

**Capital Village Public Charter School**  
**Minutes of September 24, 2020**  
**Board of Directors' Meeting**  
**7:00 - 9:30 pm**

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.

**Attendance:** Chris Purdy, Monica Green, Martrice Gandy, Courtney Kasuboski, Matt Hare, Rian Reed, Gisele Pole, Michael Braeuninger, Katrina Floyd, LaToya Tolbert, Rhonda Harvey,

- I. Meeting called to order by Board chair, Chris Purdy.
- II. Additions to agenda – none
- III. Approval of Minutes - Motion (Gandy/Reed) to approve minutes.

**IV. Updates (Monica)**

- A. One Month in Reflections: Excited about 4<sup>th</sup> week. Now into math testing and grades. Are in a good place with Staff.
- B. Enrollment: 51 students currently enrolled. Lost 1 student (admitted into a STEM school). Families are expressing being pleased. Received several feedbacks from parents. Added 1 student.
- C. Trying to get grade book up and running
- D. Tech issues – in Google Meets now
- E. Staffing – still looking for math teacher.
- F. Upcoming Events
  - Community Meeting – All invited. Every Wednesday @ 12pm. If interested contact External Relations ([pbarney@capitalvillageschools.org](mailto:pbarney@capitalvillageschools.org))
  - Open House - Sept 29 - trying to get new people
  - Back to School Night - Sept 30 @5:30pm. All are invited
  - Drive-In Movie - Oct 2 @ 7pm. Showing “The Secret Lives of Pets”
- G. Class: Art class – going very well – starting to video tape them. We also have an Improv class. It was suggested to use video to recruit new students.
- H. Staff Morale: Stress Level –
  - It was suggested that the Board could “Adopt a Teacher” (pair teacher with Board Member) and, as a form of appreciation, the Board Member would send their paired teacher a gift – (set monetary limit of \$20-\$30). (Make sure gift is appropriate for individual teacher. Get a list of allergies, personal likes, etc. A list will be provided.)

- V. Committee Work Time – Groups:** Updates/Development on Current Projects.  
Add to Notes below to share to larger board

A. Committee Share Outs:

1. [Finance Committee](#): (Matthew/
  - [July Financials](#) – Soon to be reviewing prior month. Important to note that budget was on 47 students but we are higher than that now.
  - We are making it work with the number of students this year but need to increase enrollment significantly – major priority.
  - Monica invited Board to participate in upcoming recruitment efforts. Since school started, we have enrolled 4 new students
  - Auditor Info – We have selected Richard Jones as our auditor. Conflict of Interest docu-sign will be forwarded to board members.
  
2. [Development Committee](#): Giselle/Michael
  - Consider rename to advancement or similar to include communications and fundraising
  - Salesforce progress – Discussed adopting and implementing as a primary CRM (tool for organizing data). Secured a trial package that we can use for 30 days for basic configuration.
  - Key point: Requesting a Staff liaison working with committee that we can interact and use as a resource of new project that are going on to upload data. Monica stated that Paulina will be reaching out next week regarding that.
  - What are our other priorities for fiscal year? Need full understanding and picture of financial fundraising needs of the schools so to bridge the gap between federal funding and the fundraising. How can full board support school in fundraising?
  - More support from Founder and President with purpose/understanding of ultimate goals of committee.
  - Strategize some actionable plans to look at and map out during fiscal year. Maybe having some video-based marketing tools and fundraising.
  - Request next Board/committee meeting has explicit focus on financial picture and fundraising strategy and pipeline
  - Suggested using the Retreat date as an opportunity to discuss with everybody.
  - 100% Giving/Participation tracked in shared Board sheet or similar
  - Story Sharing:
    - i. #SupporterSaturday - Why they invested in CV/sent their kids/joined the board
    - ii. News story spotlight
  
3. [School Performance](#) (Martrice/Rhonda):
  - Agreed to use [templates](#) from Education Board Partner
  - Waiting on meeting times from Academic L Team
    - School Performance Goals
    - Head of School Evaluation

- Student enrollment - Where are we for next year's pipeline? Adding this to eval. Need conversation with Keina and Monica. Whole Board can be a part of -- Engaging more families, traffic.
- Monica suggested inviting recruitment team to this meeting.

4. Governance Committee (Courtney/

- Teacher feedback survey results [here](#)
- Opening working group updates:
  - Teachers are very apprehensive
  - Consensus was to focus on what we can do well with distance learning productive
- Next opening working group update:
  - Fundraising (Coordinate with Development Team)
  - Rethinking virtual school
  - Matching our highest-need students with teachers, and keeping them safe.
- New board member handbook [here](#); we're in the process of updating it.
- Michael: Suggest Fundraising aspect can be rolled into next larger Development meeting that will happen in next couple of weeks

5. Reopening Committee Updates

- Chris: What metrics are we using? What does reopening look like? At what point are we good to go?
- Monica: Consider teachers' feelings/input. Will check with two schools that are now open and see what measures they are taking and using them as examples.
- Courtney will send next meeting date out.

**VI. Retreat date -(Monica)**

1. Proposed Saturday in October - four hours – topics would include teambuilding, setting up grounding our mission and equity, committee goals and action plans. Sherin will sketch out agenda and send out for feedback.
2. Board agreed on October 24 as a date.

**VII. Next Steps**

1. Place dates on the right calendar - capital-village-board-of-directors@googlegroups.com
2. Invite the Recruitment team to the next board meeting
3. Have Tameika invite the School Performance team to an upcoming meeting.

4. Finalize/Send out Board Retreat date in October (the 24<sup>th</sup> was agreed on by Board)
  5. Gather metrics in a Google doc for the team to collaborate on research around reopening  
<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>
  6. Send roster list to gather food restrictions/allergies from board members for “Adopt a Teacher” incentive
  7. Board members willing to make calls for recruitment
- VIII. Motion to adjourn meeting (Toya/Courtney).