

Frederick Classical Charter School
Board of Trustees Meeting Minutes

July 9, 2018

Minutes submitted by Allison Rizzo

Members Present: Nkechi Ileka-Adeoye – Chair (arrived 7:40pm), Jen Schneider (arrived 7:32pm by conference call, departed 9:20pm), Phil Anderson, Shelly Smallwood, Allison Rizzo, Tim Summers, Laura Mears, Paul Ormsby (arrived 8:14pm)

Members Absent: Jeremy Hurley

Other Participants: Cheryl Ehrlich

Called to order at 7:27pm

PUBLIC SESSION

I. Public Comment

Erin Sutton – Attended meeting tonight due to math tutor program on the agenda. Requests that FCCS create an offering to reach kids at all levels/grades for math tutoring, maybe 3-5 graders, since they struggle as well. Does not have a proposal, but wanted to bring to the attention of the BOT. Maybe use middle school kids. Would like to see offering to lower grades. She pays \$40 per hour now for an after school tutor since math is not differentiated at FCCS. Other schools have tutors on site before school for group help, usually sent by teachers. Concerned that school hires consultants from out of the area, and pays for airfare, etc., instead of using local resources.

Board response provided – FCCS has hired a new math specialist for the upcoming school year and hopes that differentiation and support for struggling students will improve by this action.

II. Response to Previous Public Comment

Maria Shumaker – Regarding fundraising and grants – BOT has followed up with Mrs. Shumaker to arrange a meeting with her contact with development expertise. The Grants Committee can be contacted at grants@frederickclassicalcharterschool.org for anyone with interest in supporting the effort to identify additional funds for the school.

Peter and Becky Kemeny – Regarding gender-specific uniforms – BOT approved a change to offer gender-neutral uniform options. It is true, there was not a specific legal or policy requirement to remove “boy” and “girl” and our policy already allowed for all children to wear pants. FCPS policy has been updated and it was necessary to clarify the neutral option available to all children. It was the decision by the majority of the Board to move forward with simplified neutral options for dress or pants, as written.

III. **Agenda**

MOTION: It was moved by Allison Rizzo, seconded by Tim Summers, to approve the agenda as presented. VOTE: 7-0-0. Motion passed.

IV. **Minutes**

MOTION: It was moved by Allison Rizzo, seconded by Nkechi Ileka-Adeoye, to approve June 4 meeting minutes. VOTE: 6-0-1. Motion passed. Laura Mears abstained.

V. **Facilities Report**

Phil Anderson

- Small office to be added at the rear of the building for speech. Movement of walls and doors in the front offices will begin immediately to create additional office in the front of the building.
- Volunteers are needed for painting and cleaning during the second half of the summer. A signup list will be sent out soon.

Tim Summers

- Initial calls have been held with Charter School Capital and Building Hope in past couple of weeks, and one upcoming call with Highmark is planned. Effort supported by Mr. Summers, Mrs. Schneider, and Mrs. Middleton so far. The team is providing background in initial meetings.
- The proposals will be vetted through the Facility Committee with a target meeting at the end of July to conduct those reviews. Targeting Committee recommendation to BOT in August.

Targeting July 23 BOT meeting to review initial plan for upcoming buildout.

VI. **President's report**

BOT held strategic planning meeting on July 5. Continuing discussion on final long term goals. Work will continue and be published once final.

Staffing:

- All positions are filled except for elementary Spanish teacher. New middle school Spanish teacher has accepted the offer. Hoping to close it out this month.
- New principal will be appointed this week at BOE meeting on July 11. Planned start date is this week.

Academic:

- Met with Academic Committee Co-Chairs to discuss plan for upcoming school year. Proposing seven events, such as Transition to high school, Special Ed part 2, What is Classical parent night and others.
- Math consultant will be returning August 30 and 31 for staff training. Academic Committee recommends that he return in October timeframe to observe and provide parent education night.
- Recommendation by Academic Committee to schedule Dr. Tolman. LETRS training, at least 3 people have been approved. Needs to be scheduled.
- Logic course input received from Ginger Mortellaro. Academic Committee will reach out to publisher(s) to review textbook options. Currently using Logic 1 and Logic 2. More research is needed, so presentation will be made to BOT at future date.

New email from Ms. Beverage to request new sink in art room. This request will be reviewed and discussed at an upcoming meeting.

VII. 4th Grade Science Book

MOTION: It was moved by Allison Rizzo, seconded by Tim Summers, to accept proposal from Mrs. Shea to add new material to supplement 4th Grade Science Physics for the Grammar Stage. Discussion. VOTE: 7-0-0. Motion passed.

VIII. Math Tutor Program

MOTION: It was moved by Shelly Smallwood, seconded by Tim Summers, to accept the proposal from Mitchell Kim for a Math tutoring program. VOTE 7-0-0. Motion passed.

IX. Audit Engagement Letter

Brief history of the firm provided by Tim Summers, including firm ownership changes and new name. Audit staff has remained the same since the first year of FCCS operation. Suggestion to consider sending the audit out to bid next year. BOT currently fills the role of Audit Committee and will receive a presentation and formally accept the audit report when complete. Jen Schneider, as Treasurer, serves as the point of contact for the audit team.

MOTION: It was moved by Allison Rizzo, seconded by Shelly Smallwood, to approve the audit engagement letter from K. L. Hoffman and Company P.C. for the 2018 audit. VOTE

5-0-3. Motion passed. Phil Anderson out of the room. Tim Summers abstained (recused). Paul abstained.

Discussion regarding the Board's desire to expand the Finance and Audit Committee in the upcoming year. Jen Schneider will need to be released from other duties such as Liaison for Fundraising Committee, in order to focus on fully developing the Finance and Audit Committee.

X. Math Consulting Proposal

- Mr. Jackson is available to provide consultation (phone/video conference) to new Math Specialist beginning in July.
- Proposal presented for development training to teachers on August 30-31 for \$3800. Request final report from Mr. Jackson following this visit, to include proposal for ongoing support to be provided during the school year.

MOTION: It was moved by Paul Ormsby, seconded by Jen Schneider, to approve proposal from William Jackson for training on August 30-31, 2018. VOTE: 8-0-0. Motion passed.

XI. Master Schedule Comment/Discussion

- Mrs. Ehrlich participated as representative of Staff Scheduling Committee. Mrs. Ehrlich comment - Primary concern of the scheduling committee has been to address the needs of the children, and provide equity to staff.
- Music –BOT concerned about no planning time built in for Mr. Pastena and free time in Mrs. Fell's schedule. BOT has not yet been presented with change to teacher assignments for upper and lower grades. Recommendation from schedule committee to evaluate staff time requirements (total FTE) and how duties should be split. Clarification needed to understand stipend requirements for elementary and middle school.
- IA schedule should not include front office and clerical support. Volunteers to be utilized for clerical support. Further administration support staff requirements to be provided by Administration once new Principal is in place.
- Spanish – Request clarification about total FTE requirement and how it will split for both positions. Question about K only receiving one time per 6 days - it had previously been only discussed as an option, and not intended to be added to the schedule.
- Request clarification about the vision for how enrichment will be implemented with this schedule. Administration has not clarified what enrichment requirements exist and how they will be fulfilled by these schedule changes.

ACTION: Administration to provide clarification to BOT for music stipend requirements.

ACTION: Administration to provide enrichment plan to BOT.

XII. Budget Comments/Discussion

- A BOT budget work session will be held Thursday, July 12 at 7pm to review the budget in detail. Still waiting for FCPS to finalize the funding PPA – it is usually received around mid-July. Additional salary information will be added as it becomes available. Budget team is still accepting additional inputs prior to approval.
- Board member comment about budget approval process. Historically, some new initiatives and proposals and materials have essentially been approved via the budget review and not reviewed separately. Stakeholders have added new items as a budget request and received funding, at times without thorough discussion of the new proposal or initiative. Also, board member requests opportunity in next cycle for providing strategic input, such as funding for after-school activities or additional professional development. Discussion.

Move to closed session 9:34pm.

CLOSED SESSION HELD

Meeting adjourned by general consent at 10:50pm.