

September 7, 2023

Dear FCCS Community,

In May, the Frederick County Board of Education placed FCCS on probation for a number of concerns related to governance. Since that meeting in May, the Board of Trustees has worked hard to finish a number of initiatives that were in progress and ensure that the conditions of the probation received in June were going to be met. After several productive meetings between FCPS and the BOT, we are proud to share that nine of the ten conditions are met. The BOT is committed to ensuring transparent governance and maintaining the focus of the school on the student scholars.

An update for each of the ten conditions is shared in the table below.

Condition	Status/Revision
<p><b>Condition 1.</b> Until further notice, the Board of Trustees of Frederick Classical Charter School must post on their website - meeting agendas, meeting materials, financial reports, meeting minutes and video recordings of Board meetings – within a specific time frame. Details are in the attached guidance document.</p>	<p><b>Condition is met with continued commitment and updating of the school website in the following areas:</b></p> <p>Public Meeting Schedule Meeting Minutes Meeting Archive (previous year’s schedule and minutes)</p> <p>The BOT will continue to send out Meeting Highlights after the monthly public meetings.</p> <p>Given the information available on the website regarding public meetings, FCPS and the BOT agree that video recordings are not necessary.</p>
<p><b>Condition 2.</b> The BOT must communicate with their community about the probation conditions, performance improvement plan, and progress through the probationary period at least once per month</p>	<p><b>Condition is met with a standing agenda item on the monthly public meetings.</b></p>
<p><b>Condition 3.</b> In addition to the public release of the BOT public meeting documentation, the BOT must increase their transparency in governance by:</p> <ol style="list-style-type: none"><li>I. Reviewing and adjusting By-Laws regarding BOT composition and</li></ol>	<p>The Bot has actively recruited community members to fill slots on the Board. A community recruiting message was sent on 8/15/23 and 8/31 in addition to the personal contacts made by members of the Nominating Committee.</p>

<p>community representation.</p> <p>II. Changing the requirements of Head of School to participate in FCCS, Inc. committees to ensure a separation of BOT and school operations.</p> <p>III. Reviewing and revising BOT complaint procedure to align with FCPS expectations for responding to parents and community members; prominently placed on the website.</p> <p>IV. Publicly recognizing the broad areas of responsibility that fall under BOT responsibility and school administrator responsibility.</p>	<p>The BOT shared that a HOS designee can serve in the roles that are delineated in their By-Laws as a school administrative responsibility which allows alignment with the FCPS position expectations.</p> <p>The complaint process has been revised and is available on the school website. <a href="#">LINK</a></p> <p>The BOT will share a list of responsibilities with the community that clearly separates the functions of the BOT and the Head of School to provide clarity to the community. Both the HOS and the BOT are committed to directing questions/concerns to the appropriate party responsible. For example, any questions about students and staff will be referred to the HOS. Any questions about budget or FCCS, Inc. will be referred to the BOT.</p> <p>The BOT has also committed to the inclusion of Parent Teacher Committee outreach opportunities as a standing agenda item on the BOT public meeting agendas to share how the community can be involved in the school.</p> <p><b>Condition is met with a commitment to continue these efforts.</b></p>
<p><b>Condition 4.</b> Develop fundraising guidelines for FCCS, Inc. to share with their community that provides the explanation about the difference between the charter operator’s fundraising efforts and school efforts that are governed by Policy 426, Fundraising in Schools and Regulation 300-38, Fundraising. The explanation should include the individuals that may be involved, purpose, types (e.g. crowdsourcing, door to door, etc.) and reporting method for outcomes in the fundraising effort.</p>	<p><b>Condition has been met with the publication of the different types of fundraisers.</b> <a href="#">LINK</a></p>
<p><b>Condition 5.</b> Adopt a new history textbook that is in compliance with FCPS policies and regulations as expeditiously as possible and no later than August 1, 2024.</p>	<p><b>The BOT has committed to approving the plan in September and working through the textbook replacement process during the 2023-2024 school year.</b></p>

<p><b>Condition 6.</b> Develop a community outreach program to rebuild trust in FCCS, Inc. for all members.</p>	<p>The BOT has invested heavily in the PTC and its subcommittees as a means to create community awareness of opportunities to participate in FCCS. The committees are currently functioning well.</p> <p>The BOT is committed to continuing to foster an autonomous environment for the PTC to strengthen its community engagement with volunteer committees and implementation of PTC lead initiatives, such as the Carline Connection, Class Grade Level Parent Liaison and others in process. .</p> <p><b>Condition is met with continued commitment from the BOT to use the PTC as the means to provide the school community opportunities for involvement.</b></p>
<p><b>Condition 7.</b> Develop a strategic plan for the retention of school leadership and staff.</p>	<p><b>The resolution of this condition is incorporated into condition three. As a result, this condition is removed.</b></p>
<p><b>Condition 8.</b> Partner and collaborate with FCPS to develop monitoring mechanisms for progress toward successful completion of charter conditions with specific plans for sustaining the progress in the future.</p>	<p><b>This condition is met with the BOT’s continued commitment to an evaluation cycle for initiatives to modify and adjust practice based on feedback.</b></p>
<p><b>Condition 9.</b> Partner and collaborate to find mutually agreeable times for monthly management meetings with the FCPS Charter Liaison and/or designee.</p>	<p><b>This condition is met with BOT commitment and scheduling of monthly meetings with the FCPS Charter Liaison.</b></p>

FCPS and the BOT are on a path to building a strong, effective relationship to make FCCS a positive place for the school community. The BOT started their work last school year with the initiation of the PTC and other committees. The summer has been a work in progress to build structures that make these changes long term for the benefit of the school community.

We have heard from parents, students and staff that the opening of the school year at FCCS has been a positive success. All of the work up to this point will allow the goal of the BOT and FCPS to move the focus of attention from governance to the success of the students and staff at FCCS. This change will demonstrate that FCCS’s efforts are founded in the motto “Every Student, Every Day.”

Sincerely,

Debbie Shoffner

Dr. Daniel Lippy

President, FCCS, Board of Trustees

FCPS Director of School Management