

Chugach Educational Corporation (CEC)

Board Meeting Minutes

Date: August 12, 2020

Location: Chugach Optional Elementary School

- **Call to Order: 7:05pm by Mandy Casurella**

- **Attendance:**
 - Mandy Casurella, President
 - Tamar Ben-Yosef, Vice President
 - Joe Miller, Treasurer
 - Bo Grauvogel, Vice Treasurer
 - Fernanda Conrad, Co-Secretary
 - Brenda Lester, Co-Secretary
 - Maggie Miller, Member At Large
 - Liz Provencio (voting member), PC Coordinator
 - Clare Hill, Principal
 - Additional Assembly Members: None Present

- **Reading of Minutes/Review of Agenda:** Minutes from last year were not reviewed and Agenda was presented by Mandy.

- **Identification of Time Keeper:** Time Keeper identified as Joe.

- **President's Remarks:**
 - **Kimochi's Roundtable:** Feelings check in and emphasis on keeping SEL (Social Emotional Learning) and gratitude at the forefront of our community this year. *"When we bring feeling into learning, we learn better and go further."*
 - **Board Vision:** "What is the Board?" and "What is the Assembly?"
 - The Assembly is made up of Teachers, Principal, Parents, Staff & Students
 - The CEC Board is elected by the Assembly. The board is made up of 7 elected officers of the Assembly who hold a monthly Board Meeting in addition to our monthly Assembly Meeting.
 - Confirmation is needed whether or not a teacher can be on the board.
 - Mandy notes: Per the bylaws- "any member (of the assembly) is qualified to be elected an office of the assembly except for the principal. "All parents and guardians of children enrolled at Chugach and all members of staff at Chugach are members of the community of assembly."

- **Old Business:**
 - Loren will assemble a team to review/revise our bylaws to be approved by the board.
 - The Chugach Handbook should be revised/updated annually.

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- Our Bylaws currently state that you “must be present to vote” and this will need adjustment due to the Pandemic.
 - Tamar moves to amend bylaws to allow voting to be done virtually. “Members must be physically or virtually present to vote.”
 - This is Section 4C of the Assembly Bylaws and 6C3 of Board Bylaws.
 - This motion has been tabled to allow for more discussion and research.
 - Liz volunteered to talk to Loren regarding language for bylaws and voting.
- Supporting practical and meaningful connections and communication with the Assembly
 - Every family (not just new Kindy Parents) needs a check in - it was suggested that each board member takes a class to make personal calls to families. Letters and emails were suggested as well.
 - What is our online platform?
 - We need a safe place to facilitate community discussion that is not Facebook.
 - We need a Facebook group that is for currently enrolled families only.
 - Suggestions for either a Board Clever page or Slack which is similar to Microsoft Teams.
 - Discussion of Website for the Board.
 - Mandy suggested to table this as we need a sub group to figure out a different platform.
- **Principal's Update:**
 - Teacher's are back tomorrow and will need our community support. Clare feels a need to give extra care to staff as a lot of their needs are not known yet but will come up.
 - Encouragement to stay in the Growth Mindset.
 - We need to create a formal structure for ideas - Brenda suggested an online form that community members can fill out in order to present an idea to the board/assembly for review and approval/vote.
 - Clare asked the Board for support bringing in parents who want to help and co-lead.
- **New Business:**
 - **Future Meetings:**
 - Board Meetings will be held on Wednesday evenings from 7-8:30PM via Zoom or in person, if weather allows.
 - Assembly Meetings will be 7-8:30PM held via Zoom for the time being.
 - **Budget Update (Joe/Bo):**
 - Theme for this year is “Budget Flexibility”.
 - Typically we collect \$25K from Big Simple Funds and \$25 from the Auction.
 - Joe suggested a Large Board Discretionary fund this year.
 - Joe and Bo were just given the books and will have an in depth look at the budget by the next board meeting.
 - We have a surplus due to last year's Auction exceeding expectations, and from not spending funds this spring due to school closure.

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- Discussion of “Really Big Simple” to do our expected Classroom fundraiser this fall.
- **Auction Update (Brenda):**
 - The Auction for 2020 has been cancelled.
 - 49th State was able to cancel our in-person event with no penalty toward us.
 - We are not in a position to ask the community for donations right now.
 - Brenda will get information/marching orders from Kelsey Saari regarding Auction software and anything that needs to be done for this year.
- **PC Update (Liz):**
 - TBD - PC's were sent out an email survey but needs are not known yet so we will wait and see what roles for PC's are going to be this year.
 - Liz mentioned that according to the survey, 75% of the PCs want to work on the back end with the teachers.
- **Communication Plan:**
 - More discussion on development of communication plan. Joe will come up with an action plan.
 - Things to include in the communication plan: who are we talking to, what are we talking about, address the cadence of the conversation to ensure effectiveness.
 - There needs to be a formal way to address the board. We have an email but an online form may be needed with clear boundaries of what can be addressed at this page.
 - Liz agreed to find out more on the topic.
- **Next CEC Meeting Date & Time: August 26th 7-8:30pm, Location TBD**
- **Follow Up Items:**
 - Tabled Items due to time constraint:
 - Spirit Wear Online Store - Brenda Lester
 - Budget
 - Plan for first CEC Assembly Meeting
 - Amazon Funds
 - Meeting Minutes need to be emailed to Suzanne and Posted in Google Drive
 - Loren update - Liz
 - Developments on technology - Mandy
- **Adjourn @ 8:38pm**