



Monthly Board Meeting Minutes

Carroll Learning Alliance

Date: July 17, 2026

Time: 11:00 AM

Location: Virtual (MS Teams)

Board Members Present

- **Kim Zentz**
- **Sallie Taylor**
- **Jaime Brennan**
- **Sarah White**

Board Members Absent

- **Nicole Acle**

Quorum established (4 of 5 members present).

1. Call to Order

The **July Monthly Board Meeting** was called to order at **11:00 AM** by **Kim Zentz**.

2. Approval of Previous Minutes

June Regular Meeting Minutes

- Motion to approve: **Sallie Taylor**
- Second: **Jaime Brennan**
- Vote: **All in favor – motion passed**

Email Vote Minutes – Carroll County Chamber of Commerce Membership

- Motion to approve: **Sarah White**
- Second: **Sallie Taylor**
- Vote: **All in favor – motion passed**

3. Treasurer's Report – Jaime Brennan

- No significant changes from the prior month.
- Finalizing **Q2 2026** financials.
- Insurance carrier requested additional projections; response delayed due to staff vacation.
- Updated information expected next week.

4. Facilities Update

Structural Feasibility

- The architect completed a structural feasibility review last Thursday.
- Initial feedback indicates **no anticipated issues**; formal report pending.

Architectural Planning

- Stephanie (architect) is drafting layout options.
- Discussion regarding **gym square footage guidelines** (~2200 sq ft for elementary).
- Current possible gym configuration: **~1100 sq ft**.
- Stephanie evaluates whether expanding gym space would impact classroom or media center placement.

State & County Guidance

- CCPS liaison previously stated no updates required until **March 2027** when facility confirmation is due.
- State-level contact (Carol Beck) has begun reviewing CLA's facility planning.
- Charter leaders emphasized:
 - State requirements are **guidelines**, not enforceable mandates.
 - County approval is the determining factor.
 - Many charter schools are open with multipurpose or partitioned spaces.

- Partitionable gym/multipurpose space may satisfy needs for PE, art, music, and assemblies.

Grade Span & Space Planning

- Stephanie is designing **K–5**.
- Discussion on whether CLA should formally request postponement of grades 5–6 due to space and enrollment realities.
- Charter contract allows postponement with board vote and written notice to CCPS.

5. Enrollment, Staffing, and Financial Planning

- Staffing cost per grade estimated at **\$180k–\$200k** annually.
- Per-pupil allocation is expected to be **\$10,000–\$10,500** after CCPS administrative deductions.
- Upper grades historically harder to fill; opening **K–4** may be more financially viable.
- Special education services funded through CCPS service provision.
- CLA may need reading/math interventionists funded from the general budget.
- Jaime will run updated financial models once McKenzie provides lease structure.

6. Highmark & MacKenzie Status

- MacKenzie awaiting structural report; lease negotiations begin immediately afterward.
- Highmark has received all required documents and remains available should McKenzie not proceed.
- Highmark is already familiar with Phase II expansion planning.

7. Board Training

- Required Maryland Alliance board training remains outstanding for several members.
- Sarah and Kim are available to assist anyone needing support.

8. Info Sessions

- The recent session went well; strong community interest.
- Most common questions: **opening year** and **facility location**.



- Upcoming sessions paused until facility details are clearer; one remains scheduled for **late August in Westminster**.

9. Outreach

- Sallie engaged the **South Carroll Business Association** regarding future presentation opportunities.
- Potential for community partnerships and scholarship interest.

10. Administrative Update

Carroll Nonprofit Center Office Space

- CLA may secure office space at Carroll Nonprofit Center.
- Estimated utility fee: **~\$6.51/sq ft/year** (~\$80/month).
- Grant funds may be used (not considered rent).
- Kim will circulate lease details for an email vote once finalized.

11. School Leader Search

- Critical next step: securing a founding principal.
- Ideal candidate:
 - Experienced administrator
 - Passionate about classical education
 - Collaborative with CCPS
 - Possibly a recently retired principal or current AP with admin certification
- CLA can hire early via **1099 contract** using grant funds once a line of credit is active.
- Board members were encouraged to share leads.

12. Next Meeting

August 21, 2026 – 11:00 AM (Virtual – Teams)

13. Adjournment

- Motion: **Sarah White**



- Second: **Sallie Taylor**
- Vote: **All in favor**
- Meeting adjourned at **approximately 12:13 PM.**