



MINUTES

Board of Directors - Regular Meeting - July 13, 2021 - 4:30pm

1. **Call to Order** - the meeting was called to order at 5:45pm by Melissa Merida, President.
2. **Roll Call** - present via Google Meet virtually
 - a. **Present:** Melissa Merida, Sridhar Ramachandran, David Clifton, Courtney Lewis, Kyle Daugherty, Ann Brown
 - b. **Absent:** none.
3. **Approval of Minutes from Regular Meeting May 11th, 2021** - Motion by Daugherty second by Ramachandran, all in favor.
4. **Approved Public Participation** - (Marriette Siler, Ball State Office of Charter Schools observed the board meeting.)
5. **Special Reports** -
 - a. 2021-2022 School Budget (Including 5 Year Budget) - Barbara presented the 5 year budget and discussed adjustments. The Board reviewed the budget and asked questions.
 - b. December 2020 Balance Sheet and Statement of Activities - The Board reviewed the statements.
 - c. March 2021 School and Nurtury Budget Quarterly - The Board reviewed the budget to actual reports. Board agreed that the Nurtury will be moved to the General Fund starting July 2021.
 - d. Enrollment/Marketing Update - Glenn reported on the school's enrollment. Total enrollment is proceeding well with the number of learners budgeted for the Charter programs next year set at 535 and it is anticipated that CM will meet or be very near that number by the start of the year. He also commented that CM will continue enrolling through January 2022. There are still a few openings in Early Education.
 - e. Expansion Update - Melissa reported on the Spring Enrollment giving pledges and paver gifts. She gave a summary of the Spring Celebration held virtually this year.
 - f. Grants and Funding Update - Barbara and Melissa gave an update on expected funding over the next couple of years. The Board asked questions.
 - g. Human Resources Update - Barbara reported that there are currently 4 openings for staff members, and she hopes to have one of these filled by the end of the week.
 - h. School Success Update - Barbara reported that the Level Intensives for all school programs are taking place this month, and school success plans will be set at those meetings. This will be impacted in some ways by COVID and testing.
 - i. Board Policy Manual: Proposed Revisions - Tabled



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- j. Board Retreat 2021-22 - Tabled
 - k. Treasurer's Report: May and June 2021 Credit Card Statements Review - Kyle reported on the statements, and the Board asked questions.
 - l. 2021-2022 COVID Safety Plan - The Board discussed the plan. There was a requested change to add detail about ventilation in the plan. The Director will be able to make adjustments to the plan as needed throughout the year.
 - m. Director's Review - The committee met with Barbara to review her goals and accomplishments from last year and for next year. They were pleased with the progress from last year and excited about the upcoming year. The Board will be signing the Directors Employment Agreement electronically.
 - n. 2021-22 Employee Handbook - The Board reviewed the Handbook and asked questions.
 - o. 2021-22 Family Handbook - The Board reviewed the Handbook and asked questions. A section on Internships for teens will be added.
 - p. 2022-23 Application Forms and Program Fees - The Board reviewed the forms and fees and asked questions.
 - q. 2021-22 Safety/Emergency Preparedness plan - The Board reviewed the plan and asked questions.
 - r. Staff Evaluation Plans - The Board discussed the policy for this year, and asked that an item be added to the September agenda for a Salary Exploration Committee.
 - s. 2021-2022 School and Nurtury Calendar - Addition of Juneteenth as Federal Holiday - The Board reviewed the calendar addition.
 - t. J-1 Visa Sponsorship - This is for an International Exchange teacher to come to work as a teacher at CM. We will be working with the Sagamore Institute in Indianapolis.
 - u. Ball State Renewal Request ([Charter Contract Document 2017-2022](#)) - The Board discussed the renewal process and the current Charter contract. The Board will request renewal from Ball State University for the school.
6. **Consent Agenda** - Motion to approve by Lewis, second by Daugherty. All in favor.
- a. Claims approval – April and May 2021
 - b. 2021-2022 School Budget (Including 5 Year Budget) approved as presented.
 - c. 2021-2022 COVID Safety Plan is approved and the Director may make adjustments throughout the year as needed.
 - d. Director's Employment Agreement approved at 3% salary increase for this year.
 - e. 2021-22 Employee Handbook is approved as presented.
 - f. 2021-22 Family Handbook is approved as presented.
 - g. 2022-23 Application Forms and Program Fees are approved as presented.
 - h. 2021-22 Safety/Emergency Preparedness plan is approved as presented.



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- i. 2021-2022 School and Nurtury Calendars are approved as presented.
 - j. J-1 Visa Sponsorship - the board approves the school to pursue the process for sponsorship for up to \$2,000 per year.
 - k. Ball State Renewal Request - the Board approved to request renewal for our Charter from Ball State University.
7. **Announcements -**
- a. Next Regular Board Meeting - September 14th, 2021
 - b. August 6th and 7th - Parent Partner Conferences
 - c. August 9th - First Day of School 2021-22
 - d. [Brit Hawthorne](#) - ABAR for Montessori Educators training during July staff days
8. **Adjournment** - The Board adjourned the meeting at 7:17pm, motion by Ramachandran second by Lewis.

Minutes approved on September 14, 2021 by:

Melissa Merida, President

Sridhar Ramachandran, Vice President

Kyle Daugherty, Treasurer

David Clifton, Secretary

Ann Brown, Member

Courtney Lewis, Member