FY19, but projects have not been identified or planned yet. The Board adopted a resolution two years ago to ensure that we always have cash on hand equivalent to 3 months operating income. Fred Sherman, Treasurer, wanted to make sure the Board understood that this is a floor not a target. While there are benefits to investing in our facilities, having a strong cash position is extremely important to the organization and allows us to focus on other priorities.

The budget process was made easier this year by the Mayor's budget including a 3.9% increase in per pupil funding and the announcement coming much earlier than in past years. This was the second year of larger than usual increases.

Projected FY19 student enrollment is very similar to FY18 both overall number of students projected and the profile of students (ELL, SPED, at-risk). We are projecting a slightly lower number of English Language Learners (ELLs) because we expect some students to test out of needing services.

The staffing profile (FTEs) for FY19 is almost identical to FY18 as we determined that we had the right staff in place to deliver our program. One addition was a new literacy specialist in Middle School aligned with strategic priorities.

The risks associated with meeting the budget are relatively low. Meeting enrollment presents minimal risk because Capital City has a strong waiting list for every grade. There is always a risk that we will see lower revenue for our special populations (ELL, SPED), however, even if we don't meet the projections, we should not be too far off. There is some risk that we won't meet our fundraising targets, but projections are conservative and in line with what we have raised in recent years. The Development Committee discussed and approved fundraising targets.

The School Performance Committee met in April to review the budget with respect to the strategic plan. Strategic priorities were strongly considered in the budget and planning process and the FY19 supports these priorities.

The Finance Committee met to consider and discuss budget on May 5. It is the

recommendation of Fred Sherman, Treasurer, and the Finance Committee that the FY19 Budget be approved.

The Finance Committee gave a motion and then the Board voted unanimously to approve the FY19 Budget.

School Safety Information and Update

Jonathan Weinstein shared a [School Safety Presentation](#) with the Board. He addressed Internet and data safety as well as facilities security and took questions. He and his team are continually reviewing our systems and procedures with an eye towards safety. Security is a top priority, but we also want to ensure that Capital City is a friendly and welcoming place. There can be tensions around this, but strong communication is key so that stakeholders understand our goals and intentions with respect to safety and their own roles in maintaining a safe school. Trustees with further questions were encouraged to reach out to Jonathan.

Governance Update: Board Recruitment

Alison Arnold led the conversation about next year's board slate and board recruitment needs. With four members rolling off of the Board, we have 11 returning members. We would like to add at least two more trustees to bring our numbers to 13 for next year. Maggie will be moving to the Finance Committee and will assume the role of Treasurer. Miz will be the Development Chair next year. Other committee assignments/roles will stay the same as will. Officers will also be the same. We are looking for new trustees to join Development and Governance. It was recommended that we consider alumni in our recruitment either to join the board or a committee. We would like the diversity of the board to more closely align with our student population and we would like to recruit more Latinx trustees. Trustees were encouraged to share recommendations for new trustees with Alison, Rochanda, or Karen.

The meeting adjourned to Executive Session at 8:15pm