



Board of Trustees Meeting

Wednesday December 20, 2023 , 6:00pm - 7:00pm (Virtual meeting by GoogleMeet Webinar)

Board Members in Attendance

- ❖ Marcia Brooks
- ❖ Bryan Gilmer
- ❖ Joe Fitzsimons
- ❖ Richard Hart
- ❖ Robert Chapman
- ❖ Vicky Patton
- ❖ A quorum was established

Others Present

Arlie Harris
John Heffernan
Joy Porter
Jenny Ngo

Not Present

- ❖ Tauchiana Williams

Meeting called to order at 6:01pm

Agenda

Last meeting follow-up

Consent Agenda

- ❖ Move to approve of November Minutes YTD Budget..
- ❖ Motion is seconded and all approved.

New Business

❖ **ED Job Description Update and Posting**

- Marcia, Arlie, and Todd will finalize the Executive Director job description soon, which Todd will post on the school website. The tentative applicant deadline is *January 20th* and the Governance committee aims to make a recommendation about a hire by the next board meeting on Wednesday, January 24, 2023.
 - The Governance committee will screen the hiring process and Marcia will email the list of viable candidates to the board members.
- Review of Interim ED position timeline:
 - Arlie officially assumed the Interim Executive Director position in Quarter 4 of the 2022-2023 academic year. Originally, the plan was to propose a hiring recommendation for Executive Director by Quarter 3 of the 2023-2024 academic year.

❖ **Interim ED Update**

- The school has continued its work in Professional Development particularly in the areas of Project Based Learning, Integrated Arts, and Outdoor Learning with the Curriculum Coordinator, Lucia Marcus.
- CPSC has hosted and attended a variety of events:
 - Winter strings concert
 - Winter Theater Showcase

- Step Team performed in the Raleigh Christmas Parade and Durham Holiday Parade
- Basketball team is undefeated!
- The 3 major areas that help CPSC reach its Mission - All Children Thrive
 - Learning Model: Child-Centered Project Based Learning (6 facets)
 - The Joy of Learning, Diversity by Design, Family Partnership, Outdoor Learning, Integrated Arts, Social-Emotional Learning
 - Teacher Learning Center
 - Child-Centered City Block Campus
- Committee Work
 - Program Excellence Committee: Following up on the 6 facets of Child-Centered Project Based Learning
 - Governance Committee: Managing the process for a permanent Executive Director hire.
 - Finance Committee: Ensuring the financial health of the school and addressing building costs.
 - Facilities Committee: Engaged in planning the North Street move, with anticipated outfitting costs for the new school building expected to be under \$750,000.
 - Communications: can begin once permanent ED hire is made
- What happens next?
 - School tours continue in January
 - Application window is December 1 to March 1
 - The lottery is scheduled for March 5.
 - Currently collecting new teacher resumes for any staffing adjustments.
 - Budget to be adjusted as needed.
 - In Quarter 3, we will establish budgets, staffing, and other plans for the academic year 2024-2025.

❖ **Foundation ED Update**

- John shares the CPSCf Foundation's updated Mission, Vision, and Strategies to Realize our Vision



- Mission: To strengthen public education for all children in America
 - Vision: We envision the creation of more schools where children come first, where all children thrive, where inspired teachers help children flourish, and communities cherish and empower young people.
 - Strategies to Realize our Vision: CPSC Foundation is dedicated to empowering children and helping them thrive through project-based child-centered education. We do this by supporting a highly regarded demonstration school in Durham, North Carolina, Central Park School for Children, and by supporting the regional and national outreach programs of the School's Teacher Learning Center (TLC).
- Aisander Duda, an Experienced Fundraiser and Communicator and full-time parent of two at CPSC, provides insights into the Foundation's initiatives:
- The plans include developing a calendar, refining the structure, and crafting messaging components that resonate with both our families and our broader audience
 - The communication strategy will primarily revolve around storytelling, leveraging real student experiences to connect with our audience:
 - To support the fundraising efforts, the foundation intends to send out a mailing donation request.
 - Additionally, the Foundation aims to inform parents about various ways they can contribute and support CPSC, including options such as monthly donations.
 - Drawing from past successes, the Foundation has established a baseline fundraising goal of approximately \$45,000.
- A review of the Dashboard Metric (different areas in the foundation's advancement and development work in fundraising year to date beginning July 2023):
- YTD
 - Annual Fund - \$26,000
 - Major gifts above \$500 - \$12,800
 - Fdns - \$50,000

- Government grants - \$14,153

◆ **Total - \$102,953**

■ Next Quarter

- Annual Fund activity and goals - \$20,000
- Major gifts - TBD
- Fdns \$120,000
- Government grants/credits \$1.1 mil

◆ **Total - 1.24 mil**

■ This year and into 1st Quarter 2024-2025

- Further ahead planned activities - TBD
- Major gifts - TBD
- Fdns - \$100,000
- Government grants/credits \$1 mil

◆ **Total - \$1.1 mil**

- ❖ No closed session this evening
- ❖ Meeting is adjourned

Notes

- ❖ No additional notes

Action Items

- ❖ None

Next Meeting Agenda Items

- ❖ Next board meeting will be January 24th at 6:00pm via GoogleMeet webinar.