

**Collegiate Academy for Mathematics and Personal Awareness Charter School**

Regular Board Meeting Minutes

March 8, 2014

A regular meeting of the Board of Trustees of CAMPA Charter School was held on March 8, 2014 at Bethlehem Baptist Church. The meeting began at 9:45 AM.

The following members of the Board were present: Daryl Rock, Viola Abbott, Larry Hughes, Julia McDonald, Michele Weekes, Rana Khan, Joan Ramsey, JoAnn Challenger, Deborah Knight, and Afrah Richmond. Lori Bennett was a notified absence. Jeanne Lopez was not a notified absence. There was one visitor, Sabrina Foskey Credle.

**VOTED:**

To approve the minutes of the February 8, 2014 with necessary correction.

**CORRECTIONS:**

- The wording for sentence about written reports was changed to “Dr. Rock suggested for future meetings, written reports should be submitted when committee and/or taskforce report.”
- The spelling of Lori Bennett’s name was corrected.
- The fee for the 501c3 tax exempt fee was \$850 not \$50.

**VOTED:**

To approve the agenda for today’s meeting.

**Fiscal Committee Report**, treasurer, Larry Hughes reported

CAMPA checking account has received donations from the Board in the amount of \$4,575.00. We received a donation of \$100 from contributions.

**Accounts Paid**

- Directors & Officers Insurance \$1075 and \$442 for a total of \$1,517.00
- 501c3 \$850.00
- Vanguard Direct \$1263.00

**Accounts Payable**

Insurance- \$884.00 – two remaining payments of \$442.00 due March 28<sup>th</sup> and \$442.00 due April 28<sup>th</sup>.

The Charter Center is allowing us to pay \$400 fee to attend the career fair at Harlem Children’s Zone after we receive our **CSP grant**.

**Recruitment/Outreach Taskforce**

Michele Weekes reported: It was recommended by the taskforce that we advertise on 8 bus shelters on the New Lots Bus line. The company Cemusa advertisement will go up March 17, 2014 for 30 days. It may stay up longer, if no one else buys the spot.

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**VOTED:**

To pay \$5,000 to Cemusa, Inc. to advertise our school on the bus shelters. Payment will be due June, 2014.

**One thousand two hundred sixty-three and twelve cents** was paid for postage to mail postcards to potential families for CAMPA. We will still have to pay for printing, \$750 and processing, \$750.

**VOTED:**

To pay Vanguard Direct to print and process postcards for mailing at the cost of \$1500.

Recommendation was made for the CAMPA LOGO.

**VOTED:**

To accept the new logo with the Pi symbol and small apple on top with the name and address of CAMPA. The vote had 8 yeas and 2 abstained (Viola Abbott and Julia McDonald).

Outreach: Information has been passed out in the following places in the East New York area: Gateway Shopping Center, Pennsylvania Avenue shopping area, hairdressers, barbershops, churches, Cypress Hill Houses, Boulevard Houses, Brownsville Library, Wortman Community Center, Spring Creek Library, subway stations and schools (PS174, 306,346,140,etc.). In addition, there is information on Channel 69 & 70 – the Brooklyn Bulletin Board cable stations.

**VOTED:**

To give the recruitment committee \$600 for Volunteers to hand out palm cards and purchase new cards if needed.

**VOTED:**

To give volunteers \$10 to \$15 per hour.

**Facility Task Force**, Viola Abbott reported

The task force will meet with the church trustee board after today's meeting to receive the draft of the lease. The taskforce plans to ask the church to use the kitchen to serve lunch. Viola stated that it was the taskforce's hope to bring in our contractor to determine what is needed to have module #1 ready to open for CAMPA.

**Technology Task Force**, Rana Khan reported

Quotes for E-rate infrastructure, cable and wiring services have been coming in. Rana has been gathering bids (ATT, Verizon, Knight Service) in order to submit to the Federal government by the deadline of March 24th. The process with E-rate is to put the money up front and then we will be reimbursed later on. **Forty-three thousand dollars** has been allocated in the budget for E-rate. The 471 form must go in with bids for telephone and networking.

**Personnel Task Force**, Viola Abbott reported

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Several candidates were interviewed for the position of principal. One candidate will come in today for the whole Board to interview.

Viola and JoAnn will go to the job fair at the Harlem Children's Zone on Wednesday, March 12<sup>th</sup> to look for applicants for teaching positions (5:30 – 9:00).

**Treasurer's Report**

Our budget has been approved and we should be receiving a letter shortly to be able to apply for a bridge loan. The treasurer, Larry Hughes is currently working on employee health benefits. He met with a representative from ADP.

Travis Brown, possible principal for CAMPA was interviewed by the Board.

**VOTED:**

To hire Travis Brown as principal for CAMPA pending a background check and reference check.

**VOTED:**

To adjourn the meeting at 1

Respectfully Submitted,

Deborah Knight