



# COLLEGE PARK ACADEMY

## Board Meeting Agenda March 21, 2019 6:00-8:00 PM

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In attendance: Dr. Loh, Colella, Cohen, Ross, Rosapepe, Varma, Catlin, Mitchell  
Staff: Arbogast, Libby, Mugrage

- 6:20 Call to Order
- 6:21 Review of the November Minutes. Motion to approve: Rosapepe, Second: Colella, All Approved
- 6:08 Bylaw change to create committees. Reviewed in November. Motion to approve the bylaw change: Mithcell, Second: Rosapepe; all approved.
- 6:12 Budget and Financials Committee Report: Carlo Colella reporting
- Draft of Final 990 External accounting firm: Arbogast, Sutherland from The Children's Guild, Colella, and the Finance Committee reviewed and recommended approval. Motion to approve: Mithcell; Second: Ross; All approved.
  - Q2 P&L The Finance Committee reviewed the P&L. The biggest discrepancy in revenue was the donation projections. The school did not meet the goals. The school has overcome the revenue shortfall with savings and efficiencies. Staff costs and supplies are under budget. The bottom line is that the school is \$90,000 to the good. Cash flows started with \$1.1M and is now \$1.66M. The balance sheet total assets is \$6.3M, with \$3.5M in fixed assets. Liabilities are \$ 1.2M. The net position is \$1.4M.
  - The Finance Committee is recommending moving cash into CDs to collect more interest. Need to wait until mid April to make the deposit. The committee suggests \$1.5 in three different CDs: 12 months 2.42%; 500,000 24 months at 2.67%, and \$500,000 in an 18 month, no early withdrawal penalty at 1.985%. Motion to move forward: Rosapepe, Seconded: Varma, All approved.
  - The Finance Committee submitted the proposed FY20 Budget. Mugrage and Arbogast highlighted significant changes which include an increase in staffing, increase in art design, decrease in grants, and an increase in donations. Motion to approve the FY20 budget: Motion: Rosapepe, Second: Mitchell, All approved.
  - Dr. Loh asked for a reminder about making contributions.
- 6:30 Academic Committee Report: Arbogast reporting
- Dual Enrollment with the University of Maryland update: Seventeen students qualified for dual enrollment at the University of Maryland. Of those, six students applied and enrolled in concurrent courses. CPA paid the full tuition and fees which totals \$810 per course, which is three times the cost of a community college course. The Academic Committee is proceeding with conversations with the University about the availability of courses, cost sharing, dual credit with PGPCS, and the creation of courses tailored to the students at CPA. The logistics are complex, but all parties are engaged in discussions.

- Graduation plan: May 29<sup>th</sup>, Pre-Graduate Friends of CPA dinner on May 28<sup>th</sup>, and 8<sup>th</sup> grade promotion at the Stamp Union on June 4 at 6:30 PM.
  - Parent Engagement Night: Parent Engagement Event: The event will be held on a Saturday in April or May at the Academy for Innovation. CPA parents will be invited. Stephen Thomas will lead a Human Centered Design protocol to uncover issues and suggest ideas and strategies to address concerns by parents and set a guide for CPA. The desired outcomes would be to give parents voice, to inform the school leadership and board, and to model a problem solving model.
- 6:45 Organization and Leadership: Jim Rosapepe reporting.
- Executive Director Job Description distributed. Request that the board look at the Job Description and provide thoughts. The job description will be sent out to the board via email. The Org and Leadership Committee is asking for revisions. Suggest that the process of a search to begin in May. Rosapepe described how a search firm was used at the beginning of the school, but it was not successful. Varma described the position as a leadership position. Colella asked if we should consider hiring the position through the Children's Guild. The position could be a Children's Guild position. Mitchell described issues in the past. She stated that we needed to be familiar with the brand. Options could be to hire the ED directly or through the Children's Guild. Colella believes we should look at both options. It is easier to remove someone if they are a Children's Guild employee. This issue will go to the O&L Committee. Motion to proceed in moving forward with the search, and consider hiring as a CPA or TCG employee: Rosapepe, Second: Mitchell, All approved.
- 7:00 Marketing and Development: Ross reporting.
- Goals for Fund raising for the coming year is \$15,000. The funds would be used for subsidizing CPA plus through scholarships.
  - Event ideas: Dinner for Friends of CPA. Value in having a couple of events with an idea for more high value. The dinner could be an annual dinner with corporate and individual sponsors. A fall event, possibly a crab fest, would be the second event. This is an opportunity to raise funds.
- 7:10 Executive Director Report: Arbogast reporting
- Updates on expansion and replication: A team of people have been working on building political support for both schools. We have looked at the Raytheon building as a potential site. Councilmember Glaros is interested in working with Paint Branch Elementary. School member Burroughs has expressed concern about the diversity of CPA. However, enrollment data suggests that the catchment area may be contributing to greater diversity in race and socio-economic terms.
- 7:20 HSPTO Report: The PTO is sponsoring a spaghetti dinner on March 28, a skate night on March 22 and a dinner at Jason's deli (April 2)
- 7:30 No Announcements
- 7:40 Public Comment: Parents suggested or asked:
- Building a Tennis bubble on the parking lot at \$11.15/square foot. This will be routed to the Academic and Finance Committees.
  - Selecting an executive director who is younger, perhaps a recent PhD. Dr. Loh indicated that only an experienced person would be considered.
  - Hold the Friends of CPA dinner perhaps after the parent engagement. The night before graduation may not be the best for parents
  - Being with the school the last seven years, absurd that we are still talking about dual enrollment.
  - Art focus group. But was there a senior class focus group. "Parents are not happy about the graduation." The parents were not asked about graduation ideas. How are traditions set? Senior class doing a breakfast.
  - Daughter is on home and hospital. They are not being communicated with. Suggested that a student who recently died be included with the class of 2019. I would hope we would recognize her at graduation. I've gone to administration. The teacher sponsor has grudges. I can't fathom that we will

continue to spend the money on the graduation. I don't know the answers. Clarice center: pay to park. Less tickets. Can we have a lottery system to pick the row and seat? Can seats be reserved?

- Dr. Ortiz did not leave on a promising note. Invite Marcy Cathy and Frank Brewer.
- Dr. Ortiz did a lot for the school.
- Told it was a college prep school, no sports, dual enrollment, out of 150 who started only 80 remain, and only 17 qualified for UM. Disheartened that the school paid \$400 for athletics but not for a trip to New York. What is the vision? What do we really want?
- When can we have parents on the board? Referred to the Org and leadership committee.
- Counselor: can we have a middle school and high school counselor? Refer to the Academic committee
- Athletics: Refer to the Academic Committee
- Supplies science project and tissues. Refer to the principals
- Dual enrollment young scholars: Are their scholarship? Refer to the principals
- ED: there should be parent involvement. Referred to org and leadership.
- This is supposed to be a self-paced school. Only allowed to advance two years? Can we have cohorts fully online. It would be an incentive. Refer to principals
- Self pace, and college prep. What is the vision? Refer to Academics
- Rosapepe indicated that the self paced is a challenge with the school system. The school vision has not changed.
- What is the incentive to go to the UM? If a student does dual enrollment at UM do they get preference?
- Dr. Loh indicates that as a public institution cannot prioritize a single school.

7:50 Executive Session Motion to move to executive session: Rosapepe, Second: Varma, All approved.

- Evaluation process for principals proposed to the board. Want the board to review and approve. The next meeting of the Org and Leadership will meet to decide how the process will work. Who evaluates the principals? The board. Dr. Loh asked about the precision of the instrument. Motion to move the process of principal evaluation forward: Rosapepe, Second: Colella , All approved.

8:20 Adjourned