**Minutes of Board Meeting**

**Capital Village PCS**

**May 27, 2021 (7:00 - 9:00 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 changein their communities.

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| **Time** | **Agenda Item** | **Action** | **Presenter** |
|  | In Attendance: Monica Green, Chris Purdy, Rian Reed, Michael Braeuninger, Martrice Gandy, Rhonda Humphries, Latoya Tolbert |  |  |
| 5 | Call to Order * Approve Agenda – Approved unanimously
 | Vote - Approved | Chris |
| 30 | E.D. Report* Curriculum & Instruction
	+ [**CALENDAR DRAFT**](https://drive.google.com/file/d/1JHLHd0rp-77oIi62R1NpI071F8O9AJpB/view?usp=sharing)
	+ Bladensburg Park, Science Night, Herb Garden!
	+ Celebration of Learning - June 11
		- Chef Bobby
		- Chris from AWS
* Operations / Recruitment
	+ Hired an outreach organization
	+ Parent Ambassadors
	+ Social Media Consultant Hired
		- Student Testimonials
		- Videos about what we are doing
		- IG rather than Facebook
	+ Cumulus Media contract
	+ Open Houses & Events
	+ Upcoming Event Support
		- Boss Up Camps
* Student Support
	+ Extended School Year: 6/28 - 7/16
	+ Attendance
		- Truancy tracker
		- CFSA reports complete
		- Counselor and HOS early morning calls
* Support Needed
	+ Hiring - Please pass on our page!!
* Board News
	+ OnBoard

**Feedback**:* Attendance Works - Kristina Kyles Smith
* School Performance -may need feedback on schedule
 | Information/Feedback | Monica |
| 20 | Committee Reports* Finance Committee
	+ [Financial Report](https://drive.google.com/file/d/1cG8OIT8-4rrz_aGpa7-ZUYjWv92sH90I/view?usp=sharing)
* Development Committee
* School Performance Committee
* Governance Committee
	+ [OnBoard Pilot will begin](https://www.passageways.com/wp-content/uploads/2020/01/OnBoard-Suites.pdf)
	+ Next committee meeting: Reconcile the bylaws and financial policies
 | Discussion  | CommitteesChairs |
| 10 | Contracts: * [EdOps Contract](https://drive.google.com/file/d/1hth_hovQj5xcgjsfEEGaaJUbyU4GNyL9/view?usp=sharing)
 | Vote - Approved | Chris |
| 10 | Closing* Review Next Steps
* **Next Meeting Dates (Monica)**
	+ Executive Committee - June 1
	+ Committee Meetings - June 17
	+ Board Meeting - June 24
* Adjourn
 | Vote - Approved | Chris |
|  |  |  |  |

April 29

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| **Time** | **Agenda Item** | **Action** | **Presenter** |
|  | In Attendance: Rian Reed, Matrice Gandy, Matthew Hare, Giselle Pole, Chris Purdy, Jennifer Massey, Eileen Williams, Courtney Kasuboski, Katrina Floyd, Rhonda Humphries |  |  |
| 5 | Call to Order * Approve Agenda – Approved
 | Vote | Chris |
| 30 | E.D. Report* Curriculum & Instruction
	+ May 12 - First field trip
	+ May 24 - NWEA EOY
	+ June 11 - Celebration of Learning
	+ June 18 - Field Day
	+ [**CALENDAR DRAFT**](https://drive.google.com/file/d/1JHLHd0rp-77oIi62R1NpI071F8O9AJpB/view?usp=sharing)
* Operations / Recruitment
	+ Low Target: 110 / High Target: (120) 135
	+ Paid Parent Ambassadors
		- Compensated for referrals
		- Student shadowing with our students
		- Virtual Events
	+ Upcoming Event Support
		- Snack Bag/Canvassing
	+ On-Campus Learning Pods: Full with waitlist
* Student Support
	+ $10K Grant for Tutoring next year
	+ Extended School Year: 6/28 - 7/16
		- Already staffed
		- Special Education & Summer School
		- Additional Wrap-Around Services
	+ Attendance
		- Most Truant students have action plans
		- Calling/texting when truant students are absent in early periods
		- Automated absence alerts
		- CPS is not following up on educational neglect if we have heard from families in 10 days
		- Seeing improvement - will have report in May committee mtg
* Support Needed
	+ Event Sign-Ups
	+ Looking for a chef to speak to students about sustainable foods (June 2, virtual, 12-1pm)
		- https://marthastable.org/blog/takeovertuesday-with-chef-jojo/
	+ Looking to hire a social media consultant - currently have 2 proposals, better for procurement to have 3
	+ May - End of Year Giving Campaign
	+ Hiring - Please pass on our page

**Feedback**:* Twitter Spaces - online event platforms
* Students who are truant not having the hybrid options  (opt-out form)
* Home Visits mid-day (parent)
 | Information/Feedback | Monica |
| 20 | E.D. Reflection | Discussion | Monica |
| 20 | Committee Reports* Finance Committee
	+ Financial Report
* Development Committee
* School Performance Committee
* Governance Committee
	+ Election:
		- Election needed for Officers: Board Chair, Vice Chair, Treasurer, Clerk
		- Submit a nomination by May 7 for another person or yourself by emailing Courtney, Rian, Tracy, Katrina
		- Two-year term
		- After April 30, list submitted to the team
		- Vote in May
	+ Bylaws

Amend 2.03:OldSection 2.03. Term of Office. At the first annual meeting following the passage of theseBylaws, the Board shall elect directors into three classes of approximately equal size. By a voteof the majority of the Board, the directors shall elect one-third of the directors to one-yearterms; one-third of the directors to two-year terms; and one-third of the directors to three-yearterms. At each subsequent annual meeting, the Board shall elect directors to replace thosewhose terms are expiring to a term of three years. Except in the case of resignation or removalunder these Bylaws, each director shall hold office until the expiration of the term of office andsubsequent designation or election and qualification of a successor. No director shall serve more than three consecutive, three-year terms without at least a one year break between terms. To become a director, a person shall be nominated by a director and elected by a majority of theBoard of Directors.NewSection 2.03. Term of Office.  Directors shall be appointed to the board for terms of two years.  Annually, the Board shall elect directors to replace those whose terms are expiring to a new term of two years.  Except in the case of resignation or removal under these Bylaws, each director shall hold office until the expiration of the term of office and subsequent designation or election and qualification of a successor. No director shall serve in a leadership role (defined as Chair, Vice-Chair, Treasurer, and Clerk) more than two consecutive two-year terms without at least a one year break between terms. To become a director, a person shall be nominated by a director and elected by a majority of the Board of Directors.Section 5.07. Chain of Succession. In the absence or disability of the Chair or at the Chair's request, the Vice Chair will perform the duties and exercise the powers of the Chair.  If the Vice Chair is not explicitly named, this role will be filled by the Secretary.  If the Vice Chair and Secretary are not explicitly named, this role will be filled by the Treasurer. Section 2.13. Evaluations. Evaluations of the Executive Director shall be conducted by the  Governance Committee on an annual basis. Evaluations of the Board of Directors shall be coordinated by the Governance Committee on at least a bi-annual basis. Results of both  evaluations, which may be in summary form, will be distributed to the Board of Directors, at a  time designated by Board of Directors through its Governance Committee. Ongoing informal  assessments of the Head of Schools and the Board of Directors shall be conducted on an as needed basis as determined by the Governance Committee. | Discussion  | CommitteesChairs |
| 10 | Closing* Review Next Steps
* Next Meeting Dates
	+ Executive Committee
	+ Committee Meetings
	+ Board Meeting
* Adjourn
 | Vote | Chris |
|  |  |  |  |