

# F.W. Parker Charter Essential School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday March 14, 2018 at 6:45 PM

#### Location

Room 27 at the Parker School

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#### Trustees Present

C. Igoe, C. Stack-Haan, J. Bartsch, J. LaPlatney, J. Saxe, K. Reeves, L. Warner, S. Roach, T. Sumner

#### Trustees Absent

C. Regan-Davi, G. Penna, J. Howard, M. Turnbull, M. VanderWilden, T. Espinola

#### Guests Present

M. McKenna, S. McNamara

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

S. Roach called a meeting of the board of trustees of F.W. Parker Charter Essential School to order on Wednesday Mar 14, 2018 at 6:53 PM.

#### C. Approve Minutes

J. LaPlatney made a motion to approve minutes from the Board Meeting on 02-13-18 Board Meeting on 02-13-18.

C. Stack-Haan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### II. FY 2019 Budget

#### A.

## **Budget Presentation**

M. McKenna presented the Fiscal Year 2019 Budget Proposal to the Board of Trustees. Agenda items included the following:

Background

Timeline and Assumptions

Building Reserves Annually

Fiscal 2019 Budget Overview

2019 Revenue including Enrollment, Tuition, Facilities Aid, Private Support, Student Activities and Fees, Interest Income, Misc. Income, School Lunch, Teachers Center, NTC, Athletics

Expenses

Special Programs including Teachers Center and New Teacher Collaborative

Reserve Funds

2019 Capital Budget

Five Year Projections

Next Steps included contracts to be offered in late March, Reserve Funds and Vote.

## **III. Business Plan RFP**

### **A. Business Plan RFP**

T. Sumner presented the Request for Proposal to develop a comprehensive business and marketing plan.

The purpose of the project is to:

- increase the school's influence nationally
- strengthen the school's appeal to funders
- create income to complement tuition revenues

Parker is seeking a consultant or team to lead the board in the marketing plan development. The project includes gathering data, market analysis, financial modeling and projections.

Proposals are to be in by March 15. A selection decision will be made by March 23 and a Draft plan completed by June 8th.

The Board discussed how much to invest in this program.

L. Warner made a motion to authorize an 80,000 investment in the program.

J. LaPlatney seconded the motion.

The Board VOTED unanimously to approve the motion.

J. Saxe made a motion to authorize a group to be formed to execute the agreement.  
C. Stack-Haan seconded the motion.  
The Board VOTED unanimously to approve the motion.

#### **IV. Principal's Report**

##### **A. Principal Report**

T. Sumner presented an update on the Student led Walkout plan that took place on campus March 14th.

#### **V. Committee Reports**

##### **A. Development Committee**

K. Drew presented for the Development Committee. She talked about the March 24th program at Parker. Board members are encouraged to attend. There will be several speakers including Parker alumni.

J. Bartsch touched on outreach and potential donors and opportunities to bring these donors to events to showcase Parker.

New tax laws that impact non-profit will be presented in the April meeting.

##### **B. Finance Committee**

##### **C. Governance Committee**

L. Warner talked about nominations forms and how they have been put in Friday announcements. Deadline is at the end of April.  
She also needs Board members to fill out a short profile on Board on Track.

##### **D. Diversity and Enrollment**

L. Warner talked about forming task forces to help in student and faculty diversity.

##### **E. CEO Support and Evaluation**

S. Roach stated the Board will continue with the same survey for the CEO Support and Evaluation.

##### **F. Facilities Committee**

M. McKenna prepared a 10 Year Capital Needs Planning presentation. This included small annual budget items and long range large capital items. She showed the 10 year plan with Fundraising and without Fundraising.

## VI. Votes

### A. FY 2019 Budget - First Read

J. Saxe made a motion to approve the 2019 Budget.

C. Stack-Haan seconded the motion.

The board **VOTED** unanimously to approve the motion.

K. Reeves made a motion to suspend the 2nd read to the 2019 Budget proposal.

J. LaPlatney seconded the motion.

The Board VOTED unanimously to approve the motion.

### B. Parker Parental Leave Policy - First Read

The Board members will have a second read of the Parental Leave policy.

### C. Family & Medical Leave Act Policy - First Read

The Board will have a second read of the FMLA Policy.

## VII. Closing Items

### A. Adjourn Meeting

C. Stack-Haan made a motion to adjourn the meeting.

L. Warner seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

L. Warner