

## **CDA Charter CPO Meeting Minutes for 12-13-2020 Zoom Meeting**

Meeting started at 6:15 and ended at 7:45

Participants included:

Ben McGaughey  
Stephanie Holecek  
Kristi West  
Mealdey Mielke (arrived at about 6:30)

Meeting was brought to order by Stephanie and the agenda for the meeting was posted to the Zoom, followed by the meeting minutes from the previous meeting.

Discussion was had about formatting the minutes properly with dates and participants. The meetings were reviewed by participants, but no motion was made to approve the minutes yet, they should have a date and participants added then brought to the next meeting. Mary Rose was not present at the meeting.

The tentative agenda was posted and sent out via email as follows:

Tentative Agenda CDA CPO Meeting 12/8/2020 at 6pm via Zoom

Welcome

Review and Approval of September's minutes -- Mary Rose

Review and Approval of Budget -- Stephanie Holecek

Preview of upcoming grant meeting January -- Stephanie Holecek

Review of Lunch/Snack Sales

Need a new Lunch Coordinator -arrange volunteers (Remind app?), need more volunteers. Lunch Helpers --Signing up for weekly commitment, subs, M-TH (one day or multiple days), 4 volunteers each day ideal with 2 possible subs. Serve lunch and sell snacks, two MS two HS.

New Officers Needed - President and Vice President, roles/responsibilities

Volunteer Coordinator -- Ben McGaughey

Vending Machine/Snacks - Katie and Becky still purchasing (on hold until determined by school), need volunteers for stocking?

Triple Play -- Mealdey Mielke

Staff Appreciation - Michelle Kozeluh. Volunteers, ideas, help, donations

Used Uniform Closet -- Kristi West

Limited sales opportunities at the moment. Moratorium on donations? Ask Glenn for expectations before meeting

School Board Report

Mealdey arrived at the meeting and we jumped forward to Triple Play night.

Mealdey asked about the state of the officers and it was explained that the president and vice president had quit their roles.

## BUDGET

Stephanie explained the current state of the budget and Ben put it up in the Zoom.

Discussion was made about Food Sales and how there was very little from the vending machines, some coins.

Kroger money is still coming in from that partnership. A check arrived the day before, but had not yet been deposited and recorded for this meeting.

Used uniform sales were at \$4,294.80

Staff appreciation, only \$255.20 had been spent so far.  
Some items that were received included Costco gift cards.

Stephanie asked whether or not we should stop asking for donations for a while.  
No motion was made, just a point of discussion.

1 student is currently receiving our sack lunches since mid-October for about 2 to 3 days a week, and it costs a little more than a usual lunch because it has to all be pre-packaged.

Ben made a motion to approve the budget, Mealdey seconded the motion.

## GRANT MEETING

Stephanie mentioned that she had created a grant form based on last year's form and it had been sent out through the office, but only one grant request has been received so far.

Last year's form has been updated to include our new Gmail address:  
[cdachartercpo@gmail.com](mailto:cdachartercpo@gmail.com)

We would like to offer \$10K in grants this year and hope for teachers to come forward with requests.

It was noted by Stephanie that the budget should actually show more than \$30K but the total at the bottom needed updated.

Ben asked how the grant info gets sent out, Stephanie said that Michelle in the office sends it out to teachers.

The Grants need to be submitted by the Friday before the meeting so they can be sent out to all the board members and parents before the vote.

Discussion was had about this year's vote to approve grants being anonymous, and Ben mentioned that Zoom has polling and this should be possible if online.

#### LUNCH AND SNACK SALES

Stephanie brought up the major issue that we need new lunch volunteers and coordinators.

Mealdey explained how lunch coordination works:

Coordinator sends out a reminder to the parents that they are needed for a certain lunch day.

There should be 2 parents in the high school, and 2 in the middle school.

When they arrive, they pickup snacks that will be sold, and the cash box from the office.

On pizza day, they help hand out the pizza.

They also help hand out food for local orders.

Kristi was concerned that we don't have enough info on this.

Ben agreed and wanted documentation for all roles.

Stephanie has a list of potential volunteers for this role.

We decided that we need to discuss with the administration what our role should be during lunches.

Kristi noted that she's worried that we've lost our communications with the administration with the changes this year.

Stephanie reiterated that we need to find someone to just take it over.

#### NEW OFFICERS

We discussed how to find our new officers, and whether or not having a meeting without a president was possible, and bylaws were referenced. A president is needed. One of us would need to be the interim president.

Nothing noted about minimum number of people.

Kristi - the guidelines were relaxed.

#### VOLUNTEER COORDINATOR

Facebook private group was created for discussions and posting of documents.

It is for members only, no parents.

## VENDING MACHINES

Vending machines are done for now.

## USED UNIFORMS

Kristi said that it is basically shut down right now.

If it were open one day a week, like Friday, nobody would come, waste of time.

The closet is too small to safely distribute uniforms, no back door.

She does not want to keep used and unwashed uniforms in her garage.

Donations are still coming in for uniforms.

Julie stepped down as the assistant.

Lisa has not responded.

Glen said it was okay to sell uniforms, but there were always exceptions.

Plan for spring clothes is needed.

Stephanie mentioned trying to reach out to parents who need winter clothes.

Ben brought up possibility of making appointments.

## SCHOOL BOARD REPORT

No report. Nobody arrived for that.

Stephanie made a motion to cancel Triple Play, Kristi Seconded.

Role descriptions were discussed for each person and a potential new president and vp.

President doesn't vote

President must be at all meetings

President doesn't vote except in a tie.

VP assumes role of president when president is gone.

Kristi agreed to outline the Uniform sales and Lunch jobs.

Ben agreed to outline the Volunteer and Secretary position.

A meeting process should be established in bylaws.

Stephanie mentioned that someone else needs to be on the bank account, preferably the President would if we had one. It was decided that this should be voted on when more of the board was present.

We didn't have any new information about board insurance.

A new day should be determined for meetings if nobody can make it. We talked about sending out a poll and having a mandatory meeting for all board members as a role call and quick update. Short Zoom meeting.

We discussed putting together a survey for board members and parents, but did not define what should be on the survey.

Next meeting should be for grants and have anonymous voting and polling.

The meeting was adjourned by Stephanie, Ben and Kristi, Mealdey left a little early.