

# Chesapeake Lighthouse Foundation

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[www.clfmd.org](http://www.clfmd.org)

## CLF Regular Board Meeting Minutes

April 16, 2020

### 1. CALL TO ORDER

**1.01** Meeting was called to order at 5:08 pm by Board Chair, Dr. Subasi.

#### ROLL CALL

	<u>Present</u>	<u>Absent</u>
Mr. Spear Lancaster	<u>X</u>	
Mr. Lufti On	<u>X</u>	
Mrs. Claudia Chang	<u>X</u>	
Dr. Sefik	<u>X</u>	
Dr. Subasi	<u>X</u>	
Mr. Hawkins	<u>X</u>	
Mrs. Kelley	<u>X</u>	
Mrs. Andrews	<u>X</u>	
Maj. Smith	<u>X</u>	

### 2. APPROVAL OF MINUTES

**2.01** Approval of the board meeting minutes from February 20, 2020.

Motion: Mrs. Chang moved to approve the meeting minutes from February 20, 2020.

Second: Maj. Smith

Vote: Approved unanimously

### 3. PUBLIC REMARKS - None

### 4. DISCUSSION ITEM – Update by Chief Executive Officer - Mr. Karaman

**4.01** All schools have successfully made the transition to online learning. The distribution of technology devices to our students in need has been completed smoothly. No complaints have been heard so far.

**4.02** The COVID-19 closure is not expected to have an impact on this year's budget. The impact on next year's budget is yet unknown. The CLF team is considering all scenarios while making preparations for the upcoming school year.

**4.03** CMIT South Elementary has submitted a candidate for appointment to the vacant Assistant Principal position. The candidate is expected to start in July 2020.

## **5. DISCUSSION ITEM – Update from CAO – Mr. Ak**

**5.01** All schools have received guidelines from their respective leadership teams for online learning. Daily online instruction will continue. Teachers have been given a schedule from the hours of 9 am to 1 pm to deliver instruction, either via Google Meet, Zoom, or prerecorded videos. Teachers also have scheduled office hours to address student questions and a weekly live session to interact with their students.

**5.02** There have been reports of several minor issues in adjusting to online learning, such as communication and technical difficulties resulting from the use of different computer setups and software. Teachers are responding to all questions and feedback.

**5.03** We were able to meet the demand for technology, distributing approximately 400 devices to our school communities. No student will have an issue accessing the technology required for their online instruction.

**5.04** All CLF schools are being encouraged to purchase any software or resources needed to continue with the online instruction of their students at the higher standards expected of CLF schools.

## **6. DISCUSSION ITEM – Update by CFO – Mr. Dogan**

**6.01** CLF financials - There is enough cash on hand for daily operations. The enrichment program revenue is expected to be around \$300,000 short due to the COVID-19 closure. However, with expenses dropping proportionality, there will be no significant change due to the enrichment numbers. All other operational costs are as expected. There will be no negative effect on our net positions for the 2019-2020 fiscal year due to the COVID-19 pandemic.

**6.02** CSP financials - There is enough cash on hand for daily operations. Funds are still being received monthly without issues. We are on target for the end of the year.

**6.03** CMIT South financials - There is enough cash on hand for daily operations. All bond required cash balances are being met. There will be no shortage in the fourth quarter payment from PG County. We are on target to end the year with the reserve amount expected.

**6.04** CMIT North financials - There is enough cash on hand for daily operations. There will be no shortage in the fourth quarter payment from PG County. We are on target to end the year with the reserve amount expected.

## **7. DISCUSSION ITEM – 2020 - 2021 FY Preliminary Budgets**

**7.01** CMIT North - Enrollment for the 2020-2021 school year will be 1,690 students, grades K-12. There is no change being made to the per-pupil amount at this time due to the uncertainty of the COVID-19 pandemic. There is an increase in teacher salaries to cover the additional teachers being added at the high school. The rent values have been adjusted per the lease agreements. There is a \$412,824 contingency budget for the fiscal year. All other numbers are roughly the same as the current fiscal year.

**7.02** CMIT South - Enrollment for the 2020-2021 school year will be 1,396 students, grades K-12. There is no change being made to the per-pupil amount in the projected budgets at this time due to the uncertainty of the COVID-19 pandemic. There is an increase in teacher salaries to cover the additional teachers being added at CMIT South and CMIT South Elementary. The rent values have been adjusted per the lease agreements. There is a \$747,000 contingency budgeted for the fiscal year. All other budgeted numbers are the same as the current fiscal year.

**7.03** CSP - Enrollment for the 2020-2021 school year will be 485 students grades 6-12. There is a 5% increase in the per-pupil amount. There has been no indication from Anne Arundel County, thus far, that this number will change. There is a 2% increase for top salaries. There is an increase in teacher salaries to cover the additional teachers being added to the school. There is a \$133,000 contingency budgeted for the fiscal year. All other numbers are the same as the current fiscal year.

**7.04** CLF - There is a reduction in the projected revenue for the enrichment program due to the uncertainty of the 2020-2021 enrollment numbers. There is a budgeted 2% increase in salaries and wages. All other numbers are pretty much consistent with the current year's budget.

## **8. PUBLIC QUESTIONS - Read by Dr. Subasi**

**8.01** Update on CLF's response to COVID19? - the schools have posted on their websites and sent emails to parents regarding any relevant information pertaining to the expectations about the elearning, school cleaning and continued closure information. CLF worked with the cleaning companies to properly disinfect the schools and is working with the districts on elearning and closure procedures. Updates for the parents will come from their respective principals.

**8.02** Have any plans been made for the upcoming school year? - CLF is waiting to hear from MSDE, AACPS and PGCPs as to how the rest of this school year and next year will look. Information will be passed along to the parents as it is received.

**8.03** Were the schools given money by the counties for the deep cleaning and disinfecting required during the COVID 19 closure? - No, the counties have not issued additional funds for the cleaning of the schools.

**8.04** What, if anything is planned for the recognition of the Class of 2020 in the event that schools are closed for the remainder of the year? - If the schools do not open again in the 2019-2020 school year, all plans will need to be approved by PGCPs or AACPS. At this time, we are not allowed to gather and do not know if we will be reopening the schools before graduation. The schools are discussing possible online options for celebrations if the schools do not reopen.

**8.05** Why has CMIT North HS deviated from the e-learning guidelines provided by PGCPs? - CMIT HS students were already issued chromebooks. The students started elearning sooner than required by the county.

**8.06** What are the plans for the next academic year? - More information is needed from the MSDE and the districts before plans can be made for the upcoming school year.

**8.07** How will the next Zoom meeting information be given to the parents? - For the next meeting a plan will be constructed to have parents register to receive the meeting ID. Information will be placed on the website with the registration link.

## **9. MOTION TO ADJOURN**

Motion: Maj. Smith moved to adjourn.

Second: Mrs. Kelley

Vote: Unanimously approved

The meeting adjourned at 6:12 pm