

**Board Meeting Minutes** 

**Public Session** 

Date: September 26, 2023
Time: 6-8:00 PM
Location: Zoom

Attendance: Robert Day (Chair), Segun Eubanks, Bob Catlin, Carlo Colella, Carolyn Bernache, Jim Rosapepe, Hank Boyd, Kimberly Griffin, Gayatri Varma, Stephen Thomas, Erica Estrada-Liou, Sandy Abu-Arja, Steve Baker, Stephanie Ban, Nicole Nelson, Sean Mugrage

- 1. Call to Order 6:09 pm
- 2. **Opening Statement:** Robert Day welcomed and thanked everyone for a successful start of the school year.
- 3. **Review of the June 7, 2023 Minutes.** Carolyn Bernache put forth a motion to approve the minutes. Jim Rosapepe seconded the motion. The minutes were unanimously approved by the board.
- 4. Academic Affairs Committee Report: Carolyn Bernache thanked everyone for their ongoing support.
  - a. **Board of Directors / PTO Executive Board dinner:** 7/30/23 the Board of Directors and the PTO Executive Board gathered for a meet and greet dinner to share personal experiences and brainstorm ideas to support continued collaboration.
  - b. Back to School Night Italian ice socials: Board/PTO collaboration was a huge success.
  - c. **Charter Implementation Bi-Annual Review:** Sandy Abu Arja shared that this data review process will be used to prepare for the SY25-26 charter renewal.
  - d. **Parent Engagement & Alumni Association Surveys:** Parents and alumni were encouraged to complete the surveys.
  - e. Phase II Art Mural Project: Installation scheduled for July 2024
  - f. Arts Subcommittee Report: Stephen Thomas reported that the Project Coordinator, Surayyah Khan has been hired. Parents, students and staff reps will also serve on the subcommittee. Jim Rosapepe thanked Stephen Thomas for his leadership and highlighted fiscal and facility restraints. CPA will keep an open mind and study the best art and music schools in the country. Robert Day thanked Carolyn Bernache & the committee.
- 5. Marketing and Communications Committee Report: Hank Boyd
  - a. **Marketing Website:** Hank Boyd shared plans to update the school website with an eye towards attracting a broader audience within Prince George's County.

- b. **Marketing Retreat 10/4/23:** Hank Boyd noted that in business it is all about the people. The Board wants to celebrate CPA principals, staff and students, highlight special elements that make CPA the success it is, i.e. student advocates, success coaches, etc. The MarComms committee will develop a marcomms strategy during the retreat.
- 6. Budget and Financials Committee Report: Carlo Colella thanked the Budget and Finance Committee.
  - a. FY23 Q4 Financial Statements and Summary: Sean Mugrage presented to the board.
    - i. Jim Rosapepe was asked by someone who works with charter schools about CPA's financial stability. Jim Rosapepe confirmed that we are in a good state and gave a shout out to Carlo Colella, Bob Catlin, & Sean Mugrage as financial experts.

## b. FY24 Budget

- There is an increase of \$305,000 in the SY24 budget due to projected \$13,675 per pupil allocation (PPA) vs. \$14,124 actual.
   Robert Day thanked Carlo Colella, Bob Catlin, Jim Rosapepe, Sandy Abu-Arja and Sean Mugrage.
- 7. Organization and Leadership Committee Report: Jim Rosapepe
  - a. Board Appointment: Jim Rosapepe welcomed Erica Estrada-Liou to the board and explained how the UMD board appointments are made with UMD Provost Jennifer King Rice. Erica introduced herself.
  - b. CPA Inc. Employee Handbook: Handbook was drafted in consultation with two lawyers.
    - i. Jim Rosapepe moved for approval. Stephen Thomas seconded it. Unanimously approved.
- 8. Principals' Report: Steven Baker thanked the board and school community for a great start to the year.
  - a. **Thanks to the board** for attending campus events recently: Kimberly Griffin, Stephen Thomas, Carolyn Bernache, Jim Rosapepe, Erica Estrada-Liou, Hank Boyd
  - b. **Enrollment** for this school year is on target at 681 students.
  - c. **Staffing** For HS, Mr. Libby has hired 2 more teachers, for Math and Special Education, that are currently in the onboarding process. Mr. Baker has hired 1 teacher to take Ms. Chung's position. Ms. Chung has moved into the program coordinator role. CPA has posted the Academic Dean position vacated by Ms. Slobodnik, who has left in good standing to take on the role of Assistant Principal at another school in Virginia.
  - d. MSDE MCAP data released 9/26/2023 shows marked improvements in Reading and Math
    - i. Gayatri Varma noted marked improvement in Grade 8 math in 2023 in comparison to 2022.
    - ii. Steve Baker is working on a comparison with other schools.
  - e. **AP Scores** CPA nearly doubled number of AP exams taken. Percentage of students scoring 3 or higher remained the same, which means the number of students achieving a score of 3 or higher also improved. CPA went from 11 to 30 <u>AP Scholar Awards</u>, including our first <u>AP Capstone Diploma</u>.
    - i. Jim Rosapepe and Gayatri Varma noted that CPA must get those scores up so that students are guaranteed to achieve 3, 4 and 5.
    - ii. Gayatri Varma encouraged principals to come to the board if additional support is needed.
    - iii. Carolyn Bernache noted that she has invited a staff member to the Academic Affairs Committee to attend the meeting and explain what the students and staff need.
  - f. **UMD/CPA Liaison:** Steve Baker gave a shoutout to Kimberly Griffin for helping with recruitment. CPA will be interviewing candidates the week of 10/2/2023.

Robert Day thanked the principals, administrators and staff.

- 9. **PTO Report:** Jordan Patty thanked the PTO Board for all their hard work.
  - a. **Membership** has grown to 70 parents pledging \$10 or donations.
  - b. 1<sup>st</sup> meeting 10/3/2023 at CPA in-person.
  - c. Back To School Night Socials were a great success.
  - d. Teacher/Staff Appreciation Breakfast at the beginning of the year.
  - e. **Upcoming fundraisers** at Jersey Mikes and Franklins.

## 10. Announcements

- a. **Protected Bike Lane:** Sandy Abu-Arja thanked the CPA community for their patience with the new traffic flow. Everyone has been kind, courteous, and really supportive.
- b. **City of College Park Tutoring & Teen Talk:** Carolyn Bernache announced that the city will be providing free tutoring for students K-12. Link on <u>city website</u>.
- **c. Office of Community Engagement:** Sandy Abu-Arja noted that there are more resources available through the Office of Community Engagement at UMD as well.
- **d. Mode of Transportation Survey Results:** Sandy Abu-Arja noted that all students have been surveyed about their mode of transportation to/from school. Nicole Nelson is working on a carpooling campaign.
- e. **Purple Line** Grade 6 students will eventually be able to use light rail to come to school once it is available.

## 11. Public Comment

- a. Sandy Abu-Arja gave a shoutout to Ms. McBean for arranging the Board Meeting Zooms and all that she does for CPA PTO.
- b. Jessica O'Roark shared comments from families attending the MS back-to-school night about foreign languages not being taught in person at CPA. After students complete Grade 6, all students learn foreign languages with virtual teachers. Students can reach out to the virtual teachers. There are live lessons on the landing page. Baker will check to see if CPA Plus can offer more robust tutoring. Jim Rosapepe suggested that Carolyn Bernache add a deep dive about languages in the Academic Affairs Committee. Steve Baker will get the data, how many students are taking foreign languages, what are their grades, etc.
- 12. **Adjournment:** Carlo Colella 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. Rob Day moved for a motion. Segun Eubanks seconded. All were in favor. Public session was adjourned at 7:38 pm.