

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

Regular Board Meeting Minutes

May 10, 2014

The meeting of the Board of Trustees for CAMPA Charter School was held on Saturday, May 10, 2014, at Bethlehem Baptist Church. The meeting began at 9:35 AM.

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

The minutes for April 12th meeting and the agenda for May 10th were both accepted and approved.

REPORTS:

Fiscal Report – Larry Hughes, Treasurer, Reported

A donation of \$200 was received in April. The first distribution of the CSP Grant for \$103,784 was received.

There is a balance of \$104,799 in our account.

Accounts Paid

D & O Insurance	\$442 (April payment)
Flier Distribution	\$345

Assets Purchased

Lexmark all in one laser printer	\$206
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Currently, checks are being prepared for past services rendered and reaching out to vendors to receive an invoice in order to compensate them for their services. We have invoices from CEMUSA, Charter Center, CSBM and Vanguard.

Vendors to be reviewed

We received the ADP quotes on their medical, dental plan and 401K plan through their Total Source program. CAMPA will be able to utilize the benefits ADP offers to their employees as well as their human resource department for all CAMPA employees.

We now have received three quotes from CPA firms that will approve our Fiscal Policy and Procedures, provide our audit the file our IRS form 990. The companies are Schall & Ashenfarb, Loeb and Troper LLP and Fruchter, Rosen & Company, P. C.

Education Committee – Lori Bennett, Chair, Reported

The committee is still working on the student handbook, but wants input from the principal. One educational program that the committee spoke about was AVID. A subcommittee of the education committee is technology. The purpose of this committee is to work on social media and bring a cohesive look to the promotional material. A drop box has been created to use for all information and pictures related to CAMPA.

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

- ✓ Our Time Press will run a small Ad about CAMPA
- ✓ The last batch of cards and letters have been sent out through the census – targeting grade 6
- ✓ Fifteen 6th graders have sent in applications
- ✓ People continue to go out to recruit
- ✓ Mike and crew target certain buildings between 5 PM and 8PM during the week
- ✓ Advertised on radio station WBLS
- ✓ Go to schools two days in a row at dismissal
- ✓ Send out information to guidance counselors in districts 13, 14, 15, 16
- ✓ Reach out to schools personally through phone calls and e-mails

Facilities Taskforce – Viola Abbott, Chair, Reported

A contractor came on Friday, May 9th to see the modules. There was a thorough review of the building. We are waiting to get the cost to refurbish the building. A second contractor will be called in so we can have more than one bid.

Technology Taskforce

The E-rate vendor that is being considered is Knight Nets, Inc. for \$48,000.

Personnel Taskforce - Viola Abbott, Chair, Reported

No changes since the last meeting. We are still looking for an Operations Manager.

Marcella Fong, Principal gave the Board her CAMPA e-mail address... CAMPA@gmail.com

VOTED:

To have the Social Media become a taskforce

New Business

Heather Bromberg, from Charter School Business Management (CSBM) met with the Board. She passed out a pre-opening budget. She briefly helped us to drill down on specific areas of the budget. She will help prepare the report for the first \$50,000.

There being no further business to be transacted and upon motion duly made, seconded and approved, the meeting ended at 11:36 AM.

Respectfully submitted,

Deborah Knight, Secretary

