



**MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD
REGULAR SESSION**

May 10, 2017

Attendance:

Trustees: Alison Arnold, Alix Guerrier (phone), Kristi Craig (phone), Fred Sherman, Nick Rodriguez, Rochanda Hiligh-Thomas, Sarah Dillard

Staff: Emily Rodegast, Jacob Fishbein, Jonathan Weinstein, Karen Dresden, Pam Daley, Samantha Witkes Shelley Jacobson (Ed-Ops)

Meeting called to order at 6:35pm

Welcome

Nick Rodriguez, Vice Chair, welcomed everyone and facilitated the meeting in the absence of the Chair (Jean-Claude Brizard). Karen Dresden, Head of School, acknowledged Jean-Claude and Anne Wallestad (neither in attendance) who will both be rolling off of the board at the end of June. A Board social (date TBA) will be held in June to informally celebrate these two trustees.

Consent Agenda

A contract with Stanley Convergent Security Solutions (Stanley) for the installation of security cameras was added to the Consent Agenda. Regular procurement processes were followed. Jonathan Weinstein, COO, sent materials related to this contract (including contract and Determinations and Findings Form) to trustees on May 5. The amount of the contract is \$145,000.

The Board voted unanimously to accept the Consent Agenda that includes March Meeting Minutes, the Development Dashboard, and the Stanley Contract.

End of Year Events

Karen Dresden, Head of School, requested that trustees give time to support Capital City's end of year events. A list of [End of Year Events](#) was shared. It is especially helpful if trustees can serve on panels for 8th/10th portfolios or senior expeditions. This is a great opportunity to learn about the program and support an important school process. Trustees are also encouraged to come to graduation on June 14.

FY18 Budget Presentation

Jonathan Weinstein, COO, gave an overview of the FY18 budget process that began several months ago and included involvement of program and leadership staff and the board committees. While it was a tight budget year, the budget successfully maintains program.

Approved, 6/21/17

Shelley Jacobson from Ed-Ops presented the details of the budget in this [FY18 Budget Presentation](#). A highlight is that even with the spending on the theatre, Capital City's cash balance is one of the highest among DC charter schools.

One of the challenges that we managed around this year was a lower than expected per pupil revenue increase. The mayor's budget included only a 1.5% increase in per pupil spending rather than the 2% that had been expected and the 3.5% that was recommended by a recent District study. Another challenge was that we anticipate less federal grant revenue than in FY17 when we had a large OSSE facilities grant. While the OSSE grant was spent on facilities expenses that won't continue, the grant revenue was recognized in FY17 and the facilities expense is depreciated allowing the revenue to support program last year. A third major driver, is an large anticipated increase in health care costs. We are anticipating a 20% increase in the cost of our health insurance in FY18 due to changes in our staff health profile on which the rates are based.

In spite of the challenges, we were able to craft a budget that did not compromise or cut program. The robust planning process helped to identify what is essential and to identify some areas of savings.

The Finance Committee met to consider and discuss budget on April 25. It is the recommendation of Fred Sherman, Treasurer, and the Finance Committee that the FY18 Budget be approved.

The Board voted unanimously to approve the FY18 Budget.

Strategic Plan

Staff have worked these past few months with consultant, Corey Gordon, to develop a draft Strategic Plan Architecture. Karen Dresden presented the [Overview](#), which has five main buckets. She discussed how and why these are the most critical areas for improvement. Nick Rodriguez presented more information on the timeline and the delivery process and routines. He also engaged trustees in giving feedback on the plan. There were several suggestions for framing the strategy work going forward. There were not critical areas of disagreement and the Board was in support of the direction and focus of the plan. Next steps are to develop detailed strategy profiles and refine the delivery timeline.

Governance Update

Karen Dresden announced that Nick Rodriguez has agreed to be considered for Board Chair for the 17-18 school year and Rochanda Hiligh-Thomas as Vice Chair. We are currently looking for a new Secretary. Fred will continue as treasurer for one more year.

Alison Arnold, Governance Chair, gave an update on recruitment for new trustees. We are currently considering seven strong candidates (profiles were shared) that provide a diverse set of skills and talents. We are still working on scheduling visits to Capital City and meetings with current trustees. We hope to wrap up process by end of May and have a slate for consideration at a June board call (to be scheduled). We ask that trustees support the process as requested by the Governance Committee.

The meeting adjourned at 8:54pm

Approved, 6/21/17