

Capital Village PCS
Board of Directors' Meeting
Minutes
July 30, 2020 7:00 - 9:30 pm

The originally scheduled meeting date of July 28 was postponed.

Mission Statement: The mission of **Capital Village Public Charter School** is to prepare all students, regardless of background or circumstance, to reach their full potential in college, career, and life in order to become agents of change in their communities.

- I. Call to Order – at 7 p.m. by Chairman, Chris Purdy
- II. Approve Agenda – Motion was made and seconded to approve the agenda as presented.
- III. Quick Opener (Monica) - Team Building Moment: *One super daring thing I've done...*
- IV. Chris Purdy reviewed June's Minutes and the board voted unanimously to approve
- V. Monica Green, Executive Director, provided updates:
 - A. Full Charter Approval
 1. Thanks for letters of support
 - B. Hiring 2 Ops Associates, and a Fitness Coach
 - C. 48 enrolled, 2 partially enrolled, a few pending apps // New goal: 60 by Aug 31
 - D. Amended Bylaws signed
 - E. Will need some contract approvals by resolution - will send next week
 - F. Dates -
 1. Staff first day: Aug 10
 2. Staff Pre-service: Aug 10 - 28
 3. Committee Meetings: Aug 18
 4. Open House Cookout: Aug 22
 5. First Day of School: Aug 31
 6. Retreat: Sat., Sept. 26 or Oct 3
- VI. The board discussed the opening plan and three attendance options for families.

- A. [Messaging to Families](#)
 - B. [3 Attendance Options](#)
- VII. Committees Work Time and Updates on Current Projects
- A. Finance Committee:
 - 1. Next Steps from Training (Gaps)
 - 2. Proposed Next Projects:
 - a) Select Auditor - Recommended options
 - (1) Kendall Prebola and Jones
 - (2) Jones Maresca & McQuade
 - (3) PKF O'Connor Davies
 - b) Procurement & Accounting SOP
 - 3. Financial Presentation Prep
 - B. Development Committee:
 - 1. Next Steps from Training (Gaps)
 - 2. Small Immediate Fundraising Need: Outdoor Classroom & Playspace
 - 3. *2020-2021 Focus: What should our development focus be this year?*
 - C. School Performance:
 - 1. Next Steps from Training (Gaps)
 - 2. Review of School-wide Goals
 - 3. Goals from Charter / PMF Goals
 - 4. What do we need to see on a dashboard to monitor these goals and others?
 - 5. Monica's Proposed Next Project: Working with Shereen to create dashboard
 - 6. Who wants to be in charge?
 - D. Governance Committee
 - 1. Intros
 - 2. Next Steps from Training (Gaps)
 - 3. Proposed Next Project:
 - a) Board Manual Review (What's missing?)
 - b) Parent Board Member recruitment

- VIII. Budget Presentation, lead by Finance Committee
 - A. Matt Hare presented budget to the board
 - B. Chris Purdy facilitated vote
 - C. Budget approved unanimously
- IX. Next Steps Reviewed
 - A. Volunteers for upcoming events will sign up by next Friday
 - B. Committee Meeting Dates next week
- X. Motion to adjourn meeting made and approved