

CAMPA CHARTER SCHOOL
1962-84 Linden Blvd.
Brooklyn, New York 11207
www.campacharter.org

Regular Board Meeting Minutes

April 12, 2014

The meeting of the Board of Trustees for CAMPA Charter School was held on April 12, 2014 at the Bethlehem Baptist Church. The meeting began at 9:50 AM.

The following Board members were present: Daryl Rock, Viola Abbott, Julia McDonald, Michele Weekes, Rana Khan, Joan Ramsey, JoAnne Challenger, Deborah Knight, and Lori Bennett. Larry Hughes and Afrah Richmond were notified absences. Jeanne Lopez was not a notified absence.

Minutes from the March 8th Board meeting was accepted and approved.

Reports:

Personnel Task Force – Viola Abbott, Chair, reported

The task force has interviewed prospective operations managers, one of which will come in today to be interviewed. Charleen Morris who was on our short list for principal will not take the position. The task force is recommending Marcelle Fong for principal. She will come in at the end of this meeting for the full Board to ask questions. The chair for the task force asked the Board members for teacher recommendations.

Fiscal Report – Held for the treasurer's report

Education Committee - Lori Bennett, Chair, reported

Education committee members, Lori Bennett, Deborah Knight and Viola Abbott toured the CAMPA facilities on Saturday, April 5, 2014 to determine both physical plant and instructional resources that will be needed to support the educational program outlined in the CAMPA proposal. The committee met on Monday, April 7th, to begin drafting the CAMPA Student/Family handbook.

Technology Task Force – Rana Khan, Chair, reported

The task force narrowed the search for eRate vendors to the following three vendors: Knight Nets, Inc., Charter Technology Solutions and Network Outsource, Business and Educational Technology Solutions. The vendors were selected for the following reasons:

- ✓ Reasonable cost
- ✓ Other charters in the NYC area (including HCZ, KIPP, Achievement First) use these vendors
- ✓ Personal experience in working with Knights Nets, Inc.

CAMPA CHARTER SCHOOL
 1962-84 Linden Blvd.
 Brooklyn, New York 11207
 www.campacharter.org

The cost breakdown for each vendor is Network Resource, \$ 182,808; Charter School Tech, \$158,526.66; Knight Nets, \$103,661.03. Verizon submitted a quote which will cover our landlines and month to month phone bills.

The committee is recommending that we go with Knight Nets for our eRate. Ben, our eRate consultant, has forwarded the technology plan and CIPA compliance information that needs to be filled out and sent to the State by June. If the Board agrees on Knight Nets, they will need to do a walk through to scope out the work to outfit our space for our technology.

Recruitment/Outreach Task Force – Michele Weekes, Chair, reported

Eight East New York bus shelters have the CAMPA advertisement on them. Flyers and applications were mailed out using the census list of District 19.

As of this meeting CAMPA has sixty-nine applications. However, no child is officially registered until we verify proof of address and see the child’s birth certificate.

Next steps:

- ✓ Census mailing to other districts
- ✓ Have people at key subway stations to pass out flyers
- ✓ Pass out information at museums and parks
- ✓ Linden Movie Theatre – commercial about CAMPA will be shown before every movie for a month
- ✓ WBLS and WLIB – advertise on these radio stations
- ✓ Citywide outreach by advertising in other districts

Daryl Rock proposed that we include the 6th grade in our enrollment for the first year. This would allow us to go into schools to recruit 6th graders. We have to send a proposal to the state by Monday, April 14, 2014.

RESOLVED, that we ask the state to amend our charter to include having sixth graders come into CAMPA in our first year of operation.

Treasurer’s Report

The report was sent in by Larry Hughes and read by the secretary, Deborah Knight.

We have a balance of \$2,258.00 in our account. We received a loan from our Chairperson, Daryl Rock in the amount of \$2,000.00.

Accounts Paid	
D & O Insurance	\$442.00 (March payment)
Millennium Print Shop	\$175.00
Copy King	\$145.00
Flier Distribution	\$950.00

CAMPA CHARTER SCHOOL
1962-84 Linden Blvd.
Brooklyn, New York 11207
www.campacharter.org

Accounts Payable	
D & O	\$442.00 due April 28 th (last payment for coverage till June 30, 2014)

We are still waiting on the approval for a loan with the Funding the City of New York organization. Andrew Waldron is the Director of the Cash Flow Loan Program and he has received all the documents required from us but he needed to speak with Blair Gearhart in Albany before approving the loan. The loan is for 75K. Once the approval is given the funds are released within a week.

We are also currently pursuing a loan through the Charter Center for \$50,000.

We have received two quotes for two insurance carriers for medical benefits. We are still waiting on ADP to provide their proposal. I am scheduled to meet with them on April 16th.

We are waiting to receive proposals from two CPA firms that will approval our Fiscal Policy and Procedures, provide our audit and file our **IRS** form 990.

VOTED:

To apply for loans from Funding the City of New York organization for \$95,000 and the Charter Center for \$50,000.

Facilities Task Force – Viola Abbott, reported

The task force met with the church's trustee board on April 7th. The task force requested new tiles for the floors, new lockers, lighting and replacement ceilings. The church may not have enough money to complete all the work. It is possible we could pay less rent, if we put money up front to complete the repairs. We don't have the exact cost as yet. The contractor will have to give us the cost for the scope of the work.

An engagement letter was signed with Cohen Schneider & O'Neill LLP to review the lease and to include the use of the kitchen.

VOTED:

CAMPA will lend Bethlehem Baptist Church the money if needed to upgrade the facility.

VOTED:

To hire the law firm Cohen Schneider & O'Neill LLP to represent CAMPA for the school year 2014 – 2015.

VOTED:

To accept the following policies, **FOIL PLAN, Enrollment Plan, Code of Discipline and Fiscal Policy.**

CAMPA CHARTER SCHOOL
1962-84 Linden Blvd.
Brooklyn, New York 11207
www.campacharter.org

RESOLVED: To hire Marcelle Simone Fung for principal of CAMPA Charter School pending checking references and further vetting of the candidate.

8 Yeas 1 abstention (Julia McDonald)

There being no further business to be transacted and upon motion duly made, seconded and approved, the meeting ended at 12:59 PM.

Respectfully submitted,

Deborah Knight, Secretary

CAMPA CHARTER SCHOOL
1962-84 Linden Blvd.
Brooklyn, New York 11207
www.campacharter.org