

MEETING MINUTES
CAPITAL CITY PUBLIC CHARTER SCHOOL BOARD
REGULAR SESSION
March 14th, 2017

Attendance:

Trustees: Alison Arnold, Anne Wallestad, Fred Sherman, Jean-Claude Brizard, Maggie Boland, Kristi Craig, Rochanda Hiligh-Thomas, Sarah Dillard (all by video/audio conference)

Staff: Jonathan Weinstein, Karen Dresden, Pam Daley, Samantha Witkes (all by audio/video conference)

Welcome

Jean-Claude Brizard, Trustee, welcomed everyone to the fourth meeting of the year.

Consent Agenda

The Board voted unanimously to accept the Consent Agenda, which included January Meeting Minutes, March Finance Committee Minutes, Semi-Annual Balance Sheet, January Financial Dashboard, January Finance Presentation, March School Performance Dashboard Overview, March School Performance Dashboard, March Development Committee Notes and March Development Dashboard.

Board Resolution in Support of Immigrant Students

Karen Dresden, Head of School, introduced the resolution and provided background information. She shared that Capital City teachers and staff were interested in how to best support immigrant students and families in the current political climate, as nearly half of Capital City students come from immigrant families. Our students have been increasingly anxious and concerned. Capital City started with an overall [statement of support](#), showing support for not just immigrants but for everyone. We also used parent teacher conference day to provide information and resources to our immigrant families in partnership with a local organization, Carecen. We did an information session and training for staff and connected them with resources as well.

The proposed [board resolution](#) around being a sanctuary school both shows our support for immigrant families and provides guidance and direction for our staff on what to do if there are requests for student information or visits to the school by immigration law enforcement. The resolution was created from a template provided by Teaching for Change and drawn from resources by the National Education Association. Attorneys from the Washington Lawyers' Committee have reviewed and confirmed that everything in the resolution is within the law. The Public Charter School Board had also shared resources on sanctuary schools that informed our process.

The resolution is important because it provides direction for us as a school and codifies our policies about providing information about students. Board members expressed that they were pleased Capital City was supporting students and families in this way.

The Board voted unanimously to approve the resolution.

Strategic Planning

Karen shared that we are working with Corey Gordon on the Strategic Plan and gave an update on the planning process. Corey is currently meeting with Trustees and Capital City's Leadership Team to identify what should be the big rocks of our plan. Later she will work with staff to flush out the strategies. While all trustees will be involved, the School Performance Committee will take the largest role. There should be a draft plan ready to share with the full board at our next meeting in May.

The Board discussed and approved adding 30 extra minutes to the May Board Meeting to review the plan while also discussing/approving the FY18 budget.

The purpose of the new strategic plan was discussed. Over the last few years we have done a lot of planning, but those processes were mostly driven by outside demands (charter renewal, accreditation) and there is a need to make sure that we are all on the same page about the direction for the next three years. Identifying clear priorities will allow us to focus our efforts and align resources. It will also provide a clear roadmap for new trustees and staff.

It was suggested that all trustees get the opportunity to weigh in early in the process. Karen will talk to Corey about offering a survey or interview opportunities to trustees who were not already interviewed. We want as much ownership from board and staff as possible in this process.

Finance Update

Jonathan Weinstein, Chief Operating Officer, shared that current financials (report included in consent agenda) are strong and we should close the FY17 year within \$40,000 of \$20M budget. We have launched the FY18 budget planning process.

Jonathan and Karen are collecting information from program leads and other key staff with the goal of having all inputs to our Accounting Firm, EdOps, by end of March. In early April, Jonathan and Karen will meet with EdOps to review draft and do any work needed to balance the budget with a surplus. On April 24th, the Finance Committee will meet to review the draft budget. The budget will be presented at the May Board meeting for a vote.

The approved budget needs to be submitted to the Charter School Board by May 30. If for some reason we are not ready to vote/approve the budget at the May 10 meeting, we would need to schedule another meeting or call later in May for the vote.

Facilities Projects

This fiscal year we renovated the theater (came in under budget), designed and renovated the MS Commons (slightly over budget because of HVAC issue), upgraded the gym floor, and installed field lighting.

We are projected to end this year with 9.8 million dollars in cash. Per our board resolution last year, we always keep 3 months of operating reserves, but look to invest additional money in facilities projects and upgrades that support our mission and program.

This summer we plan to renovate the locker rooms, make some improvements to our playing fields, and update and add additional security cameras. We are also embarking on a planning

process to see what other improvements to our outdoor spaces might be needed.

Contracts for the locker room renovation and the security cameras will need board approval. Jonathan will send to board once they are ready. This approval will happen by email. The competitive bid process for projects has already taken place. Jonathan has provided more detailed updates to the Finance Committee.

Development Update: Theatre Debrief and Next Steps

Pam Daley, Director of Development, shared about the theatre fundraising. The theater project raised over \$84,000 from individual donors. Donors have until June 30th to make donations to be recognized as donors on the permanent wall. The Board will name the control room. Karen shared the number of donors that we had was impressive from families, and friends. Maggie Boland, Development Committee Chair, shared that this opportunity helped us to develop some good fundraising habits and helped us to cultivate relationships. We are still hoping for 100% participation from board for theater and annual gifts.

Karen Dresden, Head of School, shared that we will have an Open House at Capital City on April 6. This event will include a student led tour and a panel discussion to introduce people to Capital City. This is a great event to invite prospective trustees and donors. Pam will send an invitation that can be forwarded. We hope to have more events like this next year.

Governance: Update on Board Recruitment

Alison Arnold, Governance Committee Chair, shared that we currently have 10 members on board. Two current members plan to roll off the board in June (Jean-Claude and Anne). We are working on recruitment for next year and hope to bring board back to 13 members. We will likely have openings on all committees.

We would like to add an additional parent and will hold two parent information sessions in April to attract new members of the board. Parent Trustees (Rochanda and Maggie) will attend. Our goal is to have a board reflective of our student population and so we are looking to recruit more Latinos to our board.

A Draft of Trustees description was reviewed. While content is good, we want to make the format more appealing and show the joy of being on the board (it is not just work). We will add quotes from current trustees. A revised draft should be ready to circulate next week.

The meeting adjourned to Executive Session at 7:52 p.m.