Monday May 1, 2023 at 6:00 PM EDT

**Location**

Virtual

**Agenda**

|   | Purpose | Presenter | Time |
| --- | --- | --- | --- |
| **I.Opening Items** | **6:00 PM** |
| 1. Record Attendance—Chantalle, Kate, Karen, Denise, Diaz, Betsy, Crystal, Jeffrey, Stacie, Jalyn, Dr. Berry
 |   |  | 5 m |
| **B.** Call the Meeting to Order—Betsy 6:03 |   |  | 1 m |
| **C.** Approve MinutesMotion previously approved at April 24Secondvote | Approve Minutes |  | 3 m |
| **II.Governance** | **6:09 PM** |
| 1. Board On Track Presentation--members can set up one on one meetings and at next Board meeting, there will be a formal presentation.

Board on Track is a platform for documenting meeting, and facilitating timely public access, organizes documents, and streamlines many processes; additionally they offer consultation as we transition from non-profit to official school board. We are purchasing this tool, funding through governance committee. Another advantage is that the management of board meetings can shift to the board and not be run through the staff. | FYI | Gina Fafard | 15 m |
| **III.School Leadership Team Updates** | **6:24 PM** |
| **A.** General Overview of Activities—Crystal: engaged after school and summer feeding programs and Boys ad Girls Club culinary program to be offered a BASSE; restaurant association of Delaware also engaged. Partners with First State Community Action to do community fair at BASSE building and we have event liability release to support. United Way of Delaware and First State Community Action partner for the Money School at BASSE—one night per week for six weeks and a payment to us for rent of $4,500—this is in process. Lots of outreach in Spring and Summer. CEB issue back on the table for Georgetown location, and we are suggesting some land, and we are back in conversation. Chantalle continues to meet with contacts in anticipation of hiring staff, and with state representatives. National Charter School conference coming up in June—Dr. Berry, Chantalle Crystal, Kate and Betsy attending. Chantalle meeting with IB staff and doing IB training in June. Juneteenth Fundraiser at Sydney’s this year | FYI | Chantalle & Crystal | 10 m |
| **IV.Enrollment Updates** | **6:34 PM** |
| **A.** General Update—126 kids whose parents had applied for students to attend BASSE by April 1. Chantalle continues to get three to four calls a week inquiring about BASSE. Meeting with students and families through Up for Learning. Summer Learning Program will launch in July and August. On track for recruitment and enrollment. Application opens first Tuesday in November and enrollment deadline is April 1, 2024 for 80% enrollment. There will be open houses at the building to get folks registered. | FYI | Chantalle Ashford | 2 m |
| **V.Finance** | **6:36 PM** |
| 1. Preliminary FY24 Budget Review—created with support from Michelle Lambert and represents BASSE only, not Proximate. Assumes we transfer $500,000 from Proximate savings to BASSE operating. Still have over $800K to spend from the state, and Proximate will get reimbursed for some expenditures. $110K remains in reserve in Proximate savings account and $50K in Proximate checking account. Federal/state grant will likely be extended. Budget goes through end of June 2024, and we will have one additional employee, if state grant is extended. We have a high cost for accounting/payroll, etc., Michelle Lambert is the consultant, because we are not trained internally on the state system yet, but we are on track to lower cost, and working to be self sufficient by January 2024. Michelle’s current contract is through 6/30/23, an it automatically renews. So maybe we can negotiate since she is not doing as much as anticipated. Motion to transfer funds from Proximate to BASSE account by Satcie, second by Jeff, vote passes unanimously.
 | Vote | Chantalle & Crystal | 20 m |
| **VI.Facility**  | **6:56 PM** |
| **A.** Renovation Updates—IT consultant and architect putting together plans. Working with furniture company for plans associated with renovations and all costs covered by state grant. We have added some costs around enhanced security upgrades. The work will be phased in, as projections went from $80-$120K, and we will not utilize full campus until year two of operation. We want to have everything up to code and enhanced both as needed and for the general appearance/functionality of the school.  | FYI | Crystal & Chantalle | 8 m |
| **VII.Development** | **7:04 PM** |
| **A.** Development Plan Updates—Charter School Growth Fund, New Schools Venture Funds, JW Crouse, Dr. Schols Foundation, Banks for construction costs, arts events with art auction (Harold Schroder), all to rebuild surplus. Maybe Philanthropy Delaware can support construction as well. Likely hold off on fundraising efforts like selling popcorn or candy until we have kids in the building. | FYI | Crystal Timmons-Bryant | 8 m |
| **VIII.Other Business** | **7:12 PM** |
| **A.** Potential Partnerships—addressed above | FYI | Chantalle & Crystal | 8 m |
| **IX.Closing Items** | **7:20 PM** |
| **A.** Adjourn Meeting—motion to adjourn by Denise, second by Jeffrey, unanimous vote yes, and adjourned at 7:40 | Vote |  |  |