



Cleveland Transformation Alliance

Minutes of the Board of Directors

August 17, 2020 | 5:30 PM

Via Zoom

In Attendance

Baumgartner, Mark
Bingham, Anne
Downing, Diane
Gibson, Richard
Gordon, Eric
Heard, Robert
King, Brooke

Klupinski, Stephanie
Marbury, Shana
Mullin, Ann
Napoli, August
Patterson, Jeffrey
Payton, Kevin
Price, Monyka

Randel, Erin
Rosskamm, Alan
Ruiz, Victor
Tenney, Turkessa
Williams, Helen
Zachariah, Sajit

Absent

Friedman, Lee
Jackson, Mayor Frank

Jordan, Sharon Sobol
Reyes, Jose

Other Attendees

Altieri, Audrey
Bouscher, Tom
Hoven, Charles

O'Donnell, Patrick
Oppenlander, Hailey
Parks, Lena

Tahan, Colleen

Cleveland Transformation Alliance Staff

Marnecheck, Meghann
Stacy, Eli

Welcome and Approval of Minutes

Dr. Monyka Price called the meeting to order at 5:31 PM. Dr. Price gave her opening welcome and prepared the Board for the numerous items on the meeting agenda.

Dr. Price then opened the floor for discussion to approve the minutes from the June 8, 2020 Board Meeting. Hearing no discussion of the minutes, Dr. Price asked for a motion to approve the minutes, and Ms. Shana Marbury made the motion to accept the minutes. Ms. Ann Mullin seconded the motion. The Board unanimously approved the minutes



CTA Annual Audit Presentation and Discussion

Ms. Meghann Marnecheck introduced Ms. Lena Parks from Barnes Wendling to go over the CTA Annual Audit.

Ms. Lena Parks reiterated that she would give a brief overview because details from the audit were presented during the Finance Committee meeting.

Ms. Parks went over the Governance Letter, which is required annually to be shared with the Board. She highlighted that CTA's financial statements are in accordance with accounting standards. Every year, there are only changes to the disclosures of revenue. Also, CTA's Significant Estimates Associated with Financial Statements and Useful Lives of Website Development Costs were deemed reasonable in relation to the financial statements as a whole. Moreover, Barnes Wendling did not have any difficulties, disagreements with management or consult with any other accounting firm. Ms. Parks stated there were no corrected or uncorrected misstatements. No corrected or uncorrected misstatements means, between annual audits, the financial statements are accurate.

Ms. Parks went over Barnes Wendling's Independent Auditor's Report. Ms. Parks stated that it included an overview of the main components of CTA's financials. She evaluated the design and controls of CTA's payroll, cash disbursements, and cash receipts. Ms. Parks samples from these particular areas and confirms the accuracy, through third party transactions. She stated that an unmodified opinion is the highest opinion they can give, and said commendation should go to the management team and contracted accountant for receiving the opinion.

Ms. Parks went over the Statements of Financial Position page of the audit from December 31, 2018, to December 31, 2019. The total assets amount decreased by roughly \$21,000, due to the website (non-cash component) amortization costs. Also, liabilities decreased because of deferred revenue. Deferred revenue was impacted by CTA not receiving as many sponsorships for the 2020 School Quality Guide.

Ms. Parks addressed the Statement of Activities and Changes in Net Assets page for the year ending on December 31, 2019. Ms. Parks stated that CTA's revenues were down \$130,000 in the current year because of the decrease in received foundation grants. In 2018, CTA had received multiple single year grants that were not reoccurring. Programmatic costs are 78% management, general expenditures are 18%, and fundraising costs are 4% of the total expenses, which are in line with Charity Navigators benchmarks. Currently, the net loss is \$15,000, but in the prior year, the net loss was \$39,000.

Ms. Parks went over the Statement of Functional Expenses page. Expenses are down \$153,000 because of employee turnover during 2019. Ms. Parks asked if there were any questions before she moved on. There was no comments or questions.

Ms. Parks explained the Statements of Cash Flow page. The category of net cash provided by operating activities for this year is down almost \$57,000 when last year it was up \$130,000. That change is due, in part, to the outstanding grants and pledges. Ms. Parks stated that she was not going over the disclosures in detail because the Finance Committee received and reviewed the explanation in detail.

Ms. Parks reviewed the Management Letter. Ms. Parks stated there were no deficiencies in internal controls, but she provided suggestions on how to make internal controls better. Specifically, Ms. Parks recommended reviewing bank statements and reconciliations by management and updating financial policies since the last update was in 2013. Ms. Parks then asked for questions.

Ms. Ann Mullin commented that she agreed with the suggestion to review policies in the Management Letter due to employee turnover. Also, Ms. Mullin questioned if the Alliance relied too heavily on the Greater Cleveland Partnership for tracking and review of financial policies, especially when the Alliance was operating with an interim executive director in 2019. Ms. Lena Parks said that she was not sure about the statement, but agreed with Ms. Mullin that the time the organization had no full-time executive director impacted the organizational practices. Ms. Shana Marbury stated that GCP was offering in-kind accounting services, but they were not reviewing bank statements. Therefore, assuming GCP was reviewing bank statement would have been inaccurate.

Dr. Monyka Price reiterated that on the Agenda was the review of the Financial Policy and a vote on updating it. Furthermore, Dr. Price asked if Ms. Meghann Marnecheck had anything else to add. Ms. Marnecheck stated that she appreciated working with Ms. Parks. Additionally, she wanted to publically thank Ms. Colleen Tahan. Ms. Parks added that Ms. Marnecheck and Ms. Tahan gave the information to them electronically due to the pandemic, which added a level of difficulty, but all of the data was timely.

Dr. Sajit Zachariah stated that Ms. Parks went in great detail with the Finance Committee, and he thanked her.

Ms. Tahan added that the bank statements are reconciled monthly by GCP. Still, the main issue was there wasn't an employed CTA staff member reviewing the bank statements for an extended period before.

Dr. Monyka Price thanked Ms. Tahan for her hard work for CTA.

At 5:51 PM, Dr. Monyka Price asked if there were any additional comments. Hearing no further discussion, Dr. Price asked for the motion to accept the CTA 2019 Annual Audit. Mr. August Napoli made the motion, and Ms. Turkessa Tenney seconded the motion. The Board unanimously approved the the CTA 2019 Annual Audit.

Second Quarter Finance and Projection Update

At 5:53 PM, Dr. Monyka Price introduced Ms. Meghann Marnecheck and Dr. Sajit Zachariah to provide an update on the Second Quarter Finance and Projection.

Ms. Meghann Marnecheck thanked Dr. Sajit Zachariah for stepping forward to chair the Finance Committee during this challenging year. Additionally, she requested other Board Members to participate in the Finance Committee even if they did not have a finance background.

Ms. Marnecheck stated CTA now estimates to carry over \$175,061 into 2021 due to cost savings, grant procurement, and the Paycheck Protection Program (PPP) Loan. It is up from the initial projection of \$50,500. In the Unrestricted Donations section, CTA received a grant from the O'Neill Foundation \$35,000 and the PPP Loan of \$16,700. CTA has already submitted a request for loan forgiveness for the PPP Loan and is waiting for a response. In the Restricted Donations section, CTA received a \$20,000 grant from the Abington Foundation and a \$7,000 grant from the Saint Luke's Foundation to support the reimagined ambassador program. In the Donated Services Revenue section, CTA will receive \$33,000 in services from GCP. Ms. Marnecheck asked if there were any questions from the Board regarding the income portion.

In the Personnel category, Ms. Meghann Marnecheck highlighted there was a budget-savings due to the Program Coordinator position costing \$50,000 when the budget was for \$60,000. Additionally, no employees are utilizing the organization's health insurance; therefore, out of the \$24,000 budgeted, only \$600.00 will be used if the Employee Self Care Policy were adopted. The cost for Interns would be \$4,000 more than expected because CTA hired three instead of two interns.

In the Program Expenses category, Ms. Meghann Marnecheck stated that there was a variance of \$2,050 because the production of the 2021 School Quality Guide will be minimized due to the COVID-19 Pandemic and the guide will be minimally changed from the 2020 School Quality Guide format. The 2020 School Quality Guide was issued, and it cost \$40,219. Currently, Outreach and Marketing cost \$16,132. Professional Services had a variance of \$2,125 due to a reduction in marketing spend of \$6,000. However, there was an increase in Web Maintenance of \$2,500 and an increase in Consulting fees of \$1,375, which offset the \$6,000 reduction. In 2019, minimal updates occurred to the website in the absence of an Executive Director, so the web maintenance expense was necessary. Business Expenses had a variance of \$9,270 because of the decreased spending on meetings, travel, and professional development training. Office equipment, rent, and the insurance areas do not have a variance. The Other Expenses line has a variance of \$2,228 because of a \$1,500 decrease in dues and subscriptions and a \$728 decrease in miscellaneous expenses.

Ms. Marnecheck recommends carrying the saved funds into 2021 due to philanthropic funding environment instability due to the Pandemic. Ms. Marnecheck asked for questions from the Board.

Dr. Price asked what was/is the miscellaneous line area. Ms. Meghann Marnecheck stated that it was a buffer for other expenses that did not easily fit into different categories.

Ms. Turkessa Tenney asked what precisely would be miscellaneous. Ms. Colleen Tahan noted that it was mainly postage and banking fees. It was also confirmed that the Board's gift in memory of Ms. Deb Rutledge was included in this area.

Financial Policy Revisions and Vote

At 6:04 PM, Dr. Monyka Price stated that Meghann would go through the Financial Policy Revisions that would require a Board vote.

Ms. Meghann Marnecheck went through the document edit by edit. Ms. Marnecheck highlighted the first edit cleaned up language about the creation of an Audit Committee since the Finance Committee currently acts in this capacity. The original Financial Policy went into great detail on how to create a separate Audit Committee.

Ms. Ann Mullin asked if the Board should hold questions until the end of Ms. Marnecheck's remarks or ask them. Ms. Marnecheck stated she would prefer for the Board to keep questions and comments until the end of her remarks, because she might address their concerns during her remarks. Ms. Mullin stated she would hold her questions.

Ms. Marnecheck highlighted that only the Executive Director had spending authority in the CTA Financial Policy, but historically, other staff members had possessed credit cards. Ms. Marnecheck wished to remove the spending authority exclusion for additional staff. Due to CTA's prior history of not having an Executive Director to sign checks, Ms. Marnecheck recommended adding the Finance Committee Chair to the list of possible check signers. The policy change was to give the organization greater flexibility.

For the bank account reconciliations, CTA will save the reconciliation reports and bank statements electronically and physically.

Similarly, CTA will maintain all receipts electronically and physically.



CTA will eliminate the need for purchase orders moving forward because, as a small organization, it is unnecessary and burdensome, and had not been the organization's practice. However, invoices will still be necessary for vendors and contractors.

The original Financial Policy mandated the Board be notified monthly of all expenditures above \$5,000. Historically, the organization has been reporting these expenditures to the Finance Committee monthly and the Board quarterly. Ms. Marecheck recommended changing the policy to reflect the organizational practice for expenditures above \$5,000.

Ms. Marnecheck recommended adding wording to allow the Executive Director to purchase replacement equipment in the event of an emergency. The wording would be added to the portion addressing emergency repairs.

As aforementioned, Ms. Marnecheck recommended increasing the credit card limit range to \$25,000 from \$10,000. The proposed update also gives the Finance Committee the authority to delegate who would have the credit card and at what credit limit.

A policy change was recommended to align with the IRS Publication 463 Guidance, to allow for credit card charges below \$75 without a receipt. It was stressed that receipts would and should still be provided whenever possible. This change would allow greater flexibility in instances when a receipt isn't provided, such as at a parking garage. Also, CTA cardholders can use the credit card for any expense that is in the approved annual budget. However, if the cost were not in the approved budget, the Board would have to approve the request before the item could be purchased. Additionally, CTA staff would have more flexibility in turning in the receipts within a month instead of a week. Ms. Meghann Marnecheck ended her remarks and asked for questions and comments.

Ms. Ann Mullin stated that she had questions regarding striking of the establishment of the Audit Committee section in the Financial Policy. Ms. Mullin asked why the "at least one member of the Audit Committee shall possess knowledge in the areas of accounting, auditing, financial reporting, or finance" portion was removed. Ms. Mullin recommended to retain the wording and apply it to the Finance Committee. Additionally, Ms. Mullin asked why the amount of \$75 was so high not to be required to have a receipt? Ms. Mullin stated her organization used \$20 instead of \$75. Ms. Meghann Marnecheck said there was not a specific reason why the "at least one member of the Audit Committee shall possess knowledge in the areas of accounting, auditing, financial reporting, or finance" was removed. Therefore, Ms. Marnecheck does not have any issue adding it back into the Financial Policy for the Finance Committee.

Mr. Mark Baumgartner stated that Ms. Ann Mullin spoke of expertise when she asked her question. However, the wording in the Financial Policy said, "knowledge in the areas of

accounting." Mr. Baumgartner said he is not an accountant but has knowledge of the field. Mr. Baumgartner asked what exactly does the policy need to say.

Ms. Ann Mullin stated that she was used to the late Ms. Deborah Rutledge's expertise on the Finance Committee. However, moving forward, the organization might have issues filling the Finance Committee member role with someone with her expertise. Mr. Baumgartner concurred.

Ms. Shana Marbury stated that she would recommend either keeping "knowledge in accounting" or removing it entirely instead of adding expertise to the wording. Ms. Marbury said that adding expertise to the language could reduce the pool of Board Members that could participate in the Finance Committee. Also, the Board should keep in mind that GCP has certified accountants working with CTA. Mr. Mark Baumgartner agreed with Ms. Marbury. Dr. Helen Williams concurred that it should be in the Financial Policy, but kept as "knowledge in accounting."

Ms. Erin Randell stated that she would join the Finance Committee. Ms. Marnecheck thanked her.

Dr. Monyka Price asked, who collaborated with Ms. Meghann Marnecheck on the Financial Policy edits, did that person create an overview, and was the Board comfortable with the modifications. Ms. Marnecheck stated that Ms. Colleen Tahan assisted with the improvements and that she was satisfied with adding back in the "knowledge in accounting" portion. Dr. Price said that she agreed. Ms. Tahan stated that she does have a level of expertise as a CPA.

Ms. Marecheck stated that she was comfortable with the \$75 amount because she had to approve credit card charges, and the cost has to be inline with the approved budget. Also, the Finance Policy would not say purchases under \$75 didn't need a receipt, but it would just give flexibility in case a ticket was lost, misplaced, or not provided.

Mr. Mark Baumgartner stated he was uncomfortable not having a receipt for any purchase because it is easy to get a receipt reprinted. Dr. Helen Williams stated that, at her organization, the Financial Policy also allowed for the absence of a receipt up to \$75. Ms. Marbury added that it was easy to not get tickets from parking facilities in the downtown area. Ms. Anne Bingham added that a staff member could not get a receipt if they take public transit.

Ms. Bingham questioned if the breakdown of things that credit cards could be used for should be removed (such as business travel and meals). Ms. Meghann Marnecheck stated that those items were in other policies.

Dr. Helen Williams asked if the Board resolved the \$75 issue in discussion. Ms. Meghan Marnecheck acknowledged Mr. Mark Baumgartner's concern and asked if anyone else had any apprehension. Ms. Ann Mullin stated that it struck her as high, but she would yield to the majority. Mr. Baumgartner noted that he would follow the majority as well.

Dr. Monyka Price asked if there were any other concerns and that the Board would make the edits agreed on. Ms. Shana Marbury added that the Board could trust Ms. Meghann Marnecheck to monitor the credit card statement. Dr. Price stated the Board could add that terminology to the Financial Policy. Moreover, Ms. Marnecheck said that she could add to the policy a fail-safe for Ms. Colleen Tahan to report to the Board if the Executive Director abused the \$75 limit. Ms. Marbury clarified she was not suggesting to add terminology, but was okay if other Board Members did. Dr. Price stated that they would add additional modifications.

At 6:31 PM, Dr. Monyka Price asked if there any additional comments. Hearing no further discussion, Dr. Price asked for the motion to approve the Revisions to the Financial Policy with the Discussed Modifications. Dr. Helen Williams made the motion, and Mr. Eric Gordon seconded the motion. The Board unanimously approved the Revisions to the Financial Policy with the Discussed Modifications.

Self-Care Reimbursement Policy Discussion and Vote

At 6:34 PM, Dr. Monyka Price asked Ms. Meghann Marnecheck to go over the Self-Care Reimbursement Policy.

Ms. Meghann Marnecheck went over the Self-Care Reimbursement Policy. Ms. Marnecheck highlighted her desire to support staff because the work of CTA requires emotional investment and long hours. On August 1, 2020, Ms. Marnecheck engaged Moore Counseling and Mediation Services (MCMS) to provide the Employee Assistance Program (EAP) for CTA staff. Full-time and part-time staff, along with their immediate family members, are eligible to receive counseling services. Also, Ms. Marnecheck brought before the Board the Self-Care Reimbursement Policy. In drafting the policy, Ms. Marnecheck consulted other non-profit policies in which she was familiar. This policy would allow full-time CTA staff to receive a quarterly reimbursement of up to \$300 for wellness-related expenses. These items can include items typically covered by a Flexible Spending Account (FSA), gym membership fees, exercise, and healthy learning. As a use it or lose it benefit, staff would not be able to retroactively use funds or receive funds when leaving employment with the CTA mid-quarter. Examples of eligible and ineligible items are included in the policy. The official list will be provided to the Finance Committee bi-annually. Reimbursements will be given to the employee through the payroll provider with the staff's regular pay. It is a taxable fringe benefit and will be taxed at the same level as the employee's

wages on the 15th payroll of the month. Ms. Marnecheck opened the floor for discussion of the Self-Care Reimbursement Policy.

Ms. Shana Marbury asked Ms. Meghann Marnecheck how the \$300 per quarter figure was determined? Ms. Marnecheck stated that she replicated the amount from another non-profit organizations she looked to for guidance.

Ms. Marbury asked for the ineligible list to be more explicit. Ms. Meghann Marnecheck said that she could share a list of items with the Board and reiterated that the final list of ineligible and eligible items would be reviewed and approved by the Finance Committee bi-annually. Dr. Price stated that she would recommend making it more explicit in the policy that the list is not exhaustive. Ms. Meghann Marnecheck noted that she could be more detailed if the Board found it necessary.

Ms. Anne Bingham asked if Ms. Meghann Marnecheck had looked into getting CTA staff FSA accounts? Ms. Marnecheck said that CTA staff do have the ability to elect into the CTA sponsored FSA if they desired. Ms. Bingham asked if this was beyond that. Ms. Marnecheck stated yes, it was in addition to the FSA benefit. The benefit would cover expenses if the staff member did not utilize the FSA and for expenses not covered through the FSA.

Ms. Anne Bingham stated that she took issue with the amount of \$300. Ms. Meghann Marnecheck noted that membership fees for gyms and massage services might add up quickly, and those are the types of services that might help maintain a staff's well being and health. The policy is to be competitive with other larger organizations' wellness programs. Ms. Turkessa Tenney noted that therapy sessions definitively exceed \$300.

Mr. Jeffery Patterson said that FSA accounts used to cover a lot of items, but in recent years the benefits were removed. Ms. Ann Mullin thanked Mr. Patterson for the information. Ms. Mullin stated that she wanted to keep it within the context of wellness. Mr. Patterson added that the only way certain items could be covered is if a physician ordered it. Dr. Price thanked Mr. Patterson for providing that context.

Ms. Marbury reiterated Ms. Bingham's concern with the amount of \$300. Ms. Marbury said, due to the size of CTA. She asked if Ms. Marnecheck had considered subsidizing these items. Bringing clarity, Mr. Jefferey Patterson suggested reducing the amount to \$200 to create a baseline for usage. Ms. Meghann Marnecheck stated that she would be amenable to that suggestion. However, Ms. Marnecheck was leery as an employer of restricting the use of the benefit too much, but would be open to analyzing the usage of the services.

Ms. Erin Randel asked what other organizations have done this policy. Ms. Meghann Marnecheck stated that she is a Board Member with another organization that she used a reference to develop the self-care policy. They do not provide any restrictions on what an employee seeks for reimbursement. Another experience was with the County Library system. It was not direct reimbursement, but it was a reduction in health care premiums and discounts. Ms. Randell stated that it would be in place of a wellness program, and the Board might want to consider offering \$250 for the benefit. Ms. Anne Mullin added that her organization is concerned about the issue of burn-out in the non-profit sector.

Mr. Eric Gordon stated that he was not in the non-profit sector, but he could appreciate that the benefit is taxable income, so the staff member is paying something as well.

Ms. Brooke King asked how many employees are eligible. Ms. Meghann Marnecheck stated that it was herself and Mr. Eli Stacy, but she contemplated removing herself from the benefit. Ms. King asked if the Navigators or Ambassadors were full-time staff. Ms. Marnecheck stated Navigator staff members are part-time seasonal, and Ambassadors are not staff.

Ms. Brooke King asked why both full-time staff members did not participate in the health insurance offer? Ms. Meghann Marnecheck explained that both full-time staff members were currently covered under their spouse's health insurance. Ms. King alluded to the standard of organizations offering stipends to individuals using other health insurance providers.

Dr. Monyka Price stated that consensus is that the Board agreed with the policy, but wanted to change the amount. Mr. Jeffery Patterson suggested the \$200 amount, and Dr. Price asked if the Board decided on that amount. Dr. Price asked if she could get a visual or verbal confirmation from the Board if that amount were okay, and the Board agreed.

At 6:52 PM, Dr. Monyka Price asked if there any additional comments. Hearing no further discussion, Dr. Price asked for the motion to approve the Self-Care Reimbursement Policy with the \$200 Modification. Mr. Eric Gordon made the motion, and Ms. Anne Bingham seconded the motion. The Board unanimously approved the Self-Care Reimbursement Policy with the \$200 Modification.

Pastor Richard Gibson stated that Ms. Meghann Marnecheck should utilize the benefit as well. Dr. Monyka Price concurred.

Ambassador and Navigator Program Update

At 6:54 PM, Dr. Monyka Price stated that Ms. Marnecheck and Mr. Stacy would give an update regarding the Ambassador and Navigator programs.

Mr. Eli Stacy went over the Ambassador and Navigator Report. Mr. Stacy highlighted the following Ambassador Program process:

1. Communicate with a potential Partner organization
2. Set up ambassador training
3. Deliver Ambassador Go-Bag(s)
4. Keep in contact with Ambassadors

The Ambassador Program Goals:

1. Grow a network of organizational Partners
2. Recruit and train Ambassadors
3. Use the Ambassador Network to connect more families to school choice resources
4. Gain insight from Partners and Ambassadors

Mr. Eli Stacy explained that the organization is the Partner, and the staff member is the Ambassador. CTA is at 57 Ambassadors from June 1, 2020, to August 17, 2020. Five of the Ambassadors went through the Self-Guided Training on the website. CTA officially has 11 Partner organizations, and the list is growing as CTA Staff have more conversations scheduled and are engaging with the community.

For the Navigator Program, CTA Navigators reached out to 96 families, but have reached 71 families to assist them with resources.

Mr. Eli Stacy gave narratives for the Navigator and Ambassador Programs. The Navigators were sharing information regarding school lunches and serving as sounding boards for parental concerns. The Ambassadors said they needed adaptive information for diverse languages, hearing impairments, and reading populations. Also, multiple Ambassadors worked to share our Family Listening Campaign Survey and Family Café registration. Mr. Stacy went over the upcoming events. Mr. Stacy ended his report.

Executive Director's Report

At 7:03 PM, Ms. Marnecheck went over the activities of the CTA Researchers. Starting June 1, 2020, the Researchers engaged stakeholders to gather insight on how other organizations have surveyed their communities and collected tips and tricks on how best to engage with families. Researchers had over 100 virtual meetings and numerous conversations with stakeholders over email.

Then Researchers developed CTA's Family Survey that launched in mid-July. CTA's many Partners shared the Family Survey, and CTA shared the Family Survey through its social media pages. Researchers exceeded their survey response goal of 300 respondents. CTA received 362



responses. The demographic breakdown for respondents was 49% Black or African American, 36% White or Caucasian, 13% Hispanic or Latino. CTA had 14 individuals who responded to the Spanish edition. The Spanish edition responses were thanks, in part, to Esperanza Inc.'s assistance. Out of the survey respondents, the Researchers held small focus groups with families and hosted 25 conversations.

Additionally, the Researchers had a student focus group with 11 rising 9th graders. CTA hosted a Common Ground event on Zoom called the Cleveland Family Café. CTA had 65 people register, and 21 attended the event. CTA broke participants into groups to capture information and listen to families. The Researchers are working to synthesize and analyze the data with the goal of Ms. Marnecheck reporting on the findings to the Board in the upcoming weeks and at the next board meeting. CTA will use the information to become an even better resource for families.

Ms. Marnecheck shared the School Re-Opening Plan website page and spoke of the limitations of gathering up-to-date information and posting it promptly.

Ms. Marnecheck advised the Board that Mr. Eli Stacy was going back into the physical office two days a week and that she was continuing to work remotely.

Ms. Marnecheck reminded the Board that the next CTA Board Meeting was September 21, 2020, at 5:30 PM. Ms. Marnecheck will continue to monitor advice from Mayor Jackson and the State of Ohio on how meeting should proceed, but to expect the meeting to be virtual again. The meeting of the Executive Committee is scheduled for August 31, 2020, at 5:00 PM. The Executive Committee will discuss a plan for the Cleveland Plan Refresh and determining a definition of educational equity that CTA can use as a guiding star to inform it's work. The Communications and Engagement Committee is scheduled to meet on September 1, 2020, at 3:00 PM. Since the last CTA Board Meeting, the Cleveland Plan Progress Committee has held two meetings, and the 2020 Report process is underway. The Cleveland Plan Progress Committee will meet again on September 9, 2020. The Governance Committee meeting will meet on September 14, 2020, at 11:00 AM.

Ms. Meghann Marnecheck ended her Executive Director's Report and asked the Board for questions or comments for Mr. Eli Stacy's Report and her own.

Dr. Monyka Price thanked both Ms. Meghann Marnecheck and Mr. Eli Stacy for their comprehensive reports. Also, Dr. Price commended CTA for having the Reopening School webpage and acknowledged that the city of Cleveland shared it through their media communications. Additionally, Dr. Price highlighted the work of the Cleveland Family Café, and



she was excited that the group could become a Parent Advisory Council. Mr. Marnecheck agreed and spoke of the hope of leveraging those parental contacts.

Dr. Monyka Price stated that the Board would hear updates regarding school reopening activities from school representatives on the Board at the next meeting.

Adjournment

Dr. Monyka Price adjourned the meeting at 7:12 PM.