



COLLEGE PARK ACADEMY

Board Meeting Minutes
December 8, 2022
6:00-8:00 PM
Public Session

Attendance: Robert Day, Carlo Colella, Jim Rosapepe, Gaytri Varma, Helene Cohen, Kimberly Griffin, Hank Boyd, III, Stephen Thomas, Gordon Libby, Kari Feldhaus, Sean Mugrage, Sandy Abu-Arja

1. Call to Order
2. Opening Statement: Mr. Robert Day opened the meeting and thanked everyone for their hard work and commitment for making CPA the success it is. He welcomed Dr. Henry (Hank) Boyd, III from the UMD Robert H. Smith School of Business to the board and thanked him for agreeing to be the chair of the Marketing & Communications Subcommittee. Dr. Boyd thanked Mr. Day and shared that he looks forward to serving on the board.
3. Review of the minutes September 29, 2022: Mr. Day asked for a motion for approval of the draft minutes. Mr. Colella moved for approval; Dr. Cohen seconded it. All unanimously approved the minutes.
 - o Mr. Day asked Dr. Boyd to present the Marketing & Communications Report first, so that he could excuse himself early to teach his class.
4. Marketing and Communications: Dr. Hank Boyd
 - Reactivation of Marketing & Communications Committee
 - o Dr. Boyd thanked everyone for the onboarding process, especially Senator Rosapepe, as there is a lot of institutional knowledge and information to catch up on. However, he feels that he has the support he needs.
 - Zodiac Groups & Linden Digital Marketing Timeline
 - o The Marketing & Communications Committee has a standing weekly meeting with the Zodiac Group & Linden Digital Marketing Team to brainstorm a branding campaign and to market to prospective families.
 - o Based on the marketing team's recommendation, College Park Academy@Home has been changed to College Park Academy Online. The Full Board voted unanimously on that change and the Maryland State Department of Education has approved it.
 - Senator Rosapepe suggested that we make the announcement of the hiring of our new Director of Marketing & Communications.
 - a. Dr. Abu-Arja thanked Dr. Boyd for leading the Marketing & Communications endeavors. She announced that Stephanie Bam has been hired as Director of Marketing & Communications and will start on January 3. Ms. Bam toured College Park Academy and will be joining all of the marketing and communications meetings, auditing our current website, social media posts and communications, and then creating a strategic plan for our marketing and communications for both CPA & CPA Online.
 - Mr. Day thanked Dr. Boyd and the committee for making things happen for the school.
5. Budget and Financials Committee Report: Mr. Carlo Colella
 - o Mr. Colella thanked the Committee: Senator Rosapepe and Mr. Catlin, as well as Dr. Abu-Arja, Dr. Arbogast & Mr. Mugrage. Mr. Colella gave an overall summary that College Park Academy has a clean audit report and is doing well

financially. He asked Mr. Mugrage and Dr. Abu-Arja to give more details and encourage board members to review the detailed audit report and financial statements if they want to know more.

- FY22 Draft Audit Report
 - Mr. Mugrage stated that the audit process was a little different this year. College Park Academy had the standard audit for the financial statements, which was similar to the past. However, due to Federal government funding through the State and Prince George’s County, CPA required an additional separate audit. Internal controls around that make sure we've recorded everything properly. We have the Federal guidance on those so that that report came back clean, as well. No findings. No adjustments. We are expecting to carry out two audits again for School Year 2022/23.
 - Mr. Day asked for a motion for approval of the draft audit report. Mr. Colella moved to approve; Senator Rosapepe seconded it. All unanimously approved.

- FY23 Q1 Summary & Financial Statements

- Balance Sheet Comparison Summary

Category	Q422'	Q123'
Cash	\$1.2M	\$0.9M
CDs	\$3.1M	\$3.1M
Current Assets	\$5.1M	\$5.7M
Total Assets	\$7.8M	\$8.3M
Current Liabilities	\$0.1M	\$0.1M
Deferred Rent	\$3.4M	\$3.4M
Total Liabilities	\$3.5M	\$3.5M
Net Assets	\$4.3M	\$4.8M

- **Budget to Projections:** Comments have been included to explain the major line items with variances that are under or over \$10,000 and 10% of projected budget. The major variances were:
 - **PPA:** Budgeted 677 students x \$11,913 per pupil. Final enrollment was 691 (PGCPS has only allowed for 681 at this point) x \$13,149 per pupil. Results in an increase of \$889K. An additional \$131.5K may also be allotted by PGCPS for the 10 additional students. Ms. LaVeeta Moten from PGCPS confirmed verbally that CPA will receive the PPA for the 10 additional students and will put it in writing.
 - **CPA Plus Program:** Projecting an increase in revenue from the \$45K budgeted to \$70K. Student enrollments are closer to pre-pandemic levels than expected. We have historically earned around \$80K per year pre-pandemic.
 - **CPA@Home:** Projecting a decrease in revenue from the \$100K budgeted to \$50K. We budgeted 10 students enrolling. Only two enrollments to date through November 2022.
 - **PGCPS Staff COLA Increases:** We projected a 4% increase in staff wages for all months in SY23'. A 6% increase was approved to be effective in November with no increase in the prior months. The net effect is a minimal increase overall of about 0.5%.
 - **CPA Staff COLA Increases:** Projecting a net increase of \$36.5K in expenses due to the following changes. A 6% COLA increase was approved for all CPA staff effective on 10/9/22. Police officer rates increased by 23% to meet market rates in the area. We budgeted wages for an admin assistant position which is no longer needed. We also budgeted wages for a facility operator who resigned. CBMC is now filling that role.
 - **Other Contractor Fees Increase:** Projecting a net increase of \$40K in expenses for this category due to the following changes. CBMC is now providing services of about \$70K to cover the responsibilities of the outgoing facility operator. We expect expenses for the mental health therapist to be \$30K less than budgeted.
- **Projections Summary**
 - Projected to earn an additional \$871K more in revenue as compared to budget.
 - Projected to incur an additional \$85K more in expenditures as compared to budget.
 - Projecting an additional net gain of \$786K as compared to budget.
- **Statement of Cash Flows Summary**
 - Cash at 7/1/22: \$1,231,563

- Cash at 9/30/22: \$ 896,557
 - Change in Cash: (\$ 335,006)
- ☐ We currently have about \$3M in cash, which is about \$2M more than we've needed historically liquidity wise.
 - ☐ In the process of investing \$2M of that cash balance in CDs.

o **ESSER Q123' Status**

- We have spent \$1.516M of our allotted \$2.547M in grant funding as of the end of Q1SY2023. We foresee no issues spending down the remaining funding in the next two years.
 - ❖ Dr. Cohen and Dr. Varma thanked the committee for the new executive summary format.
 - ❖ Ms. Benson-Flannery, CPA staff and parent voiced her concern regarding limited extracurricular opportunities and the fees associated with them. The college application market is competitive and students need to diversify their resumes.
 - ❖ Mr. Day stated that the Executive Director and some of the committees have been working on ways to expand the extracurricular offerings. This semester, two new spots were introduced.
 - ❖ Dr. Abu-Arja thanked the Academic Affairs Committee for tasking her and Ms. Johnson with preparing CPA Plus satisfaction surveys for caregivers, students and staff to complete to assess the areas of success and needed growth. She mentioned that a couple of parents recently emailed her to request two additional sports in Spring 2023 and she shared the proper channels to make proposals to the board. Coach Foreman will need to conduct a survey and analyze the results, devise a proposed budget and then present the proposal to the Academic Affairs Committee. If approved by the Academic Affairs Committee, then they recommend it to the Full Board.
 - ❖ Senator Rosapepe confirmed that a deep dive into CPA Plus is on the agenda to ensure equity between art and music, with athletics and greatly expand what we do in art, music and other clubs.
 - ❖ Ms. Colding, CPA Parent of two students (MS & HS) and a teacher at another PGPCS school. Her HS daughter is artist and feels she doesn't belong to CPA because art is not offered during the school day.
 - ❖ Luke, CPA Grade 6 Student emphasized the importance of adding sports to the offerings because it allows students to socialize with students in their own grade level as well across grade levels. Participating in sports adds to the overall school experience and positively impacts academic performance. Luke proposed to the board to add and fully fund Middle School soccer.
 - o Mr. Day thanked Luke for bringing student voice to the conversation.
 - ❖ Ms. Katrina H. CPA Parent asked if there had been any follow-up to the sports survey that Coach Foreman sent out.
 - o Coach Foreman stated that he sent out an interest survey as a starting point of getting input that is still open, but he sees that there is interest in Middle School soccer.
 - o Mr. Day requested that Coach Foreman share the results with the board for further discussion.
 - o Coach Ugarte confirmed the success of the HS soccer teams and reiterated the importance of providing students with sports as extracurriculars to encourage them to continue their education at CPA.
 - o Mr. Day congratulated the teams on a job well done and thanked everyone for their input.
 - ❖ Ms. MacLaren, CPA Parent of a 8th Grader who loves the arts stated that her daughter is interested in moving to another high school that offers art in theater and music. She offered to connect Mr. Baker with a freelance director to start with a play.
 - ❖ Favour Modosie & Bethania Solomon, CPA 11th Grade Students, shared that students would appreciate a wider variety of extracurriculars being offered without a fee associated with them. Participation in extracurriculars promotes school spirit and pride.
 - ❖ Mr. Day and Senator Rosapepe agree that the arts need to be more represented in the extracurricular offerings. Senator Rosapepe addressed the issue that CPA has been misbranded as a science and tech school. The intention of the school was to offer a robust curriculum, electives and extracurricular activities.

6. Academic Affairs Committee Report: Dr. Abu-Arja on behalf of Dr. Carolyn Bernache. She thanked the Academic Affairs Committee for all their hard work and highlighted that the committee met over fourteen times last school year.

- Phase 2 Art Mural Project: The artist reviewed the Phase 2 work plan and updated those costs for 2022 labor and supplies cost. The Academic Affairs Committee will review the three options and budgets to recommend one to the Budget & Finance Committee for approval. In Phase 2, there will be two more murals the size of the two that are in the main corridor, and determine what they will be, which UMD colleges they will represent, and where they will be installed at CPA.
- CPA Elementary School: A letter of intent has been submitted to PGCPs for CPA to have a grade expansion to include kindergarten through grade 5 elementary school in the school year 2025-2026. The committee is working with a commercial real estate agent and have already started touring potential properties to see where that school could be located within Prince George's County. We are looking for a location that has a gym or we can renovate in order to have a gym that both the Middle School and High School could use as well. When meeting with Dr. Goldson, the committee was asked to consider opening a virtual version for the upper elementary grades 3 through 5. So, we met with Carol Beck and Erin Senior from MSDE and Andy Zuckerman, Liz Saunders and Monica Gaines from Prince George's County Public Schools to see what that entails and how we will go about that. We are in the process of drafting a contract school letter of intent and proposal.
- CPA Online Report by Ms. Kari Feldhaus, CPA Online Head of School: MSDE approved the name change from College Park Academy@Home to College Park Academy Online. Two middle school students (1 Grade 6 & 1 Grade 8) are currently enrolled thus far during this pilot year. Both live in Maryland. The parents and students appreciate the flexibility of the schedule, the support they have been provided and the level of engagement they have with the program.
 - Mr. Day thanked the Academic Affairs Committee, Dr. Abu-Arja and Ms. Feldhaus for everything and tasked them to follow-up on the public comment presented in this meeting.

7. Organization and Leadership: Senator Jim Rosapepe

- Recruitment/Appointments
 - Board: Dr. Hank Boyd, Esq. is our newest member of the Board. UMD President Pines appointed him. He comes from the marketing and business school. As we discussed earlier in the meeting, sometimes our marketing has not been quite as clear as it should be, and we didn't have marketing staff on our team. And so now, literally, we now have a Chair of a Marketing and Communications Committee, who's a distinguished professor at the University of Maryland in marketing, and we're bringing on a Director of Marketing and Communications at the beginning of January
 - Director of Marketing & Communications: Ms. Stephanie Ban's first day will be January 3.
 - Advisory Council: In the June 2022 Full Board Meeting, we approved the creation of an advisory council of people from around the city of College Park, Prince George's county, and the United States who can advise us on topics that arise, but don't want to take on the fiduciary responsibility of being on the board. Several professionals have agreed to serve on the advisory council. Just to name a few: Donna Weisman, founding CPA board member, former professor and Dean of the UMD School of Education. Justin Ross, former CPA board member and chair of the marketing & communications committee, an UMD alumnus, and now he is the parent of a child at CPA. Frank Principe, who is a senior Vice President for Government Affairs and Strategic Partnerships and University of Maryland Global Campus, which is the online campus of the University of Maryland. Bernadette Ortiz Brewster, first CPA principal/second CPA executive director, who is now working in education nationally. Rushern Baker, the former PGC county executive, who was involved in helping launch College Park Academy, including providing county money to help us get off the ground. There's no limit to how many people we will have in the Advisory Council.

If you have suggestions of individuals who might be interested in serving on the Advisory Council, please contact Senator Rosapepe or Dr. Abu-Arja.

- Director of Community Engagement: We are actively recruiting for this position. This person will recruit for the advisory council, establish the alumni association and really get to know the parents from the point of view of their professional attributes and what they would like to be involved in so that we can engage many more of our parents in actually making the school even better.

8. Principals Report: Mr. Gordon Libby reported on behalf of himself and Mr. Steven Baker

- Data

- o The Principals and CPA Leadership Team are collecting and uploading data into the spreadsheet that was created based on the board’s request. As data is available, it will be added to the spreadsheet.
 - MSDE has released the MCAP scores to the school districts, but the schools have not received it yet.
 - ❖ Senator Rosapepe shared that the MCAP is the statewide assessments, which is the fundamental measure of the performance of students. 2018-2019 results are our most recent because of Covid. Pre-Covid, CPA students were performing above the statewide average as well as above Montgomery, Howard and Anne Arundel Counties. This will be our first results to see how our students' performance compares since Covid. Once we receive the MCAP results, the Academic Affairs Committee is going to dive into them in great detail.
- o Boost After School Tutoring Program: We are using ESSER funds to offer our Boost Program. Prior to this quarter, students were given the opportunity to voluntarily participate in the program. Some families have declined the opportunity. Now that Quarter 1 grades are in, it will be mandatory for students to participate if their grades reflect the need for improvement.
- o Data Dashboard: The Executive Director & Principals will be working with the University of Maryland iConsultancy Team to create a data dashboard. The team asked us to start with five data points the first semester and then we can add another five data points each semester. We will start with MCAP Data, NWEA Data, Universities Acceptances for CPA Students, Student Acceleration Data & Colleges, and AP Data. Even though we are the smallest high school in Prince George's county, we have the third largest advanced placement program in the school district behind Eleanor Roosevelt and Bowie High School. We are very proud of that.
 - ❖ Dr. Abu-Arja gave a shoutout to Mr. Libby for continually training the teachers and adding additional AP courses.
 - ❖ Mr. Libby gave accolades to the teachers, students and parents for all their efforts to making CPA’s rigorous academic program the success it is today.
- Enrollment: There are 692 students enrolled at CPA with over 1,000 students on the waitlist. Even though enrollment continues to increase, we pride ourselves on College Park Academy being the safest, most orderly learning environment in the school district. We have had zero suspensions for the school year. I can guarantee there’s no other high school in PGC that can say that. Our new young scholars jump right into the culture and climate of CPA and we're very proud of that.

SY 2023 Enrollment Updates

College Park Academy Student Enrollment								
	6	7	8	9	10	11	12	Total
2023(as of 9/30/22)	119	123	118	95	92	73	73	692
2022	118	121	128	107	80	77	46	677
2021	125	138	136	87	76	52	63	677
2020	141	140	114	88	63	54	61	661
2019	144	121	119	69	60	66	80	659
2018	142	115	110	76	84	85	-	612
2017	124	116	113	103	96	-	-	552
2016	111	111	107	103	-	-	-	432
2015	137	116	125	-	-	-	-	378
2014	151	151	-	-	-	-	-	302

College Park Academy Catchment Area								
	6	7	8	9	10	11	12	
2022-23total applicants 10/21	58	59	49	57	23	7	3	
								256 36.9%



- ❖ Dr. Griffin asked if the waitlist was comprised of an equal balance between middle and high school.
 - o Mr. Libby stated that Grade 6 is the main entry point of 130 seats and once students are in middle school, families do not have to reapply for high school. Grade 9 may have up to 20 seats available and only a few for Grades 10 and 11. Families learn very quickly that Grade 6 provides them with the best chance of getting a seat. Senator Rosapepe confirmed that was the strategic design of the school.
 - o Senator Rosapepe explained that when the City of College Park and the University of Maryland proposed College Park Academy back in 2012. The plan was to open an additional campus of College Park Academy in South County. The CPA Board is still interested in doing that, but Prince George County has not been interested in doing that, and that's why it has not happened. Strategically we've been open to expanding capacity to meet the demands of the waitlist. We can do good for more students and families, but we must have a contract with the school system to do it.
- Quarter 1 Report and UMD Partnership Update: Students have been actively engaged in a variety of learning experiences, debates and activities, i.e. the University of Maryland Admission Department presented to seniors, middle school students took part in UMD Good Neighbor Day, students participated in Unity Day, the UMD basketball team talked to middle school students, CPA Plus Debate Club participated in the Washington Urban Debate League

competition, some 6th & 7th grade students participated in the PGCPs Science Bowl Competition, students enjoyed Spirit Week and the Fall Homecoming Dance, high school students had fun at their class night at Charles Carroll MS

- CPA Plus Report

- CPA Plus Fall Update

- Fall 2022 Overview

- Start Date: August 29, 2022
 - End Date: January 24, 2023

- Fall 2022 Registration: 283 Seats Filled/Registrations

CPA Plus Fall 2022 Program Snapshot	
Registration remains open for AMPM Study Club and Drop In sessions Final Fall payments are currently undergoing collection	
14 Program Categories (includes MS Academic Enrichment) 24 Options Offered	
Hourly Staff: 15	
UMD Volunteer Staff: 17	
Study Club AM/ PM (Daily)	High School Debate
Middle School Debate	Middle School Choir
Math Tutoring	Creative Computing
JTCC Tennis Club	Language Tutoring
Robotics	Photography
MS Academic Enrichment: Coding (Monthly)	DUNK (Basketball)
MS Academic Enrichment: Game Design (Monthly)	MS Academic Enrichment: Art (Monthly)

- Fall Athletics Wrap Up and Winter Update: Mr. Libby thanked Coach Foreman for all he does to make the CPA Athletics Program a success, especially since he has to work extra hard to secure practice venues.
 - This was the first season with varsity and junior varsity volleyball teams. Each team had 13 players. The varsity volleyball season ended with a second consecutive trip to the region finals of the state playoffs.
 - CPA's first cross country team finished its season with 6 runners and qualified for the state regionals meet.
 - CPA's first high school soccer teams turned in dominating performances in their abbreviated undefeated seasons. The JV boys team outscored their opponents 24 to 4 goals in 5 matches and the girls team did not surrender a goal in 4 matches.
 - The middle school basketball teams started their seasons with wins over Hyattsville on November 16. One of our former board members has a basketball superstar on the middle school team.
 - Senator Rosapepe guessed correctly that the basketball superstar was Mr. Justin Ross' daughter because Mr. Ross is a sports fanatic.
 - Dr. Abu-Arja gave a shoutout to Mr. Ross for his generous donation of uniforms for the team.
 - Mr. Libby also thanked Mr. Ross and everyone else who has made donations to athletics throughout the year and mentioned that they would be recognized at the spring banquet.
 - The 3 high school basketball teams start their games on December 5.
- UMD Partnerships Update
 - CPA partnered with the School of Public Health (Dr. Thomas) last Spring to create Corsi-Rosenthal boxes which help create clean air in buildings.
 - The UMD Men's basketball team came and visited the school and met with the middle school classes.
 - UMCP Admissions Department came in and met with our juniors and seniors.
 - Ms. Premuzic-McChesney and CPA Middle School Students worked with UMD at Good Neighbor Day to plant a pollinator garden at College Park Academy.
 - Multiple UMD instrumental groups performed for our students.
- Resources
 - Quarter 1 Copy of CPA SY23 QUARTERLY Newsletter
 - CPA Quarter 2 Town Hall with the Principals: **Thursday 12/1 @ 6:00 pm - 7:00 pm**
<https://pgcps.webex.com/pgcps/j.php?MTID=m7b4c20e7148d74cfab025122586befdd> Password: sBejdkVG328
 - Phoenix Athletics Calendar
 - Athletics Director Foreman - YouTube Channel
 - ❖ Mr. Day thanked Mr. Libby for presenting the Principals' Report that showcased the academics and extracurriculars. He mentioned that his son, Maxwell, who is now a marine, looks forward to visiting CPA again as an alumnus to see all of the changes that have taken place.

9. PTO Report: Ms. Yamala Robinson

Membership

- Membership Drive - ongoing – currently have 68 families/staff as members
- Next Meeting – Jan. 12, 7pm, in person at CPA; will continue to alternation Zoom and in person meetings 2nd Thurs of the month.

Treasurer Report

- Total \$7,895.25 in accounts (TD Bank and PayPal)
- Includes \$1,151.26 in dues and donations; \$517.66 fundraisers

Fundraising

- Hyattsville Zombie Run – \$320 raised for 6th, 10th and x class funds
- Franklin's Brew Pub and General Store, Tues. 12/20, all day
- Papa John's discount card sales Jan/Feb

Events

- Teacher/Staff Appreciation Breakfast, Wed., 12/21
 - CPA Ice Skating, Wells Ice Rink, March
 - Ongoing - Monthly Snacks for Staff Sign Up Genius
- Mr. Day acknowledged hands raised and invited individuals to ask questions or make comments.
 - o Favour Modosie, CPA 11th Grade Student, mentioned that the 11th grade class was planning to host an ice-skating fundraiser for the Class of 2024 in January and asked if the PTO and 11th grade class could work together on one event. Ms. Robinson agreed and asked Favour to email her the information, so that they could work together.
 - o Senator Rosapepe asked if the PTO does any events focused on the families that are in the catchment area close to College Park which in turn helps local business and to build community among the folks who live locally. Ms. Robinson confirmed that they host events locally, for example, Franklin's restaurant and they are looking to expand opportunities around mid-county. Senator Rosapepe commended the PTO for the efforts and thought it was a great idea to host events near where families live to build community. He offered the Director of Community Engagement's assistance once that position has been filled and suggested to ask the City of College Park to help out. Ms. Robinson said that they work with the restaurants that give the highest percentage, so that it is a worthwhile fundraising event.

10. Announcements: There were no announcements.

11. Public Comment

- Bethania Solomon, CPA 11th Grade Student asked how the elementary school would be staffed because it was challenging to secure a high school math teacher this year. Dr. Abu-Arja acknowledged that the entire nation is suffering from a teacher shortage right now. She confirmed that CPA goes through the proper hiring process and channels to secure the required teachers and will do the same for the elementary school. We will continue to work through Prince George's County, and if we cannot seek and hire enough teachers through PGC we will find other opportunities: word of mouth, Indeed, LinkedIn, ZipRecruiter, etc. and then invite them to apply through PGC.

Mr. Day formally adjourned the meeting at 7:35 pm