Monthly Board Meeting Minutes

Carroll Learning Alliance

Date: June 19, 2026

Time: 11:14 AM – 12:00 PM

Location: Virtual (Teams)

1. Call to Order & Roll Call

The meeting was called to order by **Kim Zentz** at **11:14 AM**.

Roll Call:

- **Sarah White** – Present
- **Jaime Brennan** – Present
- **Sallie Taylor** – Present
- **Kim Zentz** – Present
- **Nicole Acle** – Absent

A quorum was established.

2. Approval of Agenda

- **Motion:** Sarah White
- **Second:** Sallie Taylor
- **Outcome:** Motion passed unanimously.

3. Approval of Previous Meeting Minutes & Email Votes

1. **Email Vote – Legal Counsel**
    a. Motion: Sarah White
    b. Second: Kim Zentz
    c. Passed unanimously.
2. **Email Vote – Architect**

a. Motion: Sallie Taylor
b. Second: Sarah White
c. Passed unanimously.

3. **May 2026 Monthly Board Meeting Minutes**
    a. Motion: Sarah White
    b. Second: Sallie Taylor
    c. Passed unanimously.

4. Treasurer's Report

Presenter: Jaime Brennan

- No significant changes in funding.
- Recent minor expenditures: promotional materials and copies.
- Jaime will verify whether the **MAPS reimbursement (~$2,000)** has been received.
- Kim will forward the approval email if needed.

No additional questions were raised.

5. Facilities Update

Presenter: Kim Zentz

Two investor groups remain actively engaged regarding the **former ACTS building**:

A. MacKenzie

- Local group familiar with the property.
- Strong interest in **Phase 2** (grades 6–8 building).
- **MacKenzie expressed concern about the five-year charter renewal cycle**, as they typically prefer long-term leases.
    - The board noted that once a charter school is open and serving families, districts rarely shut them down, but acknowledged the concern is reasonable for outside investors.

B. Highmark

- National company specializing in **purchase/lease-to-own** school facilities.

- Reviewing documents; typical decision timeline is **45–60 days**.
- Supportive of Phase 2, though less firmly committed than MacKenzie.
- Highmark did **not** raise concerns about the five-year renewal cycle.

Discussion

- MacKenzie appears positioned to move faster.
- Highmark tends to build more customized school interiors.
- Both groups understand the importance of Phase 2 for enrollment sustainability.

6. Enrollment Model & Financial Sustainability

Presenter: Jaime Brennan

Key points:

- A **K–5-only model is not financially sustainable** due to required overhead.
- Sustainable operations require **K–8** as soon as possible.
- Increasing class size from **20 to 22–23 students** significantly improves financial stability.
    - *"Every six students equals one teaching position."*
- Frederick County charters have already increased class sizes to 23.

Kim noted that if Phase 2 is delayed, CLA may need **three classrooms per grade** to maintain enrollment viability.

7. Information Sessions

- Next session: **July 11, 2026**.
- Focus: *What is Classical Education?*
- Led by Kim and Laura; board members welcome but not required.

8. Enrollment Timeline Concerns

- CLA is scheduled to open enrollment **Fall 2026 (target: November)**.
- If facility progress stalls past **August**, Kim may need to request a **one-year delay** from CCPS.

Short-Term Leasing

The board discussed the risks associated with temporary or short-term leasing arrangements.

- Short-term leases have caused instability for other charter schools, especially when families must adjust to mid-year location changes.
- Enrollment and staffing can be negatively impacted when a school's location is uncertain.
- **The board agreed that CLA will try to avoid short-term leasing whenever possible**, as it may jeopardize long-term stability.
- If timelines become unworkable, **requesting a one-year delay would be preferable to entering a short-term lease**.

Kim will speak with **Dennis** to assess realistic timelines and determine whether alternative facility options must be pursued.

9. Board Training & Insurance

- Required board training acknowledged.
- **Insurance:**
  - Jaime is preparing first-year estimates.
  - Highmark requires **D&O and general liability**.
  - CLA planned only D&O until the facility is secured.
  - Grant funds include substantial allocations for insurance.

10. Fundraiser & Conference Planning

- Kim will revisit fundraiser ideas with Laura and Krista after next week.
- Social-media-based fundraising discussed as a low-cost option.
- Conference planning will continue, focusing on classical education regardless of facility status.

11. Alternative Facility Options

Kim briefly mentioned to the board **London Town Road** as a potential long-term lease option if the ACTS building does not progress.

12. Next Meeting

Friday, July 17, 2026 at 11:00 AM

13. Adjournment

The meeting adjourned at **12:00 PM**.

- Motion: Sarah White
- Second: Jaime Brennan
- Passed unanimously.