



**Frederick Classical Charter School, Inc.  
Membership Meeting  
Minutes - DRAFT  
June 3, 2021**

*Minutes submitted by Board Secretary Allison Rizzo*

*Due to COVID-19 pandemic restrictions on public meetings, the meeting was held virtually via Cisco WebEx. The Election Buddy voting system was also utilized with two Election Buddy consultants present to run the system.*

- 1) Introduction
  - a) President Nkechi Ileka-Adeoye read an opening statement from the Board of Trustees.
  - b) Chair of the Nominating Committee, Mr. Cortez Fletcher III, presented the Nominating Committee report and shared a brief introduction of the Board of Trustee candidates.
- 2) Call to Order & Quorum
  - a) President Nkechi Ileka-Adeoye called the meeting to order at 9:50 PM ET with the announcement that a quorum of 223 participants was reached.
- 3) Approval of Agenda
  - a) President Nkechi Ileka-Adeoye presented the proposed agenda.
  - b) MOTION: It was moved by Ionie Martin to strike the votes on Bylaw amendments II, III, and IV until the fall membership meeting. VOTE: Motion passed as amended.
- 4) Appointment of Professional Presiding Officer
  - a) President Nkechi Ileka-Adeoye presented a recommendation by the Board of Trustees to appoint professional parliamentarian, Thomas Balch, to serve as presiding officer over the meeting.
  - b) MOTION: To appoint professional parliamentarian, Thomas Balch, to serve as presiding officer over the meeting. VOTE: Motion passed.
- 5) Adoption of Special Rules
  - a) Mr. Balch presented the proposed Special Rules of Order for the virtual meeting to be accepted by unanimous consent.
  - b) The Special Rules of Order were adopted.
- 6) Election to fill vacancies of the Board of Trustees
  - a) Mr. Balch introduced the vote on Officer nominations, noting that the Treasurer nominee, Jaime Brennan, had withdrawn.
  - b) MOTION: Chair of the Nominating Committee, Mr. Cortez Fletcher, III presented the slate of recommended Officers. VOTE: Undetermined. Election Buddy representatives recommended a

revote, stating that due to technical problems with the software they were unable to certify the outcome of the vote.

7) Adjournment

- a) Mr. Balch acknowledged the requests from the floor that, given the late hour, the meeting should be adjourned and reconvened a later time for the revote.
- b) MOTION 1: Daniel Hart moved to adjourn and reconvene at a time and place set by the Board of Trustees for a paper vote.

MOTION 2: Mary Shea moved to amend the motion to strike “at a time and place set by the Board of Trustees” to instead be “to adjourn and reconvene Monday June 7<sup>th</sup> for a paper pencil vote at Frederick Classical Charter School to close on Wednesday June 9<sup>th</sup>.”

MOTION 3: Elizabeth Irvine moved a secondary amendment to strike “to close on Wednesday June 9<sup>th</sup>.”

VOTE: Motion 3 passed.

VOTE: Motion 2 as amended was lost.

David Humphries and Mary Shea stated recommendations that FCPS staff Dr. Lippy and Dr. Bell determine the time and place of a reconvened meeting rather than the Board of Trustees.

MOTION 5: David Humphries moved to amend the first motion to strike “Board of Trustees” and “for a paper vote” to be replaced by “President of the Board, Dr. Bell and Dr. Lippy” and “and for them to determine the method and the process of the vote.”

VOTE: Motion 5 passed.

VOTE: Motion 1 passed as amended. “To adjourn and reconvene at a time and place set by the President of the Board, Dr. Bell, and Dr. Lippy and for them to determine the method and the process of the vote.”

Meeting adjourned June 4, 2021 at 1:45 AM ET.

## Annual Membership Meeting Information

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From: FrederickClassicalCS (fcps\_fccs@ezcommunicator.com)

To: [REDACTED]

Date: Monday, May 24, 2021, 03:26 PM EDT

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Dear FCCS Parents/Guardians and Staff,

This letter is to notify you that an Annual Membership Meeting of Frederick Classical Charter School, Inc. (FCCS, Inc.) will be held online via Cisco WebEx and ElectionBuddy voting platform on **Thursday June 3, 2021 at 7:00 PM**. Your participation as an official member of the organization is important. Please read the attached documents thoroughly prior to June 3.

[Email Proxy Form and Instructions For June 3](#)

[Email Meeting Announcement June 3](#)

Instructions and additional updated information can be found at

<https://frederickclassicalcharterschool.org/membershipmeeting> .

\*Please note, a meeting announcement was sent via mail. This electronic notification serves as an additional copy of that communication for the convenience of our members.

Thank you,

Anne Sechler

Nil Sine Magno Labore

*The FCCS Board of Trustees*



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<http://frederickclassicalcharterschool.org/>

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[Sign-in To Your Account](#) to update your details or delete your account.  
[Unsubscribe](#) from specific alerts or from all email messages.

## Update for the Membership Meeting

We are looking forward to our annual membership meeting coming up next week, held virtually via Cisco WebEx. This is a great opportunity to exercise your right as a member of FCCS, Inc. Come out and vote!

Please take a moment to read the following points to better understand the meeting process that will take place on **June 3, 2021 at 7:00 pm (check in starts at 6:00 pm)**. A CiscoWebEx link will be published in the coming days so please look for that in your future emails or on the [Membership Meeting](#) page.

**Check In:** Beginning at 6:00 pm on June 3, you may check in to the meeting by connecting to the WebEx link you will receive. Please use your full first and last name as your WebEx participant name. A meeting host will move you to a private WebEx breakout room called "Registration" for formal check-in where you will give a volunteer your name, email, and oldest child's first name (for members who are current parents) as it appears on file with the school. You will then be admitted to a separate breakout room with all other members who have completed checking-in. This will be the Main Meeting Room where business and voting will take place. Once here, please stay throughout the meeting with your microphone muted and video off (unless recognized by the presiding officer...see below). The meeting will begin once all members present have been checked in and verified.

**Recognition to speak:** At certain times in the meeting, the presiding officer will pose a question to the membership, at which point you will use the chat or the hand raise feature, and wait to be recognized. Once recognized, the member will be asked to unmute and turn video on. Each speaker shall address comments to the presiding officer, not directly to other Members. For more information, please see the [Special Rules of Order](#).

**Voting:** Once your membership has been verified and you are in the "Main Meeting Room", you will receive an email from ElectionBuddy with a unique set of codes. Once you follow the link and input the codes, you will be ready to vote! The FCCS Voting Website Link is:

[secure.electionbuddy.com/m/GRIFFIN/](https://secure.electionbuddy.com/m/GRIFFIN/)

You will only need to enter your unique code and password once. After each vote, keep your browser open and when each ballot question is activated and "live", the screen will automatically update allowing you to cast the next vote. If you close the browser you can always return to this site by using this link and you will pick up where you left off. You will not need to log-in again.

**Proxy voting:** If you can not attend the membership meeting, please assign someone you trust as your proxy. Carefully read and follow directions on the proxy form that was mailed to you and can be found on the election website page. As instructed, you should send a copy of your proxy vote to your designee and to the specified Board email. If you are a designated voter and hold

multiple proxies, it is recommended that you have a hard copy of each, so as not to confuse them during voting and so that you are able to cast votes as directed. At the time of the vote, the proxy holder will be casting an additional ballot(s) as the proxy-giver has directed. At check in it will be verified how many proxies you hold. When voting, you will be prompted to cast votes for yourself and each proxy. Your vote and the proxy vote need not be the same. Proxies are subject to audit based on the submission to [proxy@frederickclassicalcharterschool.org](mailto:proxy@frederickclassicalcharterschool.org). When voting on additional motions from the floor, only those present and checked-in may vote. Proxy votes do not apply to any additional motion made during the meeting.

A full walk through of the voting process is available on the [Membership Meeting](#) page.

**Tech Support:** Beginning at 6pm, FCCS, Inc. Board member Adam Orr will be providing live tech support via text or voice to 240-801-5114 or via email to [adam.orr@frederickclassicalcharterschool.org](mailto:adam.orr@frederickclassicalcharterschool.org). Please ensure you read and follow the full set of instructions prior to checking in at the meeting.

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