



Alma del Mar

Board Meeting

In Person (Fisher College)

Published on April 25, 2023 at 12:48 PM EDT

Date and Time

Friday April 28, 2023 at 9:00 AM EDT

Location

Fisher College
777 Church Street
New Bedford, MA

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Good & New	Discuss	Jan Baptist	5 m
D. Approve Board Meeting Minutes 2/27/23	Approve Minutes	Gail Fortes	2 m
E. Approve Board Meeting Minutes 3/24/23	Approve Minutes	Gail Fortes	5 m
II. Executive Director Report			9:14 AM

	Purpose	Presenter	Time
A. Dashboard	FYI	Taylor DeLoach	1 m
B. Executive Director Report	Discuss	Taylor DeLoach	5 m
III. Academic Excellence			9:20 AM
A. Scholar Spotlight: 8th Grade Video	FYI	Emily Darrow	10 m
B. Q3 Academic Update	Discuss	Taylor DeLoach	15 m
IV. Development			9:45 AM
A. Spring Engagement	FYI	Mel Bride	5 m
Trustees will be asked to engage in one of a few development activities this spring:			
1. Personal touchpoint with lapsed donor(s) (see attached report for analysis of Annual Appeal)			
2. Invite & host one or more of your friends/contacts for a visit to Alma (either for a scholar-led tour or to observe a special event or activity in the school)			
3. Send thank you notes/emails/phone calls to appeal donors			
All of these activities will also be working toward generating a strong guest list for a cocktail party at Mel Bride's this summer.			
V. Finance			9:50 AM
A. FY24 Budget	Vote	Charles Holley	15 m
B. Monthly Financials	Discuss	Charles Holley	5 m
VI. Governance			10:10 AM
A. Open Meeting Law Training	Discuss	Christopher Bator	15 m
B. Diversity, Equity, and Inclusion Next Steps	FYI	Gail Fortes	2 m
C. Survey: Gathering Input on Board of Trustees Meeting Schedule and Format	FYI	Jan Baptist	2 m
D. New Board Member Update	Discuss	Gail Fortes	5 m
VII. Other Business			10:34 AM

	Purpose	Presenter	Time
A. Approve AY23-24 School Calendar	Vote	Gail Fortes	5 m

VIII. Closing Items

10:39 AM

- | | |
|--|------|
| A. Adjourn Meeting | Vote |
| B. For Reference- Board Calendar of Monthly Activities | FYI |
| C. For Reference- Committee Goals 2022-2023 | FYI |

Coversheet

Approve Board Meeting Minutes 2/27/23

Section: I. Opening Items
Item: D. Approve Board Meeting Minutes 2/27/23
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on February 27, 2023

APPROVED



Alma del Mar

Minutes

Board Meeting

Virtual, On Zoom

Date and Time

Mon Feb 27, 2023 at 9:00 AM

Trustees Present

A. Cortez (remote), C. Bator (remote), I. Almeida (remote), L. Hicks (remote), M. Rosario (remote), Y. Dennis (remote)

Trustees Absent

C. Holley, G. Fortes, J. Baptist, M. Bride

Trustees who left before the meeting adjourned

I. Almeida

Guests Present

B. Kurie (remote), T. DeLoach (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Bator called a meeting of the board of trustees of Alma del Mar to order on Monday Feb 27, 2023 at 9:06 AM.

C. Good & New

D.

Approve Board Meeting Minutes 1/27/2023

L. Hicks made a motion to approve the minutes from Board Meeting on 01-27-23.

I. Almeida seconded the motion.

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

Roll Call

L. Hicks Aye
A. Cortez Aye
Y. Dennis Aye
J. Baptist Absent
M. Bride Absent
M. Rosario Aye
C. Holley Absent
G. Fortes Absent
C. Bator Aye
I. Almeida Aye

II. Executive Director Report

A. Dashboard

T. DeLoach reported that we will share out an updated Dashboard next week due to a staff leave of absence and school break week.

B. Executive Director Report

T. DeLoach shared highlights from her E.D. Report about the Ottiwell Campus principal transition process. She also shared about recent hiring news.

Y. Dennis asked about coverage of Title IX work at Alma during E. Darrow's leave of absence. T. DeLoach responded with the staff members as well as our legal team for investigative purposes.

III. Academic Excellence

A. Q2 Academic Update

T. DeLoach shared highlights from the Q2 interims and academic progress, stating that Alma's team is seeing measurable progress over time and continue on the course of action we began on in August. We know that this will be a longer time frame for academic recovery for our scholars.

C. Hicks asked about additional actions that could be pursued to help with math and science recovery, including the possibility of programming during April vacation or summer break.

A. Cortez shared that at her care center, her staff are recognizing that children are very stressed and struggling with mental health issues, and that may be creating more barriers for academics. She suggested that we look at more social emotional supports.

IV. Finance

A. Additional Compensation Proposal

L. Hicks made a motion to approve use of \$500,000 for additional compensation for Alma staff during the 2022-2023 school year.

Y. Dennis seconded the motion.

T. DeLoach explained that retention of high performing and high potential educators is priority, and compensation is one key way we do this.

Y. Dennis asked whether any of the bonuses are tied to performance reviews. T. DeLoach explained that one bonus is for appreciation for all staff, and the other is a signing bonus for the staff we invite back to work at Alma again next year.

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

Roll Call

I. Almeida Aye
A. Cortez Aye
L. Hicks Aye
J. Baptist Absent
M. Rosario Aye
M. Bride Absent
Y. Dennis Aye
C. Bator Aye
G. Fortes Absent
C. Holley Absent
I. Almeida left.

B. Finance Committee Goals

V. Development

A. Spring Engagement

Pushed to March meeting

VI. Governance

A. Diversity, Equity, and Inclusion Next Steps

pushed to March meeting

B. Committee Goals

C. Board Self-Assessment Results

pushed to March meeting

VII. Other Business

A. Update to Open Meeting Law Regulations

T. DeLoach explained the updates to Open Meeting Law regulations that will begin after March 31, 2023. This includes that there must be an in-person quorum for a meeting, and any remote participation should be limited and due to extenuating circumstances.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:36 AM.

Respectfully Submitted,
B. Kurie

B. For Reference- Board Calendar of Monthly Activities

C. For Reference- Committee Goals 2021-2022

Coversheet

Approve Board Meeting Minutes 3/24/23

Section: I. Opening Items
Item: E. Approve Board Meeting Minutes 3/24/23
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on March 24, 2023

APPROVED



Alma del Mar

Minutes

Board Meeting

Virtual, On Zoom

Date and Time

Fri Mar 24, 2023 at 9:00 AM

Location

Frederick Douglass Campus, 767 Church Street, New Bedford, MA 02745

Trustees Present

A. Cortez (remote), C. Bator (remote), C. Holley (remote), G. Fortes (remote), J. Baptist (remote), L. Hicks (remote), M. Bride (remote), M. Rosario (remote)

Trustees Absent

I. Almeida, Y. Dennis

Guests Present

B. Kurie (remote), E. Darrow (remote), New Bedford Cable Access (remote), T. DeLoach (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Baptist called a meeting of the board of trustees of Alma del Mar to order on Friday Mar 24, 2023 at 9:03 AM.

C. Good & New

D. Approve Board Meeting Minutes 2/27/23

C. Bator made a motion to approve the minutes from Board Meeting on 02-27-23.
A. Cortez seconded the motion.
The motion did not carry.

Roll Call

G. Fortes Abstain
A. Cortez Aye
C. Holley Abstain
L. Hicks Aye
J. Baptist Abstain
Y. Dennis Absent
M. Rosario Aye
C. Bator Aye
I. Almeida Absent
M. Bride Abstain

Due to lack of quorum, the minutes will be reviewed at the next meeting.

II. Executive Director Report

A. Dashboard

J. Baptist asked about the disciplinary data, which was the same as the last report.
B. Kurie responded that the data had been updated off timeline so the data is accurate, but had not changed since it had most recently been reported.

B. Executive Director Report

T. DeLoach reports that the Board will receive the next academic update at the April Board meeting.
T. DeLoach reviewed the Executive Director's Report.
C. Bator asked about staff retention given the number of hires and number of departures listed on the Board Dashboard.
T. DeLoach gave context to the numbers and stated that there is much more stability at this point in the school year.

III. Development

A. Spring Engagement

M. Bride reports that the Development Committee has been working on structuring different ways for prospective donors to engage with the Alma community. These efforts are working towards generating strong support for Alma in the future. The committee is also considering new members.
L. Hicks asked if fundraising was on track for this year.
B. Kurie responded that yes, fundraising is on track.
J. Baptist asked if the Board is on track to have donations from 100% of Trustees.
B. Kurie responded that she will connect with Trustees if needed.

IV. Finance

A. SVB Banking Update

C. Holley described the recent events at SVB and the impact on Alma's funds.
C. Holley described steps taken to ensure Alma's funds were secure and next steps moving forward.
C. Bator clarified that the reason Alma's funds were at SVB was because SVB purchased Boston Private Bank.

L. Hicks asked about where our loans were held, and C. Holley clarified.

B. FY24 DRAFT Budget

C. Holley reviewed the proposed budget for FY24. The Finance Committee wanted to share this draft with Trustees so that they have time to ask questions and for further discussion before a vote at the April meeting.

V. Governance

A. Open Meeting Law Training - Tabled to April

B. Governance Updates

G. Fortes updated the Board that based on the results of the self-assessment, the Board is looking to schedule further trainings for finance and development for the Board.

G. Fortes stated that Alma is looking for more committee members, specifically with an expertise in HR, Development, and Academics

M. Bride suggested that a good way to have potential new Trustees be exposed to Alma is through participating in a committee meeting.

C. Diversity, Equity, and Inclusion Next Steps

G. Fortes thanked Trustees for completing their work.

G. Fortes is speaking with C. Chambers in the coming weeks to schedule the next DEI training.

VI. Update on Remote Board Meetings

A. Location and Time

The Board is going to take a look at the day, time, and remote vs. in person nature of Board meetings moving forward.

VII. CEO Evaluation and Compensation

A. Vote

C. Bator made a motion to move to Executive Session to discuss personnel matters. The Board will not reconvene after Executive Session.

A. Cortez seconded the motion.

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

Roll Call

M. Bride Aye
I. Almeida Absent
G. Fortes Aye
M. Rosario Aye
L. Hicks Aye
A. Cortez Aye
J. Baptist Aye
C. Bator Aye
C. Holley Aye
Y. Dennis Absent

B.

Taylor DeLoach Mid-Year Review

VIII. Closing Items

A. For Reference- Board Calendar of Monthly Activities

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:58 AM.

Respectfully Submitted,
E. Darrow

C. For Reference- Committee Goals 2022-2023

Documents used during the meeting

- Board Dashboard March 17, 2023 - Sheet1.pdf
- Compensation Update 3.16.23 (1).pdf
- Approach to Compensation AY23-24_Staff 3.17.23 (1).pdf
- E.D. Report 3-27-23.pdf
- SVB.pdf
- IntraFi - Government Banking FINAL Rev. 4.21.2022.pdf
- FY24 Budget Highlights.docx
- FY24.DRAFT.Combined Comparison.pdf
- FY24.DRAFT.Combined.pdf
- FY24.DRAFT.Ottiwell.pdf
- FY24.DRAFT.Douglass.pdf
- FY24.DRAFT.Network.pdf
- Board and Committee Calendar and Suggested Monthly Activities_Updated February 2022 (5).pdf
- Committee Goals 2022-2023 (4).pdf

Coversheet

Dashboard

Section: II. Executive Director Report
Item: A. Dashboard
Purpose: FYI
Submitted by:
Related Material: Board Dashboard April 20, 2023 - Sheet1.pdf

Alma Network Dashboard			
Current Year to Date_Updated April 20, 2023			
Attendance		Academics	
Sarah D Ottiwell YTD	94.50%	ELA interims overall pass % (3-8)	Q1: 15% Q2: 32% Q3: 40%
Frederick Douglass YTD	93.30%	Math interims overall pass % (K-8)	Q1: 36% Q2: 37% Q3: 41%
Network Wide YTD	94.00%	STEP Overall % Scholars at or above Grade Level (K-3)	Q1: 37% Q2: 40% Q3: 43%
Enrollment			
Total Enrollment (Target: 1044)	1037	# of Departed Scholars post-10/1 SIMS	16 (FDC) 10 (SDO) 26 scholars departed post 10/1
Discipline Incidents			
Incident #	In-School Suspension	Out-of-School Suspension	Emergency Removal
Ottiwell YTD	28	25	4
Douglass YTD	56	16	2
Network Wide YTD	84	41	6
21/22 Final Incident Count	44	57	23
Scholar Demographics		Staff Hiring - Updated 4/20/2023	
Male	46%	Projected Staff for 2023-2024	180
Female	54%	2023-2024 New Hires	5
Hispanic	56%	2023-2024 Openings	33
Black	19%		
White	22%	Staff Retention	
Other	3%	Retained to Date Since BOY 22-23	76.67%
IEP (163)	17%	New Leadership Hires for 2023-2024	
504 (38)	4%	Bridget Lemeiux - Douglass Campus Principal (Promotion)	
ELL (289)	31%	OPEN - Douglass Campus K-2 Dean	
		OPEN - Douglass Campus Dean of Culture	
		OPEN - Ottiwell Campus Principal	
Staff Demographic Data			
Teachers	70	Leaders	20
Hispanic	10%	Hispanic	5%
Black	7%	Black	25%
White	80%	White	65%
Other	2%	Other	10%
No Data	14	No Data	0

Coversheet

Executive Director Report

Section:	II. Executive Director Report
Item:	B. Executive Director Report
Purpose:	Discuss
Submitted by:	
Related Material:	E.D. Report 4-28-23.pdf



Executive Director's Report

April 28, 2023

Academics

We concluded our end of quarter interims earlier this month. Our Quarter 3 goals were:

- 45% of scholars across the network meet or exceed expectations on their ELA and Math interims.
- 80% of scholars in Kindergarten-3rd Grade grow at least one reading level on the STEP assessment.

ELA

Though neither campus met our benchmark of 45%, both campuses had an overall increase in the percentage of scholars meeting or exceeding expectations. There continues to be steady progress on ELA exams in grades 3-8, approaching our end of year goal of 50% of scholars passing.

ELA Interim Data - Meeting/Exceeding Expectations			
Campus	Q1	Q2	Q3
Ottiwell	20%	32%	40%
Douglass	12%	32%	39%

Math

The Ottiwell Campus exceeded the 45% benchmark, while the Douglass Campus did not meet the 45% benchmark. Early elementary math data is very strong, notably in grades where scholars did not have their learning disrupted by the pandemic. This points towards a strong recovery in the coming years.

Middle school math continues to be the area of most significant concern, specifically at Douglass. We are considering some significant programmatic shifts to 6th grade math at Douglass next year to ensure we are more thoroughly addressing gaps among the scholars who join us in middle school.

Math Interim Data - Meeting/Exceeding Expectations			
Campus	Q1	Q2	Q3
Ottiwell	43%	38%	48%
Douglass	28%	36%	35%

STEP

60% of scholars across the network grew at least one reading level in Q3. There is steady growth in elementary reading data. Third and fourth graders were most significantly impacted by the pandemic, as they missed formative years in remote learning, so those are the grades of most notable concern.



Talent & Compensation

We are officially in hiring season for the 2023-2024 school year! Retaining our high potential, high performing teachers continues to be a priority. We are thrilled to report that we are on track to retain **over 90%** of our staff who received offers across the network. We are currently at 94% of offers signed at the Douglass Campus and 95% of offers signed at the Ottiwell Campus. We attribute this strong retention both to the competitive raises and bonuses we have been able to offer, in addition to the work our campus leaders have done to make Alma a place that staff are excited to return to.

Next school year, we will have a total of roughly 180 positions, 28 of which are currently open. Libby Merrill, our Director of Talent, has these positions posted; interviews are actively ongoing. We are currently contracting with a talent firm to source strong candidates for priority positions. Our current hiring priorities are middle school teachers, especially math teachers, and leadership positions.

Finance

We continue to be on track to meet our budget for this year with a significant surplus, even after accounting for capital set-aside and what is required in reserve for debt-service coverage. The Foundation and Finance Committee met together at our last committee meeting to approve the transfer of funds to a new bank.

The Board will review and vote to approve next year's operating budget at today's Board meeting (attached).

Coversheet

Q3 Academic Update

Section: III. Academic Excellence
Item: B. Q3 Academic Update
Purpose: Discuss
Submitted by:
Related Material: Q3 Academic Update for Board_4.24.23.pdf



ALMA
del MAR

SARAH D.
OTTIWELL
CAMPUS

23 Academic Update

ALMA
del MAR

FREDERICK
DOUGLASS
CAMPUS

April 28, 2023

Powered by BoardOnTrack

Q3 Data

Network Vision Statement: We work to develop and maintain school environments where all scholars are affirmed in their identity and are meaningfully engaged in rigorous instruction. This leads to academic success of all scholars and closes performance/outcome gaps across all demographics.

Assessment: Interims

By EOY 2025, 80% of scholars will be ME or EE on all interim assessments, on track to be ME or EE on MCAS.

Assessment: STEP

By EOY 2025, 90% of scholars in K-3 will be reading on grade level, every quarter of every year.

Q3 Targets

Interims: 45% ME/EE on all interims

STEP: 80% of scholars grow 1 reading level

NETWORK ASSESSMENT DATA 2022-2023 SCHOOL YEAR			
Subject	Target	Ottiwell ME/EE	Douglass ME/EE
ELA (3rd-8th)	45%	40% (+8%)	39% (+7%)
Math (K-8th)	45%	48% (+10%)	35% (-1%)
STEP	Network Grew at least 1 reading level		
K-3	80%	60% (-1%)	

Summary

- There continues to be steady progress on ELA exams in grades 3-8, approaching our end of year goal of 50% of scholars passing.
- Early elementary math data is very strong, notably in grades where scholars did not have their learning disrupted by the pandemic. This points towards a strong recovery in the coming years.
- Middle school math continues to be the area of most significant concern, specifically at Douglass. We are considering some significant programmatic shifts to 6th grade math at Douglass next year to ensure we are more thoroughly addressing gaps among the scholars who join us in middle school.
- There is steady growth in elementary reading data. Third and fourth graders were most significantly impacted by the pandemic, as they missed formative years in remote learning, so those are the grades of most notable concern.

Coversheet

Spring Engagement

Section: IV. Development
Item: A. Spring Engagement
Purpose: FYI
Submitted by:
Related Material: FY23 Fundraising Trackers - FY23 Annual Fund Tracker.pdf

<i>Updated 4/24/2023</i>	Received	Received & Committed		R&C + Projected	
Combined Total:	\$277,635.14		\$277,635.14	\$277,635.14	
Comined Amnt Left to Goal:	\$22,364.86		\$22,364.86	\$22,364.86	
Combined % Goal Reached:	92.55%		92.55%	92.55%	
OVERVIEW IS ABOVE; DETAILS ARE BELOW					
	Received	Committed	Total Received & Committed	Projected	Total R&C + Projected
Goal: \$90,000					
Individuals (non-Board)	\$74,250.70		\$74,250.70		\$74,250.70
Individuals (Board)	\$26,201.50		\$26,202		\$26,201.50
Total:	\$100,452.20		\$100,452.20		\$100,452.20
Amount Left to Goal:	-\$452.20		-\$452.20		-\$452.20
Percent Goal Reached:	100.45%		100.45%		100.45%
Goal: \$210,000					
Foundations:	Received	Committed	Total Received & Committed	Projected	Total R&C + Projected
Wellington Management (Emergency)	\$10,000.00		\$10,000.00		\$10,000.00
Amazon Smile	\$182.14		\$182.14		\$182.14
CEC Entertainment	\$800.80		\$800.80		\$800.80
St. Aidan's Chapel	\$5,000		\$5,000.00		\$5,000.00
<i>Wellington Management (Annual)</i>	<i>\$60,000.00</i>		<i>\$60,000.00</i>		<i>\$60,000.00</i>
<i>Ladera Foundation (annual)</i>	<i>\$5,000</i>		<i>\$5,000.00</i>		<i>\$5,000.00</i>
Move The World Foundation	\$10,000		\$10,000.00		\$10,000.00
Henry H. Crapo Foundation	\$10,000		\$10,000.00		\$10,000.00
One8 Foundation	\$25,000		\$25,000		\$25,000
Boston Foundation	\$1,000		\$1,000		\$1,000
Seth and Beth Klarman Fund	\$10,000		\$10,000		\$10,000
The Croll Foundation	\$20,000.00		\$20,000.00		\$20,000.00
Ludes Family Foundation	\$5,000		\$5,000		\$5,000
Network for Good	\$200		\$200		\$200
Eastern Charitable Foundation	\$5,000		\$5,000		\$5,000
Acushnet Foundation Fund	\$10,000		\$10,000		\$10,000
Total:	\$177,182.94	\$0.00	\$177,182.94	\$0.00	\$177,182.94
Amount Left to Goal:	\$32,817.06		\$32,817.06		\$32,817.06
Percent Goal Reached:	84.37%		84.37%		84.37%

Coversheet

FY24 Budget

Section: V. Finance
Item: A. FY24 Budget
Purpose: Vote
Submitted by:
Related Material: FY24.DRAFT.Combined Comparison.pdf
FY24.DRAFT.Combined.pdf

ALMA DEL MAR CHARTER SCHOOL COMBINED - COMPARISON

FY23-24 Proposed Budget

	FY23 Budget	FY24 Budget	Difference	Notes
Enrollment	1044	1044		
Staff FTE	171.25	179		
% Full Scale	100%	100%		
Revenues				
4001 · Tuition per pupil	17,748,000	19,600,000	1,852,000	Assumes a 10% increase
4100 · Government Grants & Funding	1,077,000	1,000,000	(77,000)	
4100 · Other Government Grants	-	-	-	
4100 · Other Private Grants	-	-	-	
4200 · Nutrition Funding	699,793	-	(699,793)	Food service provided by NBPS
4400 · Private Support Funding	300,000	300,000	-	
4500 · Student Programs & Misc Fees	-	80,000	80,000	E-rate funding
4716 · Interest / Investment Income	-	-	-	
Total Revenues	19,824,793	20,980,000	1,155,207	
\$ per scholar	18,989	20,096	1,107	
Personnel Expenses				
5000 · Personnel Costs				
5000 · Salaries and Wages	9,861,000	10,728,000	867,000	See Notes in Budget Highlights
5520f · Fringe Benefits	1,062,202	1,065,000	2,798	Need to re-negotiate health plan
5520 · Stipends Expense	0	590,000	590,000	Afterschool Program, Instructional Leads, and HR Stipends (signing bonuses, retention bonuses)
5520t · Payroll Taxes	226,803	246,744	19,941	
Total 5000 · Personnel Costs	11,150,005	12,629,744	1,479,739	
\$ per scholar	10,680	12,097	1,417	
5100 · Administrative Costs				
5111 · Contr Serv - Board of Trustees	12,000	12,000	0	
5112 · Travel & Other Exp -Board of Trustees	5,000	5,000	0	
5122 · Contr Serv - School Leader	65,000	50,000	-15,000	Coaching/PD for Senior Leaders, aligns with ED contract
5132 · Contr Serv - Business & Finance	100,000	125,000	25,000	Increase in Fees
5142 · Contr Serv - Human Resources	90,000	115,000	25,000	Increase in Fees
5152 · Contr Serv - Legal	50,000	50,000	0	
5162 · Contr Serv - IT	56,000	50,000	-6,000	

FY24.DRAFT.COMBINED.Ottiwell.Douglass.Network.Budget.FY23

5163 · Supplies & Materials - IT	38,000	41,000	3,000	
5172 · Contr Serv - Development & Fund	9,500	16,000	6,500	
5173 · Fundraising	27,000	20,000	-7,000	
5182 · Staff Recruitment and Advertising	32,000	39,500	7,500	Outside consultant to assist with hiring
5182s · Student Recruitment and Advertisin	6,000	10,000	4,000	
5183 · Travel, Dues & Other Exp -Admin	45,000	55,000	10,000	Charter School Dues, increase due to additional enrollment
5184 · Supplies & Materials - Admin	22,500	22,000	-500	
Total 5100 · Administrative Costs	558,000	610,500	52,500	
\$ per scholar	534	585	50	

5200 · Instructional Services

5213 · Contr Serv -Instructional Leader	15,000	0	-15,000	Moved to PD Line
5214 · Supplies & Matls -Instruc Leader	1,000	0	-1,000	
5215 · Travel & Other Exp -Instruc Leader	2,000	0	-2,000	
5234 · Contr Serv - Other Teaching	1,000,000	1,245,000	245,000	Projection based on FY23 expenses
5242 · Contr Serv - Prof Development	258,500	215,500	-43,000	Re-aligned budget line with expenses
5243 · Supplies & Matls - Prof Develop	37,888	40,000	2,112	
5244 · Travel & Other Exp -Prof Develop	139,100	190,000	50,900	Re-aligned budget line with expenses
5253 · Contr Serv - Guidance & Testing	85,392	155,000	69,608	Projection based on FY23 expenses
5254 · Supplies & Matls -Guidance&Test	82,000	4,000	-78,000	Supplies provided by contractors
5261 · Textbooks (Media/Materials)	99,600	100,000	400	
5262 · Other Instructional Materials	105,000	105,000	0	
5263 · Instructional Equipment	60,490	40,000	-20,490	Both campuses are established and fully furnished, lowered budget line
5264 · General Supplies -Instructional	178,744	180,000	1,256	
5265 · Other Instructional Services	74,680	75,000	320	
5266 · Classroom Instructional Tech	40,354	30,000	-10,354	
5268 · Instructional Software	124,520	142,500	17,980	Increase in SIS and other add-on's to current subscriptions
Total 5200 · Instructional Services	2,304,268	2,522,000	217,732	
\$ per scholar	2,207	2,416	209	

5300 · Other Student Services

5320 · Health Services	49,940	50,000	60	
5330 · Student Transportation	100,000	100,000	0	Homeless transporation
5350 · Food Services	948,229	0	-948,229	Food service provided by NBPS
5360 · Athletic Services	0	27,500	27,500	
5370 · Other Student Activities	250,000	132,000	-118,000	Moved Afterschool personnel costs to Stipend line
Total 5300 · Other Student Services	1,348,169	309,500	-1,038,669	
\$ per scholar	1,291	296	(995)	

5400 · Operation & Maintenance of Plant

5420 · Utilities	305,000	316,000	11,000	
5430 · Maint of Buildings & Grounds	385,000	561,000	176,000	

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5440 · Maintenance of Equipment	55,000	55,000	0	
5450 · Networking & Communications	109,000	134,620	25,620	
5730 · Other costs rel. Cap. Facility	0	0	0	
5740 · Rental/Lease of Bldg&Grnds	1,784,160	1,806,400	22,240	Rent at Fisher, and rent to Foundation for Douglass & Ottiwell Campus Debt, Eliminated IC
Total 5400 · Operation & Maint of Plant	2,638,160	2,873,020	234,860	
\$ per scholar	2,527	2,752	225	
5500 · Other Fixed Charges				
5530 · Insurance (non-employee)	90,000	116,000	26,000	
5550 · Rental / Lease of Equipment	87,000	76,100	-10,900	
5560 · Short-Term Interest	0	0	0	
5725 · Long-Term Interest -nonfacility	0	0	0	
5750 · Depreciation Expense	40,000	280,000	240,000	
5760 · Bad debt/loss on asset disposal	0	0	0	
Total 5500 · Other Fixed Charges	217,000	472,100	255,100	
\$ per scholar	208	452	244	
5600 · Community Services				
5610 · Dissemination Activities	2,000	0	-2,000	
5620 · Civic Activities	15,000	0	-15,000	
Total 5600 · Community Services	17,000	0	-17,000	
\$ per scholar	16	-	(16)	
Total Expenses	18,232,601	19,416,864	1,184,263	
\$ per scholar	17,464	18,599	1,134	
Other Operating Expenses				
Contribution to Network	0	0	0	
Operating Contingency	455,940	503,720	47,780	2% contingency for Ottiwell, 3% contingency for Douglass
Total Other Operating Expenses	455,940	503,720	47,780	
Change in Net Operating Position	1,136,252	1,059,416	(76,836)	
Non-Operating Revenue/(Expenses)				
Deferred Rent Obligation	(486,893)	-	486,893	Eliminated after NMTC unwind
Capital Contribution	-\$40,800	(40,800)	-	Contribution to Replacement & Renewal Fund for Ottiwell Campus
Change in Net Position	608,559	1,018,616	410,057	

ALMA DEL MAR CHARTER SCHOOL COMBINED**FY23-24 Proposed Budget**

	Ottiwell	Douglass	Network	Combined
Enrollment	450	594	0	1044
Staff FTE	74	88	17	179
% Full Scale	100%	100%	100%	100%

Revenues

4001 · Tuition per pupil	8,428,000	11,172,000	-	19,600,000
4100 · Government Grants & Funding	430,000	570,000	-	1,000,000
4100 · Other Government Grants	-	-	-	-
4100 · Other Private Grants	-	-	-	-
4200 · Nutrition Funding	-	-	-	-
4400 · Private Support Funding	300,000	-	-	300,000
4500 · Student Programs & Misc Fees	38,000	42,000	-	80,000
4716 · Interest / Investment Income	-	-	-	-
Total Revenues	9,196,000	11,784,000	-	20,980,000
\$ per scholar	20,436	19,838		20,096

Expenses

5000 · Personnel Costs				
5000 · Salaries and Wages	4,295,000	4,908,000	1,525,000	10,728,000
5520f · Fringe Benefits	485,000	420,000	160,000	1,065,000
5520 · Stipends Expense	270,000	300,000	20,000	590,000
5520t · Payroll Taxes	98,785	112,884	35,075	246,744
Total 5000 · Personnel Costs	5,148,785	5,740,884	1,740,075	12,629,744
\$ per scholar	11,442	9,665	1,667	12,097
	\$69,578	\$65,237		

5100 · Administrative Costs

5111 · Contr Serv - Board of Trustees			12,000	12,000
5112 · Travel & Other Exp -Board of Trustees			5,000	5,000
5122 · Contr Serv - School Leader			50,000	50,000
5132 · Contr Serv - Business & Finance	3,500	3,500	118,000	125,000
5142 · Contr Serv - Human Resources			115,000	115,000
5152 · Contr Serv - Legal	10,000	10,000	30,000	50,000
5162 · Contr Serv - IT	18,000	24,000	8,000	50,000
5163 · Supplies & Materials - IT	18,000	22,000	1,000	41,000
5172 · Contr Serv - Development & Fund			16,000	16,000
5173 · Fundraising			20,000	20,000
5182 · Staff Recruitment and Advertising			39,500	39,500
5182s - Student Recruitment and Advertisin			10,000	10,000
5183 · Travel, Dues & Other Exp -Admin			55,000	55,000
5184 · Supplies & Materials - Admin	4,000	10,000	8,000	22,000
Total 5100 · Administrative Costs	53,500	69,500	487,500	610,500
\$ per scholar	119	117	2,723	585

5200 · Instructional Services

5213 · Contr Serv -Instructional Leader	0	0	0	0
5214 · Supplies & Matls -Instruc Leader	0	0	0	0
5215 · Travel & Other Exp -Instruc Leader	0	0	0	0

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5234 · Contr Serv - Other Teaching	500,000	745,000	0	1,245,000
5242 · Contr Serv - Prof Development	115,000	70,500	30,000	215,500
5243 · Supplies & Matls - Prof Develop	20,000	20,000	0	40,000
5244 · Travel & Other Exp -Prof Develop	70,000	100,000	20,000	190,000
5253 · Contr Serv - Guidance & Testing	50,000	105,000	0	155,000
5254 · Supplies & Matls -Guidance&Test	2,000	2,000	0	4,000
5261 · Textbooks (Media/Materials)	50,000	50,000	0	100,000
5262 · Other Instructional Materials	25,000	80,000	0	105,000
5263 · Instructional Equipment	10,000	30,000	0	40,000
5264 · General Supplies -Instructional	85,000	95,000	0	180,000
5265 · Other Instructional Services	35,000	40,000	0	75,000
5266 · Classroom Instructional Tech	10,000	20,000	0	30,000
5268 · Instructional Software	65,000	77,500	0	142,500
Total 5200 · Instructional Services	1,037,000	1,435,000	50,000	2,522,000
\$ per scholar	2,304	2,416	-	2,416
5300 · Other Student Services				
5320 · Health Services	20,000	30,000	0	50,000
5330 · Student Transportation	50,000	50,000	0	100,000
5350 · Food Services	0	0	0	0
5360 · Athletic Services	0	0	27,500	27,500
5370 · Other Student Activities	31,000	31,000	70,000	132,000
Total 5300 · Other Student Services	101,000	111,000	97,500	309,500
\$ per scholar	224	187	-	296
5400 · Operation & Maintenance of Plant				
5420 · Utilities	145,000	130,000	41,000	316,000
5430 · Maint of Buildings & Grounds	235,500	282,500	43,000	561,000
5440 · Maintenance of Equipment	20,000	35,000	0	55,000
5450 · Networking & Communications	46,420	57,000	31,200	134,620
5730 · Other costs rel. Cap. Facility	0	0	0	0
5740 · Rental/Lease of Bldg&Grnds	540,000	1,162,000	104,400	1,806,400
Total 5400 · Operation & Maint of Plant	986,920	1,666,500	219,600	2,873,020
\$ per scholar	2,193	2,806	-	2,752
5500 · Other Fixed Charges				
5530 · Insurance (non-employee)	50,000	66,000	0	116,000
5550 · Rental / Lease of Equipment	52,600	23,500	0	76,100
5560 · Short-Term Interest	0	0	0	0
5725 · Long-Term Interest -nonfacility	0	0	0	0
5750 · Depreciation Expense	140,000	140,000	0	280,000
5760 · Bad debt/loss on asset disposal	0	0	0	0
Total 5500 · Other Fixed Charges	242,600	229,500	0	472,100
\$ per scholar	539	386	-	452
5600 · Community Services				
5610 · Dissemination Activities	0	0	0	0
5620 · Civic Activities	0	0	0	0
Total 5600 · Community Services	0	0	0	0
\$ per scholar	-	-	-	-
Total Expenses	7,569,805	9,252,384	2,594,675	19,416,864
\$ per scholar	16,822	15,576	-	18,599

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Other Operating Expenses

Contribution to Network	1,115,710	1,478,965	(2,594,675)	0
Operating Contingency	168,560	335,160	0	503,720
Total Other Operating Expenses	1,284,270	1,814,125	(2,594,675)	503,720

Change in Net Operating Position	341,925	717,491	-	1,059,416
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Non-Operating Revenue/(Expenses)

Deferred Rent Obligation	-	-	-	-
Capital Contribution	(40,800)			(40,800)
Change in Net Postion	301,125	717,491	-	1,018,616

Change in Net Position for 1.25x DSCR

\$650,000**Excess Surplus in budget****368,616**

Coversheet

Monthly Financials

Section: V. Finance
Item: B. Monthly Financials
Purpose: Discuss
Submitted by:
Related Material:

1. FY23 March SNP.pdf
2. FY23 March Combined P&L.pdf
3. FY23 March Campus P&Ls.pdf

**Alma del Mar Charter School, Foundation, & QALICB
Statement of Net Position**

as of March 31, 2023 (year ending June 30, 2023)

	School (Ottiwell, Douglass & Network)	Foundation
ASSETS		
Current Assets		
Cash and Cash Equivalents	5,888,227	2,046,951
Replacement & Renewal (Ottiwell)	-	667,466
Construction Fund	-	109
Accounts Receivable	17,532	20,000
Due from Related Parties	95,879 A	-
Prepaid Expenses and Deposits	26,800	5,000
Total Current Assets	6,028,438	2,739,526
Fixed Assets		
Douglass		22,151,960
Ottiwell		12,664,145
Land	-	-
Capital Project	-	-
Building/Land Improvement	111,525	-
Furniture and Equipment	1,224,655	-
Right of use asset (copiers)	120,146 B	-
Less Accumulated Depreciation	(514,662)	-
Total Fixed Assets	941,664	34,816,105
Other Assets		
Deferred Rent Receivable	-	2,878,283 D
Deferred Financing Fees	-	-
Debt Service Reserve Account	-	-
Note Receivable - Chase NMTC	-	-
Total Other Assets	-	2,878,283
TOTAL ASSETS	6,970,102	40,433,914
LIABILITIES		
Accounts Payable	160,456	-
Other Current Liabilities		
Accrued Payroll	295,312	-
Other Accrued Expenses	1,314	-
Lease obligation	120,099	-
Retainage	-	-
Deferred Revenue	335,220 C	-
Due to Related Parties	-	95,879 A
Deferred Rent Payable	2,675,411 D	-
EFF Debt Payable	-	20,812,388 F
BPB Debt Payable	-	8,709,183 E
Total Other Current Liabilities	3,427,356	29,617,450
TOTAL LIABILITIES	3,587,812	29,617,450
NET POSITION		
Temporarily Restricted	-	859,465
Unrestricted	2,616,375	4,708,111
Net Income	765,915	5,248,888
TOTAL NET POSITION	3,382,290	10,816,464
TOTAL LIABILITIES & NET POSITION	6,970,102	40,433,914

Notes:

A Foundation owes \$95,879 or CY Annual Appeal Donations and prior year donations

B Capitalized copier leases due to new accounting standards.

C ESSER III initial grant payment. ESSER III will be deferred until FY24.

D Rent Expense is recorded on a straightline basis over the life of the lease with any difference between rent paid and rent expense being recorded as Deferred Rent Liability or Asset

This will be eliminated once new lease agreement between Ottiwell and Foundation is

E Tax exempt bond from Boston Private Bank. (Ottiwell)

F EFF Loan. (Douglass) Principal payments will begin in November 2022.

Alma del Mar Charter School Combined (Ottiwell, Douglass and Network)

Statement of Revenues, Expenses and Change in Net Position

as of March 31, 2023 (year ending June 30, 2023)

	FY2021-22	FY2022-23	FY 2022-23	FY 2022-23	% to	FY 2022-23	Change to
	Actual	Approved Budget	YTD Actual	YTD Budget	Approved Budget	Forecast	Forecast
			9 Months	9 Months			
Revenues							
4001 Tuition	14,674,019	17,748,000	13,461,636	13,311,000	76%	17,748,000	-
4100 Government Grants & Funding	1,328,489	1,077,000	109,068	807,750	10%	1,077,000	-
4200 Nutrition Funding	870,074	699,793	275,528	524,845	39%	275,528	(424,265)
4400 Private Support Funding	524,536	300,000	260,273	225,000	87%	300,000	-
4500 Student Programs & Misc Fees	95,002	-	82,791	-	-	-	-
4716 Interest / Investment Income	1,053	-	53,383	-	-	-	-
Total Revenues	17,493,173	19,824,793	14,242,679	14,868,595	72%	19,400,528	(424,265)
Expenses							
5000 Salaries and Wages	8,709,728	9,861,000	7,300,410	7,395,750	74%	9,861,000	-
5520f Fringe Benefits	1,039,479	1,062,202	703,860	796,651	66%	1,062,202	0
5520m MTRS Expense	13,635	-	-	-	0%	-	-
5520t Payroll Taxes	140,711	226,803	109,904	170,102	48%	226,803	-
Total 5000 - Personnel Costs	9,903,553	11,150,005	8,114,174	8,362,504	73%	11,150,005	0
5100 - Administrative Costs							
5111 Contr Serv - Board of Trustees	11,995	12,000	24,740	9,000	206%	12,000	-
5112 Travel & Other Exp -Board of Trustees	4,368	5,000	3,645	3,750	73%	5,000	-
5122 Contr Serv - School Leader	67,500	65,000	39,550	48,750	61%	65,000	-
5132 Contr Serv - Business & Finance	118,432	100,000	116,196	75,000	116%	130,000	30,000
5142 Contr Serv - Human Resources	96,296	90,000	84,496	67,500	94%	90,000	-
5152 Contr Serv - Legal	34,758	50,000	45,438	37,500	91%	90,000	40,000
5162 Contr Serv - IT	29,695	56,000	38,275	42,000	68%	46,000	(10,000)
5163 Supplies & Materials - IT	48,427	38,000	40,841	28,500	107%	43,000	5,000
5172 Contr Serv - Development & Fund	9,164	9,500	9,309	7,125	98%	9,500	-
5173 Fundraising	36,269	27,000	15,341	20,250	57%	27,000	-
5182 Staff Recruitment & Advertising	73,139	32,000	10,300	24,000	32%	32,000	-
5182s Student Recruitment & Advertising	3,840	6,000	11,967	4,500	199%	6,000	-
5183 Travel, Dues & Other Exp -Admin	30,092	45,000	54,581	33,750	121%	60,500	15,500
5184 Supplies & Materials - Admin	16,007	22,500	22,994	16,875	102%	27,500	5,000
Total 5100 - Administrative Costs	579,981	558,000	517,673	418,500	93%	643,500	85,500
5200 - Instructional Services							
5213 - Contr Serv -Instructional Leader	39,228	15,000	(678)	11,250	-5%	5,000	(10,000)
5214 - Supplies & Matls -Instruc Leader	-	1,000	-	750	0%	1,000	-
5215 - Travel & Other Exp -Instruc Leader	-	2,000	-	1,500	0%	2,000	-
5234 - Contr Serv - Other Teaching	1,328,635	1,000,000	928,032	750,000	93%	1,200,000	200,000
5242 - Contr Serv - Prof Development	373,164	258,500	290,984	193,875	113%	258,500	-
5243 - Supplies & Matls - Prof Develop	7,424	37,888	15,660	28,416	41%	37,888	(0)
5244 - Travel & Other Exp -Prof Develop	254,720	139,100	166,758	104,325	120%	139,100	-

5253 · Contr Serv - Guidance & Testing	109,949	85,392	87,422	64,044	102%	125,392	40,000
5254 · Supplies & Matls -Guidance&Test	7,613	82,000	110	61,500	0%	42,000	(40,000)
5261 · Textbooks (Media/Materials)	58,385	99,600	91,203	74,700	92%	99,600	-
5262 · Other Instructional Materials	241,395	105,000	101,951	78,750	97%	105,000	-
5263 · Instructional Equipment	36,897	60,490	49,038	45,368	81%	68,490	8,000
5264 · General Supplies-Instructional	276,888	178,744	199,207	134,058	111%	170,744	(8,000)
5265 · Other Instructional Services-Fieldwork	27,285	74,680	9,026	56,010	0%	74,680	-
5266 · Classroom Instructional Tech	10,831	40,354	8,768	30,265	22%	40,354	0
5267 · Other Instructional Hardware	-	-	-	-	0%	-	-
5268 · Instructional Software	120,807	124,520	140,054	93,390	112%	133,000	8,480
Total 5200 · Instructional Services	2,893,221	2,304,268	2,087,536	1,728,201	91%	2,502,748	198,480
5300 · Other Student Services						-	-
5320 Health Services	22,999	49,940	8,583	37,455	17%	49,940	0
5330 Student Transportation	80,298	100,000	63,736	75,000	64%	100,000	-
5350 Food Services	809,125	948,229	325,029	711,172	34%	364,878	(583,351)
5360 Athletic Services	4,128	-	22,899	-	0%	-	-
5370 Other Student Activities	157,032	250,000	55,343	187,500	22%	250,000	-
Total 5300 · Other Student Services	1,073,582	1,348,169	475,589	1,011,126	35%	764,818	(583,351)
5400 · Operation & Maintenance of Plant							
5420 Utilities	244,035	305,000	220,393	228,750	72%	305,000	-
5430 Maint of Buildings & Grounds	993,694	385,000	566,615	288,750	147%	750,000	365,000
5440 Maintenance of Equipment	32,849	55,000	27,641	41,250	50%	55,000	-
5450 Networking & Communications	127,958	109,000	97,945	81,750	90%	109,000	-
5740 Rental/Lease of Bdlg&Grnds	1,980,496	1,784,160	1,199,143	1,338,120	67%	1,784,160	-
Total 5400 · Operation & Maint of Plant	3,379,032	2,638,160	2,111,737	1,978,620	80%	3,003,160	365,000
5500 · Other Fixed Charges							
5530 Insurance (non-employee)	77,190	90,000	108,032	67,500	120%	106,000	16,000
5550 Rental / Lease of Equipment	92,613	87,000	62,024	65,250	71%	87,000	-
5560 Short-Term Interest	841	-	-	-	0%	-	-
5725 Amortization Interest -nonfacility	6,007	-	-	-	0%	-	-
5750 Depreciation Expense	280,438	40,000	-	30,000	0%	40,000	-
5760 Bad debt/loss on asset disposal	-	-	-	-	0%	-	-
Total 5500 · Other Fixed Charges	457,089	217,000	170,056	162,750	78%	233,000	16,000
5600 · Community Services							
5610 Dissemination Activities	-	2,000	-	1,500	0%	2,000	-
5620 Civic Activities	-	15,000	-	11,250	0%	15,000	-
Total 5600 · Community Services	-	17,000	-	12,750	0%	17,000	-
Non-operating expenses							
Ottiwell & Douglass Portions of Network Exp	(1,805,973)	-	(1,603,617)	247,880		-	-
Contribution to Network	1,805,973	-	1,603,617	(247,880)		-	-
Operating Contingency	-	455,940	-	114,750		455,940	-
Total Expenses	18,286,457	18,688,541	13,476,764	14,037,081	72%	18,770,171	81,630
Change in Net Operating Position	(793,284)	1,136,252	765,915	831,514		630,357	(505,895)

Non-operating Revenue/(Expenses)

Capital Project Surplus	-	(40,800)	-	(30,600)	(40,800)	-
COVID 19 - ESSER FUNDS	1,464,100	-	-	-	1,800,000	1,800,000
In-Kind Transportation & OnBehalf Fringe Rev	3,039,117	-	-	-	-	-
In-Kind Transportation & OnBehalf Fringe Exp	(3,039,117)	-	-	-	-	-
Deferred Rent Obligation	-	(486,893)	-	(365,170)	-	486,893
Change in Net Position	<u>670,816</u>	<u>608,559</u>	<u>765,915</u>	<u>435,744</u>	<u>2,389,557</u>	<u>1,780,998</u>

* *Notes to Changes to Forecast can be found on individual Campus P&L's.*

Alma del Mar Charter School - Ottiwell Campus
Statement of Revenues, Expenses and Change in Net Position
as of March 31, 2023 (year ending June 30, 2023)

	FY2021-22 Actual	FY2022-23 Approved Budget	FY 2022-23 YTD Actual	FY 2022-23 YTD Budget	% to Approved Budget	FY 2022-23 Forecast	Change to Forecast
			9 Months	9 Months			
Revenues							
4001 Tuition	7,062,811	7,650,000	5,788,504	5,737,500	75%	7,650,000	-
4100 Government Grants & Funding	681,493	463,110	76,900	347,333	75%	463,110	-
4200 Nutrition Funding	426,633	270,846	108,794	203,135	75%	106,850	(163,996)
4400 Private Support Funding	499,536	300,000	260,273	225,000	75%	300,000	-
4500 Student Programs & Misc Fees	10,295	-	657	-	0%	-	-
4716 Interest / Investment Income	1,031	-	51,823	-	0%	-	-
Total Revenues	8,681,799	8,683,956	6,286,952	6,512,967	75%	8,519,960	(163,996)
Expenses							
5000 Salaries and Wages	3,716,182	3,990,000	2,833,134	2,992,500	71%	3,990,000	-
5520f Fringe Benefits	480,922	484,812	287,397	363,609	59%	484,812	0
5520m MTRS Expense	13,635	-	-	-	0%	-	-
5520t Payroll Taxes	67,174	91,770	44,637	68,828	49%	91,770	-
Total 5000 · Personnel Costs	4,277,914	4,566,582	3,165,169	3,424,936	69%	4,566,582	0
5100 · Administrative Costs							
5111 Contr Serv - Board of Trustees	-	-	-	-	0%	-	-
5112 Travel & Other Exp -Board of Trustees	-	-	-	-	0%	-	-
5122 Contr Serv - School Leader	15,000	15,000	-	11,250	0%	15,000	-
5132 Contr Serv - Business & Finance	6,064	-	6,804	-	0%	5,000	5,000
5142 Contr Serv - Human Resources	-	-	-	-	0%	-	-
5152 Contr Serv - Legal	8,782	30,000	13,551	22,500	45%	30,000	-
5162 Contr Serv - IT	10,451	21,000	12,572	15,750	60%	21,000	-
5163 Supplies & Materials - IT	23,341	19,000	17,428	14,250	92%	14,000	(5,000)
5172 Contr Serv - Development & Fund	-	-	-	-	0%	-	-
5173 Fundraising	-	-	-	-	0%	-	-
5182 Staff Recruitment & Advertising	-	-	-	-	0%	-	-
5182s Student Recruitment & Advertising	-	-	-	-	0%	-	-
5183 Travel, Dues & Other Exp -Admin	-	5,500	-	4,125	0%	5,500	-
5184 Supplies & Materials - Admin	1,763	4,500	2,708	3,375	60%	4,500	-
Total 5100 · Administrative Costs	65,400	95,000	53,062	71,250	56%	95,000	-
5200 · Instructional Services							
5213 Contr Serv -Instructional Leader	25,532	-	(1,890)	-		-	-
5214 Supplies & Mats -Instruc Leader	-	-	-	-		-	-
5215 Travel & Other Exp -Instruc Leader	-	-	-	-		-	-
5234 Contr Serv - Other Teaching	613,514	500,000	340,248	375,000	68%	500,000	-
5242 Contr Serv - Prof Development	183,760	110,000	63,829	82,500	58%	110,000	-
5243 Supplies & Mats - Prof Develop	3,908	10,000	6,659	7,500	67%	10,000	-
5244 Travel & Other Exp -Prof Develop	110,714	50,000	69,941	37,500	140%	50,000	-

5253 Contr Serv - Guidance & Testing	55,269	45,000	29,380	33,750	65%	45,000	-
5254 Supplies & Mats -Guidance&Test	3,120	20,000	110	15,000	1%	20,000	-
5261 Textbooks (Media/Materials)	43,484	50,000	50,986	37,500	102%	50,000	-
5262 Other Instructional Materials	60,116	25,000	40,498	18,750	162%	25,000	-
5263 Instructional Equipment	8,483	10,000	20,867	7,500	209%	18,000	8,000
5264 General Supplies-Instructional	94,306	85,000	95,840	63,750	113%	77,000	(8,000)
5265 Other Instructional Services-Fieldwork	11,965	35,000	5,526	26,250	0%	35,000	-
5266 Classroom Instructional Tech	765	10,000	2,894	7,500	29%	10,000	-
5267 Other Instructional Hardware	-	-	-	-	0%	-	-
5268 Instructional Software	78,241	65,000	65,592	48,750	101%	65,000	-
Total 5200 · Instructional Services	1,293,178	1,015,000	790,478	761,250	78%	1,015,000	-
5300 · Other Student Services							
5320 Health Services	5,773	20,000	4,670	15,000	23%	20,000	-
5330 Student Transportation	35,499	50,000	38,779	37,500	78%	50,000	-
5350 Food Services	345,509	367,000	137,670	275,250	38%	157,670	(209,330)
5360 Athletic Services	925	-	16,822	-	0%	-	-
5370 Other Student Activities	70,325	125,000	19,803	93,750	16%	125,000	-
Total 5300 · Other Student Services	458,032	562,000	217,743	421,500	39%	352,670	(209,330)
5400 · Operation & Maintenance of Plant							
5420 Utilities	132,985	140,000	106,099	105,000	76%	140,000	-
5430 Maint of Buildings & Grounds	649,479	130,000	263,584	97,500	203%	400,000	270,000
5440 Maintenance of Equipment	12,611	20,000	2,569	15,000	13%	20,000	-
5450 Networking & Communications	51,936	25,000	34,622	18,750	138%	25,000	-
5740 Rental/Lease of Bldg&Grnds	1,097,793	610,300	369,076	457,725	60%	610,300	-
Total 5400 · Operation & Maint of Plant	1,944,804	925,300	775,950	693,975	84%	1,195,300	270,000
5500 · Other Fixed Charges							
5530 Insurance (non-employee)	36,572	45,000	45,683	33,750	102%	45,000	-
5550 Rental / Lease of Equipment	46,802	55,000	48,033	41,250	87%	55,000	-
5560 Short-Term Interest	841	-	-	-	0%	-	-
5725 Amortization Interest -nonfacility	6,007	-	-	-	0%	-	-
5750 Depreciation Expense	122,128	20,000	-	15,000	0%	20,000	-
5760 Bad debt/loss on asset disposal	-	-	-	-	0%	-	-
Total 5500 · Other Fixed Charges	212,350	120,000	93,716	90,000	78%	120,000	-
5600 · Community Services							
5610 Dissemination Activities	-	1,000	-	750	0%	1,000	-
5620 Civic Activities	-	10,000	-	7,500	0%	10,000	-
Total 5600 · Community Services	-	11,000	-	8,250	0%	11,000	-
Non-operating expenses							
Ottiwell & Douglass Portions of Network Exp	-	-	-	-	-	-	-
Contribution to Network	866,867	890,495	753,700	667,871		890,495	0
Operating Contingency	-	153,000	-	114,750		153,000	-
Total Expenses	9,118,545	8,338,377	5,849,817	6,253,782	70%	8,399,047	60,670
Change in Net Operating Position	(436,746)	345,579	437,134	259,185		120,913	(224,666)

Non-operating Revenue/(Expenses)					
Capital Contribution	-	(40,800)	-	(30,600)	(40,800)
COVID 19 - ESSER FUNDS	-	-	-	-	800,000
In-Kind Transportation & OnBehalf Fringe Rev	-	-	-	-	-
In-Kind Transportation & OnBehalf Fringe Exp	-	-	-	-	-
Deferred Rent Obligation	-	(486,893)	-	(365,170)	486,893
Change in Net Position	<u>(436,746)</u>	<u>(182,114)</u>	437,134	<u>(136,585)</u>	880,113
					1,062,227

Notes:

- A** Received final nutrition reimbursement. Food program is now with the district, no expenditures other than afterschool program snacks
- B** School will request Replacement & Renewal Funds for Painting Services and Blinds. Additional cleaning funded by ESSER .
- C** Eliminating deferred rent transaction with new lease agreement between Ottiwell and Foundation

Alma del Mar Charter School - Douglass Campus
Statement of Revenues, Expenses and Change in Net Position
as of March 31, 2023 (year ending June 30, 2023)

	FY2021-22 Actual	FY2022-23 Approved Budget	FY 2022-23 YTD Actual	FY 2022-23 YTD Budget	% to Approved Budget	FY 2022-23 Forecast	Change to Forecast
			9 Months	9 Months			
Revenues							
4001 Tuition	7,611,208	10,098,000	7,673,132	7,573,500	75%	10,098,000	-
4100 Government Grants & Funding	646,995	613,890	32,168	460,418	75%	613,890	-
4200 Nutrition Funding	443,441	428,947	166,734	321,710	75%	168,678	(260,269)
4400 Private Support Funding	25,000	-	-	-	0%	-	-
4500 Student Programs & Misc Fees	84,707	-	82,134	-	0%	-	-
4716 Interest / Investment Income	23	-	1,560	-	0%	-	-
Total Revenues	8,811,374	11,140,837	7,955,728	8,355,628	75%	10,880,568	(260,269)
Expenses							
5000 Salaries and Wages	3,867,297	4,435,000	3,555,550	3,326,250	80%	4,435,000	-
5520f Fringe Benefits	402,013	418,000	359,778	313,500	86%	418,000	-
5520m MTRS Expense	-	-	-	-	0%	-	-
5520t Payroll Taxes	60,649	102,005	52,521	76,504	51%	102,005	-
Total 5000 · Personnel Costs	4,329,959	4,955,005	3,967,850	3,716,254	80%	4,955,005	-
5100 · Administrative Costs							
5111 Contr Serv - Board of Trustees	-	-	-	-	0%	-	-
5112 Travel & Other Exp -Board of Trustees	-	-	-	-	0%	-	-
5122 Contr Serv - School Leader	2,500	-	-	-	0%	-	-
5132 Contr Serv - Business & Finance	-	-	8,800	-	0%	10,000	10,000
5142 Contr Serv - Human Resources	-	-	-	-	0%	-	-
5152 Contr Serv - Legal	7,511	10,000	83	7,500	1%	10,000	-
5162 Contr Serv - IT	11,244	35,000	17,703	26,250	51%	25,000	(10,000)
5163 Supplies & Materials - IT	24,559	15,000	21,331	11,250	142%	25,000	10,000
5172 Contr Serv - Development & Fund	-	-	79	-	0%	-	-
5173 Fundraising	27	-	-	-	0%	-	-
5182 Staff Recruitment & Advertising	-	-	-	-	0%	-	-
5182s Student Recruitment & Advertising	-	-	-	-	0%	-	-
5183 Travel, Dues & Other Exp -Admin	-	5,500	-	4,125	0%	-	(5,500)
5184 Supplies & Materials - Admin	11,717	10,000	11,128	7,500	111%	15,000	5,000
Total 5100 · Administrative Costs	57,557	75,500	59,124	56,625	78%	85,000	9,500
5200 · Instructional Services							
5213 Contr Serv -Instructional Leader	11,716	15,000	290	11,250	2%	5,000	(10,000)
5214 Supplies & Mats -Instruc Leader	-	1,000	-	750	0%	1,000	-
5215 Travel & Other Exp -Instruc Leader	-	2,000	-	1,500	0%	2,000	-
5234 Contr Serv - Other Teaching	715,121	500,000	583,806	375,000	117%	700,000	200,000
5242 Contr Serv - Prof Development	189,404	148,500	92,530	111,375	62%	148,500	-
5243 Supplies & Mats - Prof Develop	2,753	27,888	9,002	20,916	32%	27,888	(0)
5244 Travel & Other Exp -Prof Develop	137,838	89,100	77,564	66,825	87%	89,100	-

5253 Contr Serv - Guidance & Testing	54,679	40,392	58,042	30,294	144%	80,392	40,000
5254 Supplies & Mats -Guidance&Test	4,493	62,000	-	46,500	0%	22,000	(40,000)
5261 Textbooks (Media/Materials)	14,901	49,600	40,217	37,200	81%	49,600	-
5262 Other Instructional Materials	181,139	80,000	61,453	60,000	77%	80,000	-
5263 Instructional Equipment	28,414	50,490	28,102	37,868	56%	50,490	-
5264 General Supplies-Instructional	182,582	93,744	103,198	70,308	110%	93,744	-
5265 Other Instructional Services-Fieldwork	15,320	39,680	3,501	29,760	0%	39,680	-
5266 Classroom Instructional Tech	10,065	30,354	5,874	22,765	19%	30,354	0
5267 Other Instructional Hardware	-	-	-	-	0%	-	-
5268 Instructional Software	42,567	59,520	74,463	44,640	125%	68,000	8,480
Total 5200 · Instructional Services	1,590,992	1,289,268	1,138,043	966,951	88%	1,487,748	198,480
5300 · Other Student Services							
5320 Health Services	17,225	29,940	3,913	22,455	13%	29,940	0
5330 Student Transportation	44,799	50,000	24,958	37,500	50%	50,000	-
5350 Food Services	463,616	581,229	187,359	435,922	32%	207,208	(374,021)
5360 Athletic Services	3,203	-	6,077	-	0%	-	-
5370 Other Student Activities	67,445	125,000	22,196	93,750	18%	125,000	-
Total 5300 · Other Student Services	596,288	786,169	244,503	589,626	31%	412,148	(374,021)
5400 · Operation & Maintenance of Plant							
5420 Utilities	111,050	165,000	111,896	123,750	68%	165,000	-
5430 Maint of Buildings & Grounds	344,215	255,000	300,610	191,250	118%	350,000	95,000
5440 Maintenance of Equipment	20,237	35,000	25,072	26,250	72%	35,000	-
5450 Networking & Communications	51,066	29,000	42,719	21,750	147%	29,000	-
5740 Rental/Lease of Bldg&Grnds	882,703	1,173,860	812,667	880,395	69%	1,173,860	-
Total 5400 · Operation & Maint of Plant	1,409,272	1,657,860	1,292,964	1,243,395	78%	1,752,860	95,000
5500 · Other Fixed Charges							
5530 Insurance (non-employee)	40,618	45,000	60,556	33,750	135%	61,000	16,000
5550 Rental / Lease of Equipment	45,811	32,000	13,991	24,000	44%	32,000	-
5560 Short-Term Interest	-	-	-	-	0%	-	-
5725 Amortization Interest -nonfacility	-	-	-	-	0%	-	-
5750 Depreciation Expense	158,310	20,000	-	15,000	-	20,000	-
5760 Bad debt/loss on asset disposal	-	-	-	-	0%	-	-
Total 5500 · Other Fixed Charges	244,739	97,000	74,547	72,750	77%	113,000	16,000
5600 · Community Services							
5610 Dissemination Activities	-	1,000	-	750	0%	1,000	-
5620 Civic Activities	-	5,000	-	3,750	0%	5,000	-
Total 5600 · Community Services	-	6,000	-	4,500	0%	6,000	-
Non-operating expenses							
Ottiwell & Douglass Portions of Network Exp	-	-	-	-	-	-	-
Contribution to Network	939,106	1,180,423	849,917	637,438	-	1,180,423	(0)
Operating Contingency	-	302,940	-	-	-	302,940	-
Total Expenses	9,167,912	10,350,165	7,626,947	7,287,539	74%	10,295,124	(55,041)
Change in Net Operating Position	(356,539)	790,672	328,781	1,068,089		585,444	(205,228)

Non-operating Revenue/(Expenses)					
Capital Contribution	-	-	-	-	-
COVID 19 - ESSER FUNDS	-	-	-	-	1,000,000
In-Kind Transportation & OnBehalf Fringe Rev	-	-	-	-	-
In-Kind Transportation & OnBehalf Fringe Exp	-	-	-	-	-
Deferred Rent Obligation	-	-	-	-	-
Change in Net Position	<u>(356,539)</u>	<u>790,672</u>	<u>328,781</u>	<u>1,068,089</u>	<u>1,585,444</u>
					<u>794,772</u>

Notes:

- A** Received final nutrition reimbursement. Food program is now with the district, no expenditures other than afterschool program snacks
- B** Liability Insurance Premiums came in higher than budgeted.
- C** SPED Contracted services and cleaning services on maintenance line will be funded by ESSER.

Alma del Mar Charter School - Network
Statement of Revenues, Expenses and Change in Net Position
 as of March 31, 2023 (year ending June 30, 2023)

	FY2021-22 Actual	FY2022-23 Approved Budget	FY 2022-23 YTD Actual	FY 2022-23 YTD Budget	% to Approved Budget	FY 2022-23 Forecast	Change to Forecast	
			9 Months	9 Months				
Revenues								
4001 Tuition	-	-	-	-		-	-	
4100 Government Grants & Funding	-	-	-	-		-	-	
4200 Nutrition Funding	-	-	-	-		-	-	
4400 Private Support Funding	-	-	-	-		-	-	
4500 Student Programs & Misc Fees	-	-	-	-		-	-	
4716 Interest / Investment Income	-	-	-	-		-	-	
Total Revenues	-	-	-	-		-	-	
Expenses								
5000 Salaries and Wages	1,126,248	1,436,000	911,725	1,077,000	63%	1,436,000	-	
5520f Fringe Benefits	156,544	159,390	56,684	119,543	36%	159,390	-	
5520m MTRS Expense	-	-	-	-	0%	-	-	
5520t Payroll Taxes	12,888	33,028	12,746	24,771	39%	33,028	-	
Total 5000 · Personnel Costs	1,295,680	1,628,418	981,155	1,221,314	60%	1,628,418	-	
5100 · Administrative Costs								
5111 Contr Serv - Board of Trustees	11,995	12,000	24,740	9,000	206%	12,000	-	
5112 Travel & Other Exp -Board of Trustees	4,368	5,000	3,645	3,750		5,000	-	
5122 Contr Serv - School Leader	50,000	50,000	39,550	37,500	79%	50,000	-	
5132 Contr Serv - Business & Finance	112,368	100,000	100,593	75,000	101%	115,000	15,000	E
5142 Contr Serv - Human Resources	96,296	90,000	84,496	67,500	94%	90,000	-	
5152 Contr Serv - Legal	18,466	10,000	31,805	7,500	318%	50,000	40,000	F
5162 Contr Serv - IT	8,000	-	8,000	-		-	-	
5163 Supplies & Materials - IT	527	4,000	2,082	3,000		4,000	-	
5172 Contr Serv - Development & Fund	9,164	9,500	9,230	7,125	97%	9,500	-	
5173 Fundraising	36,243	27,000	15,341	20,250	57%	27,000	-	
5182 Staff Recruitment & Advertising	73,139	32,000	10,300	24,000	32%	32,000	-	
5182s Student Recruitment & Advertising	3,840	6,000	11,967	4,500	199%	6,000	-	
5183 Travel, Dues & Other Exp -Admin	30,092	34,000	54,581	25,500	161%	55,000	21,000	A
5184 Supplies & Materials - Admin	2,527	8,000	9,157	6,000		8,000	-	
Total 5100 · Administrative Costs	457,024	387,500	405,487	290,625	105%	463,500	76,000	
5200 · Instructional Services								
5213 Contr Serv -Instructional Leader	1,980	-	922	-		-	-	
5214 Supplies & Mats -Instruc Leader	-	-	-	-		-	-	
5215 Travel & Other Exp -Instruc Leader	-	-	-	-		-	-	
5234 Contr Serv - Other Teaching	-	-	3,977	-		-	-	
5242 Contr Serv - Prof Development	-	-	134,624	-		-	-	B
5243 Supplies & Mats - Prof Develop	763	-	-	-		-	-	
5244 Travel & Other Exp -Prof Develop	6,168	-	19,254	-		-	-	C

5253 Contr Serv - Guidance & Testing	-	-	-	-		-	-
5254 Supplies & Mats -Guidance&Test	-	-	-	-		-	-
5261 Textbooks (Media/Materials)	-	-	-	-		-	-
5262 Other Instructional Materials	140	-	-	-		-	-
5263 Instructional Equipment	-	-	69	-		-	-
5264 General Supplies-Instructional	-	-	169	-		-	-
5265 Other Instructional Services-Fieldwork	-	-	-	-		-	-
5266 Classroom Instructional Tech	-	-	-	-		-	-
5267 Other Instructional Hardware	-	-	-	-		-	-
5268 Instructional Software	-	-	-	-		-	-
Total 5200 · Instructional Services	9,051	-	159,015	-		-	-
5300 · Other Student Services							
5320 Health Services	-	-	-	-		-	-
5330 Student Transportation	-	-	-	-		-	-
5350 Food Services	-	-	-	-		-	-
5360 Athletic Services	-	-	-	-		-	-
5370 Other Student Activities	19,262	-	13,344	-		-	-
Total 5300 · Other Student Services	19,262	-	13,344	-		-	-
5400 · Operation & Maintenance of Plant							
5420 Utilities	-	-	2,398	-		-	-
5430 Maint of Buildings & Grounds	-	-	2,420	-		-	-
5440 Maintenance of Equipment	-	-	-	-		-	-
5450 Networking & Communications	24,956	55,000	20,605	41,250	37%	55,000	-
5740 Rental/Lease of Bldg&Grnds	-	-	17,400	-		-	-
Total 5400 · Operation & Maint of Plant	24,956	55,000	42,823	41,250	78%	55,000	-
5500 · Other Fixed Charges							
5530 Insurance (non-employee)	-	-	1,793	-		-	-
5550 Rental / Lease of Equipment	-	-	-	-		-	-
5560 Short-Term Interest	-	-	-	-		-	-
5725 Amortization Interest -nonfacility	-	-	-	-		-	-
5750 Depreciation Expense	-	-	-	-		-	-
5760 Bad debt/loss on asset disposal	-	-	-	-		-	-
Total 5500 · Other Fixed Charges	-	-	1,793	-		-	-
5600 · Community Services							
5610 Dissemination Activities	-	-	-	-		-	-
5620 Civic Activities	-	-	-	-		-	-
Total 5600 · Community Services	-	-	-	-		-	-
Non-operating expenses							
Ottiwell & Douglass Portions of Network Exp	-	(2,070,918)	-	(1,553,189)		(2,070,918)	-
Contribution to Network	-	-	-	-		-	-
Operating Contingency	-	-	-	-		-	-
Total Expenses	1,805,973	-	1,603,617	-		76,000	76,000
Change in Net Operating Position	(1,805,973)	-	(1,603,617)	-		(76,000)	(76,000)

Non-operating Revenue/(Expenses)

Capital Contribution	-	-	-	-
COVID 19 - ESSER FUNDS	-	-	-	-
In-Kind Transportation & OnBehalf Fringe Rev	3,039,117	-	-	-
In-Kind Transportation & OnBehalf Fringe Exp	(3,039,117)	-	-	-
Deferred Rent Obligation	-	-	-	-

Change in Net Position

(1,805,973)	-	(1,603,617)	-
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-	-
-	-
-	-
-	-
-	-
(76,000)	(76,000)

Notes:

- A** Annual Charter School Association dues higher than budgeted.
- B** Additional PD funded by ESSER
- C** Tracking staff room food purchases in prep for FY24 budget.
- D** Funded by private Families Helping Families Grant
- E** Additional accounting for QQALICB unwind and SVB closure
- F** Legal fees for Title IV

Coversheet

Open Meeting Law Training

Section: VI. Governance
Item: A. Open Meeting Law Training
Purpose: Discuss
Submitted by:
Related Material: OPEN_MEETING_LAW_BASICS.docx

MA OPEN MEETING LAW (M.G.L. c. 30A, ss18-25) BASICS

Meetings (What is subject to the Open Meeting Law).

Generally, all meetings of a public body (e.g., a board of a public charter school) must be public.

A meeting is:

- a deliberation;
- by a public body;
- regarding anything in its jurisdiction.

A deliberation is: - “any written or oral communication”;

- through any medium (including email/text/phone call);
- between/amongst a quorum (majority) of a public body;
- on any subject or matter within the body’s jurisdiction.

Jurisdiction is defined as “any matter on which a quorum may appropriately make a decision or recommendation.”

One example: the expression of an opinion on a matter within our jurisdiction (most things concerning Alma) to a quorum (majority) of the Board constitutes a deliberation and must be open to the public.

Some Exceptions: a quorum of the Board may attend things (e.g., training), and inspect places (e.g., real estate), but can’t deliberate.

Chain emails, texts, or phone calls (a calls b, b calls c, c calls d, etc.) involving a quorum of the Board are subject to the Open Meeting Law if they concern a matter within the Board’s jurisdiction.

(Avoid/beware of “Reply All.”)

Notice

- Legal notice requires that the date, time, place, and subjects of a meeting be posted publicly at least 48 hours in advance of the meeting.
- Notice of an emergency meeting must be provided as early as possible.

Executive Session [Non-Covid Rules]

Certain matters (see below) may be discussed in Executive Session.

- Before going into Executive Session (“ES”), the Board Chair must: a) state the reason(s) for the ES; b) indicate whether the Board will reconvene in open session after the ES: and (c) take a roll call vote to go into ES.

- Remote participation and voting is allowed in ES. Each remote participant must state at start that no-one else is present or listening at his/her location.
- All votes in ES must be by roll call.
- The Board may only discuss/consider the matters or subjects for which the ES was called.

Permitted matters/subjects for ES (the exceptions most likely to apply) include:

1. Discussion of:

- the character, physical condition, or mental health of an individual;
- discipline of, dismissal of, complaints or charges against, an officer, employee, staff member or individual.

The professional competence of an individual is not, alone, an appropriate subject/matter for ES. When: a) evaluating an employee; b) considering applicants (finalists-see below) for a position; or c) discussing qualifications of persons, it must be done in open session unless it concerns the character or health of, or charges or complaints against, an individual.

There is an explicit exception for a hiring sub-committee or screening committee for applicants for a position if an open meeting would have a detrimental effect on obtaining applicants.

If the full board is deliberating on finalist applicants, it must be in open session.

2. Strategy sessions for: negotiating with personnel; collective bargaining; and litigation.
3. Security matters, and investigation of criminal charges or complaints.
4. Purchase, exchange, lease or value of real property if public discussion (e.g., of negotiation position) would be detrimental to the interests of the public institution.

Remote Participation [Non-Covid Rules]

Remote participation in board meetings is allowed under the following conditions:

- A quorum (majority) is physically present at the meeting;
- All participants must be clearly audible to each other;
- All votes must be by roll call; and
- At the start of the meeting, the Chair must identify any remote participants.

Minutes

Public bodies are required to create and maintain accurate minutes of all meetings, including Executive Sessions.

Minutes must include:

- the Board members present or absent;
- the date, time and place of the meeting;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussion on each subject;
- a list of all documents and exhibits used at the meeting. (A best practice is, whenever possible, to attach/include the actual document/exhibit with the minutes); and
- the name of each Board member participating remotely.

Although minutes must include a summary of the discussion on each subject considered, a transcript (who said what) is not required. Minutes are a record of what was done, not what was said.

All votes in Executive session must be by roll call, and the results must be recorded in the minutes.

Public bodies are not required to disclose the minutes or materials used in Executive Session if disclosure would defeat the lawful purpose of the Executive Session. Once disclosure would no longer defeat the purpose, those minutes and materials must ordinarily be disclosed.

Certification

Within two weeks of approval by the Commissioner of Education of appointment to the Board, the appointee must complete the Form certifying receipt and understanding of the Open Meeting Law materials (provided upon appointment).

A Board member must sign a new certificate upon reappointment or reelection.

Coversheet

Approve AY23-24 School Calendar

Section: VII. Other Business
Item: A. Approve AY23-24 School Calendar
Purpose: Vote
Submitted by:
Related Material: AY23-24 Alma Calendar_Board of Trustees_4.28.23.pdf

July 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
7/4- Independence Day						

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
8/7-8/11- New Staff Institute 8/14-8/18- Full Staff Institute 8/21- First Day of School & Half Day PD Day						

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
9/4- Labor Day (No School) 9/21- Open House 9/22- Full Day PD Day (No School)						

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
10/9-Indigenous Peoples Day (No School) 10/23- Full Day PD Day (No School) 10/24- First Day of Q2 10/27- Book Character Day						

November 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
TBD- First Day of Q2 11/9- Family Conferences (Half Day) 11/10- Veterans Day Observance (No School) 11/22-11/24- Thanksgiving Break (No School)						

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
12/14- Elementary Expedition Night 12/22-1/1- Winter Break (No School)						

January 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
12/22-1/1- Winter Break (No School) 1/11- Scholar Showcase 1/15- Martin Luther King, Jr. Day (No School) 1/22- Full Day PD Day (No School) 1/23- First Day of Q3						

February 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
TBD- 100 th Day of School 2/8- Family Conferences (Half Day) 2/14- Frederick Douglass Day 2/19-2/23- February Vacation (No School)						

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
3/1, 3/8, 3/15, 3/22, 3/29- Spirit Fridays						

April 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
4/12- Full Day PD Day (No School) 4/15-4/19- April Vacation (No School) 4/22- First Day of Q4						

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
5/2- Family Conferences (Half Day) 5/27- Memorial Day (No School)						

June 2024						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
6/13, 6/14- 8 th Grade Graduation 6/19- Juneteenth (No School) 6/21- Last Day of School						

	Special Event		New Quarter Begins		Family Conferences; Half Day		Spirit Days
	Vacation/Holiday; No School		Full Day Professional Development; No School		Half Day Professional Development (12:30 dismissal)		First/Last Day of School

Sarah D. Ottiwell Campus
 515 Belleville Avenue
 New Bedford, MA 02746
 Phone: 774-206-6827
 Fax: 774-762-4680
www.almadelmar.org

Frederick Douglass Campus
 767 Church Street
 New Bedford, MA 02746
 Phone: 774-762-4064
 Fax: 774-202-3791
www.almadelmar.org

Coversheet

For Reference- Board Calendar of Monthly Activities

Section: VIII. Closing Items
Item: B. For Reference- Board Calendar of Monthly Activities
Purpose: FYI
Submitted by:
Related Material:
Board and Committee Calendar and Suggested Monthly Activities_Updated February 2022 (5).pdf



Alma Board of Trustees Annual Activities

Q1-Q2

	July	Aug	Sept	Oct	Nov	Dec
FULL BOARD		All Committees Draft Annual Committee Goals	Present/Approve Annual Goals	Annual Meeting/Board Retreat		No Meeting
ACADEMIC			MCAS Data		Quarter 1 Academic Update Accountability Report	
FINANCE			Review Audited Financials	Present Audit to Board for Approval Present revised operating budget if necessary		
GOVERNANCE		Start Board Retreat Planning Board Composition Analysis/Update Board Terms document	Prepare slate for annual meeting Review Advisory Council and prepare AC slate. Finalize Board Retreat Planning	Prepare New Trustee Orientations	Conduct New Trustee Orientations	
DEVELOPMENT		Draft Annual Fundraising Calendar Share current Dashboard with Finance Committee	Drafting Annual Report Drafting Appeal Letter Assigning Donor Notes to Trustees		Send out annual appeal Share current Dashboard with Finance Committee	
EVALUATION & COMPENSATION						

Updated February 2022

Alma Board of Trustees Annual Activities

Q3-Q4

	Jan	Feb	Mar	April	May	June
FULL BOARD		E.D. Mid-Year Review				End School/Fiscal Year Year End Academic Update E.D. Evaluation
ACADEMIC	Scholar Spotlight Secondary Schools & Alumni Update	Quarter 2 Academic Update	Special Education/ELL Update	Scholar Spotlight	Secondary Schools & Alumni Update	Year End Academic Update
FINANCE		Review Draft Budget for Next Year Present Draft Budget to Board	Review Revised Budget	Present Budget to Board for Approval		
GOVERNANCE	Plan visit to an exemplary charter Board meeting Review Open Meeting Law & Best Practices Advisory Council			Begin Board Assessment Launch check ins with Trustees by members of the Governance Committee	Review Board Assessment results	Review draft goals from E.D.
DEVELOPMENT		Plan Advisory Council Event for Spring Share current Dashboard with Finance Committee			Spring Advisory Council Event Share current Dashboard with Finance Committee	
EVALUATION & COMPENSATION	Review Executive Director Contract Start E.D. Midyear Review	E.D. Midyear Review presented to full Board Determine E.D. compensation to recommend to the full Board			Start E.D. Evaluation Survey Senior Staff for ED Evaluation Finalize E.D. Contract	

Updated February 2022

Coversheet

For Reference- Committee Goals 2022-2023

Section: VIII. Closing Items
Item: C. For Reference- Committee Goals 2022-2023
Purpose: FYI
Submitted by:
Related Material: Committee Goals 2022-2023 (5).pdf



Alma del Mar Committee Goals 2022-2023

Committee	Goals
Governance Committee	<ol style="list-style-type: none"> 1. The Governance Committee will develop and implement a succession plan for board members and officers. 2. The Governance Committee will identify, recruit and nominate 2-3 new Trustees. 3. The Governance Committee will continue to engage the Board in Diversity, Equity, and Inclusion work.
Finance Committee	<ol style="list-style-type: none"> 1. We will examine and adjust any financial planning to be inclusive, critical and responsive with a willingness to prioritize the funding of efforts to promote racial equity, diversity and inclusivity. 2. We will work to train and educate the Board on better understanding financial reports. 3. We will review and update fiscal policies and procedures annually.
Development Committee	<ol style="list-style-type: none"> 1. Support the Director of Development and Board of Trustees in fundraising efforts to support Alma's Network Priority for the 2022-23 school year. <i>METRIC: \$300,000 general operating support</i> 2. Maintain a development activities calendar that ensures Alma's supporters are hearing from us consistently and feel invested in our mission while also creating opportunities for them to interact directly with Alma scholars and teachers. <i>METRICS: 10 monthly email blasts, 4 direct touchpoints, 4 in-person opportunities</i> 3. Compile strong list of initial prospects and support with targeted outreach to prepare for the creation of Alma's Planning Giving/Legacy Program. <i>METRIC: 10 prospect meetings resulting in 5 secured participants; program Named and included in digital and print materials for prospects</i> 4. Participate in strategic discussions as a committee and with other stakeholders to identify future fundraising priorities for Alma del Mar. <i>METRIC: Committee members research community-centric fundraising and discussions/surveys conducted with Alma's Senior Leadership Team and Board of Trustees to identify priorities</i> 5. Introduce new members to the Development Committee. <i>METRIC: Introduce 1 or 2 new volunteer members during FY23</i>



Academic Excellence Committee	<ul style="list-style-type: none">• Increase the number of applications and interest in the Academy of Honors at New Bedford High School• Expand interest in Independent Schools beyond local options• Scale up Secondary School Support given our current size of 128 8th graders and over 250 alumni in high school and college• Increase access to support and resources for 11th and 12th graders to prepare alumni and families for college
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