



# COLLEGE PARK ACADEMY

## Board Meeting Minutes

March 1, 2023

6:00-8:00 PM

Public Session

**Attendance:** Robert Day, Segun Eubanks, Carlo Colella, Kimberly Griffin, Gayatri Varma, Helene Cohen, Stephen Thomas, James Rosapepe, Steven Baker, Stephanie Ban, Nicole Nelson, Duane Arbogast, Sean Mugrage, Sandy Abu-Arja

1. **Call to Order:** 6:01 pm
2. **Opening Statement:** Mr. Robert Day welcomed everyone and wished everyone a Happy New Year and good health. He thanked the board, principals, staff, students and parents for all their effort in making CPA the success it is today and acknowledged that we still have work to do.
3. **Review of the December 8, 2022 minutes:** Mr. Colella put forth a motion to approve the minutes. Dr. Bernache seconded the motion. The minutes were unanimously approved by the board.
4. **Budget and Financials Committee Report:** Mr. Carlo Colella thanked the Budget & Finance Committee and the support Dr. Abu-Arja and Mr. Mugrage provide to the committee. Mr. Colella gave a special thanks to Senator Rosapepe for challenging the committee and pointing them in the direction to make terrific investments with minimal fees and still have all of the risk protections through a Schwab Account.

- **Draft 2021 990 Form**

As a non-profit, CPA is required to file a 990 form. Mr. Mugrage stated that we outsource our audit which includes the preparation of the 2021 990 Form. The only change in comparison to previous years, CPA government grants in the form of ESSER.

On behalf of the Budget and Finance Committee, Mr. Colella recommended to the Full Board to approve the draft 2021 990 Form. Dr. Thomas put forth a motion to approve the Draft 2021 990 Form. Dr. Eubanks seconded the motion. The 990 form was unanimously approved by the board.

The ESSER \$2.54M was spread out over 3 years. Dr. Stephen Thomas congratulated the committee and staff for managing the funds. Mr. Colella thanked Dr. Abu-Arja and Mr. Mugrage. Dr. Bernache pointed out that the summer school, teacher training, tutoring and mentoring expenses were covered with the ESSER funds. Mr. Baker noted that in his next Principals' Report he will include how the ESSER funds were used to impact student learning and achievement.

- **Schwab Account:** Special thanks to Senator Rosapepe for challenging the committee to invest in this account which has minimal cost on our side. Great solution that checked off some of Mr. Mugrage's concerns. We have historically purchased CDs but have recently purchased marketable securities. We purchased \$2M worth of treasury instruments: T-bills and T-Notes. \$1M, one-year T-bills and \$1M, two-year T-notes. Fully secured investment by FDIC. In April, \$1.5M of CDs will mature. We will either purchase another \$2M in

more CDs or T-bills/T-notes. Then there will be \$4M in reserve that can be used for enhancement or expansion of the existing programs, i.e. the CPA Elementary School. We have been good stewards of our funds. Investments are staggered. Mr. Mugrage suggested that the investments could be used as an endowment.

- **FY23 Q2 Summary & Financial Statements:**

**Balance Sheet Comparison Summary**

Category	Q422'	Q123'	Q223'
Cash	\$1.2M	\$0.9M	\$2.5M
CDs	\$3.1M	\$3.1M	\$2.6M
Current Assets	\$5.1M	\$5.7M	\$6.1M
<b>Total Assets</b>	<b>\$7.8M</b>	<b>\$8.3M</b>	<b>\$8.7M</b>
Current Liabilities	\$0.1M	\$0.1M	\$0.2M
Deferred Rent	\$3.4M	\$3.4M	\$3.3M
<b>Total Liabilities</b>	<b>\$3.5M</b>	<b>\$3.5M</b>	<b>\$3.5M</b>
<b>Net Assets</b>	<b>\$4.3M</b>	<b>\$4.8M</b>	<b>\$5.2M</b>

**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 692 x \$13,149 per pupil. Results in an increase above the budget of over \$1M.
- **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 Online:** Projecting a decrease in revenue from the \$100K budgeted to \$14K due to delays in marketing.
- **Interest Income:** \$1M in T-Bills and \$1M in T-Notes were purchased in February, which will increase our budgeted amount by about \$22K.
- **ESSER III Grant Revenue:** Projecting to be slightly behind our budgeted spending and thus also revenue by about \$54K.
- **PGCPS Staff COLA Increases:** A 6% COLA increase for PGCPS staff starting in November when we assumed a 4% increase resulted in a projected \$195K in additional expenses.
- **CPA Staff COLA Increases:** Projecting a net increase of \$66.5K 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. The Director for Marketing and Communications hired as employee in January instead of as a contractor. 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.
- **PGCPS Benefits:** PGCPS provided us a credit of \$43K that related to a "reversal of retirement benefits". The net projected decrease in expenses from budget is \$37K.
- **Other Instructional Supplies:** Over \$15K added in additional ESSER spending that wasn't originally budgeted.
- **COVID Mitigation Supplies:** \$19K less in PPE needed as expected.
- **Dual Enrollment:** Recently learned that if students complete a letter of intent to enroll in dual or concurrent enrollment, PGCPS covers it. If not, then we pay for it. This results in a reduction to projected expenses of \$25K.
- **Development, Communications & Alumni:** Delays in finding service providers and the Director for Marketing and Communications hired as an employee in January instead of as a contractor decreased our projection by \$105K compared to budget.
- **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.

- **Utilities:** Projecting an increase of \$65K in expenses for this category. Electricity alone is averaging \$9.7K per month this year vs. last year, which averaged about \$6.3K. Usage is about the same, so the increase is mostly in the roughly 55%+ increase in rates. Water averages \$2.5K this year vs. \$1.8K last year.

### Projections Summary

- Projected to earn an additional \$946K more in revenue as compared to budget.
- Projected to incur an additional \$256K more in expenditures as compared to budget.
- Projecting an overall net gain of \$1.267M for the year now, which includes the additional net gain of \$690K as compared to budget.

### Statement of Cash Flows Summary

Cash at 07/01/22: \$1,231,563
Cash at 12/31/22: \$2,544,946
Change in Cash: \$1,313,383

- We currently have over \$1.9M in cash, which is about \$0.9M more than we've needed liquidity wise historically.
- We've recently invested \$2M of that cash balance in treasury securities. We should be able to invest another \$2M in April 2023 once \$1.55M in CDs mature.

### ESSER Q2 2023 Status

We have spent \$1.695M of our allotted \$2.547M in grant funding as of the end of Q2SY2023. We foresee no issues spending down the remaining funding in the remaining year and a half.

Mr. Day thanked Mr. Colella and Mr. Mugrage for the Budget & Finance Report.

5. **Academic Affairs Committee Report:** Dr. Carolyn Bernache thanked the committee for all their hard work and commitment.

- **Phase 2 Art Mural Project:** The committee is working with Jennifer Byrne on phase 2 of the art murals. Currently, we have planned to have murals on both the left and right hallways as you come in the main entrance. As determined by our survey, these murals will highlight two more of the CPA Signature Programs: Business and Public Health. The Business mural will be on the High School side and the Public Health mural will be on the Middle School side.

We are currently working with the artist to determine if it is feasible to complete two additional murals on the back hallway. The themes would be Computer Science and Social Science, which would complete artistic representations of all 6 Signature Programs. The committee will keep the Board informed of our progress and proposals. Our goal was to install the murals during winter break, but that is not possible, so we are considering Spring Break or June 2024.

- **Graduation Speakers:** We are beginning to think about speakers for graduation. Please send your suggestions via email to Dr. Abu-Arja or Dr. Bernache. Your input is always appreciated and valued. Dr. Stephen Thomas suggested Wallace Loh.

Dr. Cohen reiterated that the Academic Affairs Committee works a lot, but it is making great progress. Mr. Day thanked the committee and looks forward to updates. Dr. Thomas congratulated the committee for designing art murals that create an inspirational learning environment.

6. **Organization and Leadership:** Senator Jim Rosapepe
- **Advisory Council:** We are building our support network for the school by inviting individuals to join our advisory council. Currently, the following professionals have agreed to serve on the Advisory Council: Donna Wiseman, Ed Rothstein, Burck Smith, Justin Ross, Gary Michael, Lauren Trakhman, Bernadette Ortiz-Brewster, Frank Principe, Rushern Baker, Frank Brewer, Nancy Grasmick and Renee McGuirk. We plan to include their headshots and short bios on the website in the near future.
  - **Director of External Relations:** Nicole Nelson joined CPA today. One of her major focuses will be to support the Advisory Council. Her other two areas of focus will be to launch the Alumni Association and Parent Engagement.
7. **Marketing and Communications:** Dr. Hank Boyd presented via pre-recording video
- **Marketing and Communications audit** - Our new Director of Marketing and Communications, Stephanie Ban, has been meeting with the Leadership Team to learn about the origins, mission, and recent activities of College Park Academy and College Park Academy Online. Stephanie has also spent a great deal of time meeting our vendors and reviewing our communications with an eye towards enhancing engagement with our current and future students and their families.
  - **College Park Academy brand awareness** - Stephanie is working with Principal Libby, Principal Baker, and Ms. Bernitta Johnson to improve College Park Academy's listing on Niche.com and other school registries. Jenni Pompei has been hired to rewrite the [www.collegeparkacademy.net](http://www.collegeparkacademy.net) website with input from the Marketing Committee.
  - **Maryland Association of Public Charter Schools Advocacy Day, February 1** – Dr. Boyd joined Principal Baker, Duane Arbogast, Sandy Abu-Arja, and Stephanie Ban in Annapolis, where we dropped by the offices of our senators and delegates. More than 300 staff from local charter schools were present to urge members to support bill # [SB0646](#). This bill would provide funding on an annual basis to Maryland public charter schools for eligible expenses associated with school facilities.

Mr. Day thanked Dr. Boyd for his pre-recorded report.

8. **Principals' Report:** Mr. Steven Baker started his report off with words of gratitude. He thanked Dr. Eubanks for connecting CPA with One World Education and a theater company who came out to perform for our students. He thanked Dr. Boyd, Dr. Thomas, Dr. Griffin & Senator Rosapepe for attending Congressman Ivey's visit. He thanked Dr. Cohen for leading the CPA/UMD Liaison recruitment and appointment process. Thank you to Ms. Ban for all her efforts since she joined the team in January and a warm welcome to Ms. Nelson on her first day today. He thanked the board, staff, students and parents for their continued support.

**MCAP 2022** (Note: MSDE has changed the 5-point MCAP scale to 4.)

The MCAP results have been released and we are currently reviewing it. In the table below 2's and above include our developing learners, proficient learners and distinguished learners. With exception of the Grade 8 Math results, students are significantly outperforming PGCPs and Maryland.

## MCAP 2022 Data Review (2s and above)

Math	CPA	PGCPS	MD	RELA	CPA	PGCPS	MD
6th	64%	49%	63%	6th	96%	85%	87%
7th	68%	41%	48%	7th	97%	86%	89%
8th	31%	40%	46%	8th	90%	78%	83%
Algebra	74%	53%	64%	10th	97%	90%	91%
Geometry	88%	72%	75%				

This data in the following table focuses on 3's and above, which include proficient learners who are meeting and exceeding grade level standards.

## MCAP 2022 Data Review (3s and above)

Math	CPA	PGCPS	MD	RELA	CPA	PGCPS	MD
6th	17%	7%	19%	6th	60%	36%	44%
7th	24%	8%	12%	7th	65%	37%	43%
8th	1%	6%	7%	8th	47%	34%	43%
Algebra	8%	6%	15%	10th	78%	48%	54%
Geometry	19%	17%	26%				

Mr. Baker is working with Pauline Carey, MSDE Education Program Specialist on an appeal for the Grade 8 students' math score data but has yet to receive a definitive answer as to what the problem is. Included in this data are 40 of our accelerated Grade 8 students that took the algebra test last year, so we cannot understand why the results are so low. The principals are working with Dr. Arbogast to analyze the data. Dr. Arbogast stated that MSDE released the schools' data and nearly half of them are not showing their Grade 8 math scores, so he deduced that other schools are also questioning the data and submitting appeals.

Mr. Baker shared the CPA Board Data Dashboard if they would like a deeper dive to review the comparative data with other counties. He will keep the CPA Board informed as soon as he receives notice from MSDE regarding the appeal.

MCAP 2023 testing is coming up soon and we hope to receive the results in a more timely manner than we did this year, so we can compare results.

### **Boost Program**

The Boost Program is a tutoring and mentoring program that is funded by ESSER.

Student Groups	INVITED	Enrolled	New (2022-2023)	One Subject (Math or Reading)	Two Subjects (Math and Reading)	% of students At or Above Grade Level (Based on Winter 2023 NWEA MAP-R and M)	Reasons for not Enrolling
6th	88	40	All	26	14	Math - 37.5% RELA - 57.5%	Extra-Curricular Activities outside of CPA (both AM and PM); Parents not responding to email, texts, or calls; students working
7th	74	45	6	28	16	Math -35.5% RELA -55.5%	
8th	82	27	1	17	9	Math - 36% RELA - 47%	
HS	131	31	8	18	13	Math - 35% ELA - 30%	
Total	375	143	15	89	62	Math - 40% ELA - 45%	

Mr. Baker pointed out that despite the large number of students being invited to participate in the program less than 40% enroll. When surveyed, the main reasons for not enrolling were due to extracurricular activities, students' work schedules and parents not responding to calls/emails. Senator Rosapepe asked if more than half of the school population was below grade level on the NWEA. Mr. Baker indicated that the invitation list included NWEA results as well as course grades, expanding the pool.

CPA's charter agreement states that any students with a GPA below 2.0 will be returned to their boundary schools. Prior to this action being taken, our instructional team that is made up of teachers, success coaches and administrators identify students and devise an action plan to support them. One of the supports in place is The Boost Program.

Dr. Eubanks asked how many students are returned to their boundary schools. Mr. Baker confirmed that a few students return to their boundary school every year and promised to provide the board with the data on how many students have returned to boundary over the years. Mr. Baker stated that any student with a 2.5 GPA in the first quarter has a plan of improvement in place.

### Enrollment Update/ Total Applicants for SY 23-24


- Currently 692 students enrolled in SY22-23, 256 students (36.9%) from the catchment area.
- Nearly 1500 applicants for SY 2023-24: Mr. Baker submitted a request to Pupil Accounting to identify how many of those applicants are from the catchment area. He will keep the board posted once he receives the information.

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	Total
2022-23(total applicants 1072)	58	59	49	57	23	7	3	256 36.9%

\*1492 applicants for 2023-2024!



## **Quarter 2 Highlights**

- Students attended a performance at the Kennedy Center
- UMD brass ensemble performance at CPA
- CPA Students participated in History Day
- Students were recognized during awards assemblies
- A theater company came out and worked with CPA students
- CPA Plus Winter Performance
- Athletics Teams finished strong
- Signature Program students visited the Dept of Geographical Sciences
- Congressman Ivey visited the Stock Market Club
- Students designed a freedom quilt
- Takoma Academy Choir performed at CPA
- CPA MS & HS Student Government participated in Prince George's Regional Association of Student Government meeting

## **CPA Plus Spring Update**

- 243 Registrations
- 27 options offered
- 7 NEW programs: Esports, Strings Technique, Creative Arts, Model UN, HS University Startups, Cosmetology & WETATI Entrepreneurship
- 18 hourly staff & 24 UMD volunteer staff

Mr. Baker gave a shoutout to Ms. Bernitta Johnson for all her hard work in running such a successful CPA Plus Program. He also celebrated the CPA Winners from the Washington Urban Debate League: 5<sup>th</sup> Place and Top Speaker, Munachiso Onyilofor (10<sup>th</sup> grade), 7<sup>th</sup> Place: Aiden McFarlane & Stephan Agbor (10<sup>th</sup> grade), 11<sup>th</sup> Speaker: Stephan Agbor (10<sup>th</sup> grade) & 12<sup>th</sup> Speaker: Aiden Mcfarlene (10<sup>th</sup> grade)

## **Athletics Update**

Our Middle School teams had a great year. The boys had 4 wins and 5 losses. They did not qualify for the playoffs. But our middle school girls went 8 and one during the regular season, and they made it to the Prince George's county playoffs. They unfortunately lost in the first round to Walker Mill.

Our High School boys and girls. They just wrapped up their state playoff games at the end of February. Unfortunately, both of them suffered defeat as well, but we had a great winter athletic season.

## **UMD Partnership Update**

- New UMD Liaison hired- Welcome to CPA, Ms. Erika Aparakankanange!
- Visit with Dean of School of Architecture
- Lots of fields trips: Clarice and Signature Programs trips

9. **PTO Report:** Ms. Amy Boccardi



# PTO Updates 3.1.23

## FUNDRAISERS AND EVENTS

- Papa John's Fundraiser Cards - ends March 15
- CPA Ice Skating Night, Fri. March 24 at Wells Ice Rink - tickets on sale for \$5, free for teachers
- Potomac Pizza Fundraiser, Mon April 17
- Urban Air tickets fundraiser - April
- Teacher Appreciation Week- May 8-12
- PTO Nominations and Elections

## CURRENT PTO FUNDS:

- \$9,888.34 total
- (\$4,951.42 in PTO fund)

MEETING: Thursday, March 9th 7 pm In-Person

Dr. Thomas thanked the PTO for all the wonderful work. Mr. Day asked if they had considered hosting an event at the College Park Aviation Museum. Ms. Boccardi stated that they try to diversify where they host events because families are coming from all over the county.

Dr. Eubanks is a CPA PTO member and involved in their events. He applauds them for everything they are doing and encourages everyone to become members of the CPA PTO.

Dr. Thomas says we need to measure how our parent engagement compares to other schools. Mr. Baker promised to work with some of the other charters and feeder elementary school principals to compare PTO membership amongst schools. Senator Rosapepe stated that CPA and Andrews Air Force Base are the only schools that have catchment areas.

Dr. Bernache recently conducted a study on PTO & PTA and the biggest challenge was getting and maintain membership.

## 10. Announcements

Mr. Day shared a photo of his son, Lance Corporal Maxwell Day at the Super Bowl. Lance Corporal Day is a proud CPA Alumnus and United States Marine Corps Color Guard. He and his comrades protect the American Flag and they are the protectors of the White House.

## 11. Public Comment

Ms. Kathleen Donovan asked how the College Park Academy funds are shared with the private school and how the private school will impact the public school? Dr. Arbogast explained that the Board did some market research and some business modeling, and the intent is to create a revenue stream for College Park Academy Public Charter School. The modeling will be successful with at about 100 students in the private school. At that point it will start generating a significant income that rolls back into College Park Academy Public Charter. In order to do that, there has to be an investment. The Board has set a limit on what they are willing to risk to make this work, and if it works there will be a significant benefit to College Park Academy Public Charter School. The intent is, if the private school grows, the expenses won't particularly grow, but the revenue does, and that all goes back to College Park Academy. Public Charter Schools get most of their money from the per pupil allotment from the county and then rely on donations, or grant funding. College Park Academy has not been



particularly successful in building the reserves but are now investing in ways to generate more revenue to bring back to the public charter school.

Ms. Amy Boccardi asked the status of the request for a meeting to discuss the requests outlined in the PTO February 12, 2023 letter to the board. Mr. Day confirmed that the board had responded to the letter and will be setting up a meeting in April. He encouraged everyone to participate in the athletics survey that was recently distributed.

Ms. Crystal Smith shared that her family is new to College Park Academy. She is a sixth-grade student who has made the transition well to College Park Academy and looks forward to her future at the school. Her daughter played on the MS basketball team. She asked what are the plans for athletics expansion. Mr. Day reiterated that the athletics survey is still live and encouraged everyone to complete it and looks forward to sharing the results at the meeting in April. Ms. Smith thanked Mr. Baker and team for being so accessible and communicative. Dr. Thomas thanked Ms. Smith for sharing how well her family and daughter have transitioned to CPA and agreed that as a school community we work together to provide well-rounded academic and extracurricular opportunities for students. Ms. Smith agreed and highlighted that in addition to being on the basketball team, her daughter participated in the debate team as well as cosmetology.

Ms. Michelle Daniels asked if the parents were going to be part of the athletics expansion discussion. Mr. Day and Dr. Abu-Arja encouraged all parents to complete and submit the athletics survey.

Ms. Mary Kuyateh stated that slow progress is being made with regard to expanding extracurricular options. Her daughters wanted to attend other schools due to their more robust extracurricular options, but she kept them at CPA as it was the best school in the district. To diversify their resumes, her daughters created their own clubs and activities to ensure that they were competitive for university applications and acceptances. Senator Rosapepe asked which extracurricular activities her daughters were interested in that were not available. Ms. Kuyateh listed creative arts, drama, and dance.

Ms. Donovan asked if CPA Plus scheduling could be reviewed. Her daughter signed up for a photography club and the activity didn't start until 4:30. From 3:05-4:30 they were in the study club. Senator Rosapepe thanked everyone for sharing their input regarding CPA Plus, which will be included in the discussions when reviewing the CPA Plus survey results.

Ms. Smith asked if there has been any data collected to see whether or not the cost of CPA Plus creates a challenge for families who cannot afford it. She also pointed out parents' work schedules may also be a factor in determining if students participate or not. Dr. Abu-Arja confirmed that the CPA Plus survey data results will aid in determining that.

Dr. Abu-Arja asked for a motion to adjourn from Public Session and move to the Executive Session to discuss personnel matters, as permitted under the State's Open Meetings Act. Senator Rosapepe moved for a motion. Dr. Bernache seconded. Mr. Day asked for ayes and nays from the directors. All were in favor. Public session was adjourned at 7:50 pm.