



**Frederick Classical Charter School, Inc.**

**Board of Trustees Meeting Minutes**

**March 06, 2023**

*Meeting held by video conference  
Minutes submitted by Lei Sun*

**Present:** Nkechi Ileka-Adeoye - Chair  
Debbie Nnameka  
Lei Sun  
Tom Olivero  
Debbie Shoffner  
Salimeh Khaleeli  
Robert Wells

**Other Participants:** Laura Taylor  
Christine Samuels  
Jen Schneider

At 7:04pm, Mr. Tom Neumark, Founding Family Member & Founding President of FCCS, provided an overview of the founding principles, Classical Methodology and the history curriculum.

Called to order and Welcome at 7:39pm.

1. Agenda

Dr. Sun motioned to amend the agenda by adding 1) committee reports after the HOS report, and 2) Carpool Connector for a vote. The motion passed unanimously. Amended agenda was approved.

2. Public Comments

- Ms. Ileka-Adeoye made a public comment via Webex. She congratulated Ms. Anzick for entering the quarterfinal of Teacher of the Year, Ms. Martin for earning the county wide Support Employee of Year award, and Mr. Kenny for representing FCCS for the Tressler Distinguished Teacher Award. She also thanked all the staff and volunteers for their ongoing work.

- Ms. Aimee Meier submitted a public comment via email in advance and read it during the meeting.  
“Hello board and community,

I wanted to thank the social committee for the amazing event last month highlighting and celebrating our very diverse and welcoming community at International Day

It was such a wonderful event and as a community member I wanted to thank those who put it on to make it happen. It was a real celebration of how many different countries and cultures we represent here at Frederick Classical Charter School.

Also, as a parent I wanted to thank the PTC for organizing and bringing such a big group of us together to support the school. Really grateful for this community and all the work being done behind the scenes for such big things ahead. Thank you”

- Ms. Ionie Martin submitted a public comment via email in advance and read it during the meeting.

“Members of the Board -

I first would like to solicit an update specific to the PE uniform requirements for middle school.

Second, transparency from this Board continues to be an issue for me. As such, I would like access (have visibility into) the meeting minutes from both spring 2022 membership meetings (May and June). The posted June 9th meeting minutes make no mention of the PTC yet the amended June 14th bylaws has this:

“The Parent Teacher Committee (PTC) shall coordinate miscellaneous volunteer efforts for the school including, but not limited to, classroom volunteering, social events, communications, yearbook production, library management, and field trips. It shall have power to assign volunteers without prior approval by the Board of Trustees, but shall periodically notify the Board of the assignments. The PTC shall be chaired by the Head of School or their designee, with the vice chair nominated by the President and confirmed by the Board of Trustees. The President shall nominate a committee secretary, subject to confirmation by the Board of Trustees. The committee’s other members shall be composed of parents, teachers, and administrative personnel.” (adopted from Article B-1V committees of FCCS Bylaws, 2021 pg.10)

As there was no public meeting held in July 2022 (only a working session), the August 9th public meeting mentions (via the President's report) that the amended bylaws need "another review before final publication."

"During our original membership meeting in May, we did not have enough quorum. A motion was made and passed to have another meeting on 6/14/22. An official notice was published in the Frederick News-Post. During the meeting on 6/14/22, minor revisions suggested by membership were made to the bylaws. BOT is performing another review before final publication to ensure that the bylaws are as accurate as possible. We thank Mr. Thomas Balch's services along the process.

How then is this Board operating under bylaws that were never announced or adopted publicly in this community?

"The effective date of all articles of these bylaws shall be upon announcement of the adoption of the articles adoptable by members at the meeting of members at which they are adopted." (adopted from Article B-VIII provisos relating to transition, 1, 2022 pg.14)

I am not someone who believes in coincidence. I find it very timely that the PTC was formalized AFTER the PTA's formation. "...the first PTO/PTC meeting will be Tuesday, 1/31 at 5:00-6:00 PM in the school library..." (Griffin Gazette Newsletter, 1.20.23). During the tenure of FCCS' last permanent Head of Schol, Dr. Bell, no such committee was formalized. There exist bylaws which do speak to the PTC.

"The Parent Teacher Committee (PTC) shall coordinate miscellaneous volunteer efforts for the school, including but not limited to, classroom volunteering, social events, communications, yearbook production, library management, and field trips. The PTC shall be co-chaired by the Head of School or their designee and a Director appointed by the Board. A second Board designee shall perform the Secretary functions. The PTC shall be composed of parents, teachers, and administration as deemed appropriate by the Board of Directors." (adopted from Article VI committees of FCCS Bylaws, 2020 pg.7)

Finally, I do wonder why in all my time as a community member (granted mine is not a 'legacy family') I have never seen an instructional assistant hired for any K or 1 grade (as outlined in the charter)? Here again is another example of something written in the charter whose implementation has been selective (if at all)

"The school will have 20 students per class. In grades K-1, each class will have a full time instructional assistant, for a student-to-adult ratio of 10:1 at those levels" (Charter application, Executive Summary, Educational Programs and Services, Student to teacher ratio, 2010, pg. 6).

Thank you,

---IAM”

- Ms. Jackie Kotei submitted a public comment via email in advance and read it during the meeting.

“I want to first start by celebrating the recent Support Employee of Year award recipient, Ms. Ionie Martin. She was selected out of 60 other support employee nominations across eight categories and as FCPS shares, the competition was tough. Some of the highlights from her nomination that it is important to share school-wide are:

*Ionie Martin is a Special Education Assistant and Program Specialist at Frederick Classical Charter School, however her job title does not capture all the ways that she serves in contribution to the school community. Guided by her servant’s heart, Ionie seeks opportunities to serve parents and scholars, meeting needs that are overlooked in a busy school environment, with particular focus on serving families and scholars in the special education community. To build community and increase parent engagement, Ionie often spends time even during nights and weekends to answer questions that FCCS families have or give reminders about pertinent school information, and community resources. Recently, when Ionie saw that a family in need had a car problem, she immediately jumped in to help find carpool assistance, which ensured that their scholars were able to attend school that day.*

*She is willing to hear multiple perspectives and considers viewpoints that challenge her own ideas. In times of transition and in moments of growing pains at FCCS, Ionie connects with community members to build bridges. She is centrally focused on ensuring that FCCS families can stay abreast of community news and regularly communicates information to bring more families to the table. She faithfully serves in her roles, whether it is lunch duty or entering numbers during carline...and never complains no matter how cold or rainy it is outside.*

I could go on, but we must celebrate this and not discount it because having Ionie at FCCS is part of what is creating the best version of FCCS possible. Let me also share that Ionie is also one of the vice presidents of the Frederick Classical Charter School PTA. I am grateful for her leadership and her willingness like so many of us to challenge the things that do not work when it comes to the governance practices of our current Board of Trustees but to also build upon what does work.

Now I'm aware that since the inception of the PTA, the Board of Trustees has taken expedient steps to formalize a Parent Teacher Committee. Let me reiterate that while we feel like that only further deepened the divide and we would have liked to have seen the situation handled more ethically and equitably, I do think it is important to point out that the PTA and PTC presence does not have to be in competition with one another.

We believe that there is still a role for the PTA and it could exist and complement the PTC. Similar to the success we had with the read-a-thon, we could use that same level of leadership, experience and expertise to tackle challenges that FCCS is facing.

Having the PTA presence is an asset to the school. Since our inception, the PTA leadership has secured four donations:

- one that Lonie Martin worked on for a sensory classroom
- a second for brown paper bags
- a third to cover the PTA start-up costs and,
- a final donation to cover the cost of the PTA membership fees so that joining the PTA would not create a financial burden for families

That last one is important to bring to your attention because I keep hearing that the fact that the PTA has membership dues is the reason you do not want it at the school. However, thanks to the generosity of a donor, there is a scholarship available to cover the costs of any family who feels like membership dues is a burden. As it stands now, teachers dues are \$5, a single parent is \$20 and a family pays \$30 dues. The dues that must be paid to the state and local PTA organizations come out of those dues and are not an additional fee. The PTA has its own 501c3 status, which means that all membership dues and donations are tax deductible.

In closing, we believe that PTA allows for greater advocacy among parents, one of the things that the PTC does not account for. We also feel that the contributions the PTA brings far outweighs the concern over membership dues. We have also noticed, just by us advocating these past few months and bringing constructive feedback to the table, it has fostered positive outcomes that we have been happy to see as a byproduct...there has been an uptick in your communication and you've been much more proactive in sharing what is being covered at these meetings, there has been more activities from the committees, more parents choosing to join the PTC or join the PTA ...so the "effects" are that just by having this conversation unfold, there is changing happening in the school. We believe that by resolving the issues that have brought us here and working together to find a path forward, that...like our student achievement levels, we can create a school community that is also a model within the county.

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Jackie Kotei  
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### 3. President's Report

Ms. Ileka-Adeoye presented a report including the followings:

- The latest Frederick Classical Meetups took place on 02/16/23, featuring Mr. Tom Neumark, Founding Family Member & Founding President of FCCS.
- On 02/16/23, the BOT met with a group of parents at the FCPS central office. The meeting was moderated by three central office staff members.
- On 02/28/23, Ms. Ileka-Adeoye and Ms. Shoffner had a virtual meeting with Dr. Dan Lippy and Dr. Jamie Aliveto.
- The eight grade popcorn fundraising raised \$2127. We thank Mrs. Wilson for leading this initiative.

#### 4. Accounting Report

Ms. Jen Shneider presented the below report on financials and investments through 01/31/2023.

“Financial Report as of 1/31/2023:

For the seven months ending January 31, 2023, Frederick Classical had a net surplus from operations of \$166,410. The period ended with Working Capital of \$2.05M and Net Assets of \$2.15M. Working Capital measures the amount of funds available for expenditure that is not invested in an asset such as facilities. Net Assets is a running total of all surpluses (deficits) since inception where the value is not necessarily liquid.

January recognized the annual buyback charges from FCPS, causing a loss of \$19,604 for the month only. Overall, charges are in line with budget and the year to date result continues to track ahead of budget. As noted at the end of the 2nd quarter, the forecast anticipates a surplus of \$139,417, or roughly \$60,000 more than the original budget. January’s operations do not change this projection.

Fiscal Year 2024 Budget:

The budget process for the 2023-24 school year has begun. A preliminary meeting was held with Administration to assess staffing needs for the upcoming year and the goal of filling all open positions as well as those currently supported by long-term substitutes with permanent employees. Staffing for library support, school-wide technology management, and an Executive Director was also discussed. April, 2023 is the target date for a preliminary budget to be available noting that the majority of inputs (PPA increases, staffing changes, salaries, and FCPS buybacks) will not be known at that time. Staff will also complete a budget request form in conjunction with review by Administration to ensure classroom needs are met.

Audit Update:

No changes from last report.

Account Changes:

In December, 2022, a proposal was submitted to add Bill.com to the suite of software supporting the accounting functions of FCCS, Inc. Bill.com provides an automated bill paying hub that will allow for all of the account payable/receivable functions to be completed remotely. It will store electronic records for historical and audit purposes, allow for remote

approvals, and provide secure transmission of electronic payments. It will also greatly reduce the school’s reliance on the Positive Pay platform at Wells Fargo.

The proposal was originally tabled to be considered in conjunction with the 2023-24 budget process. It would benefit the school to reconsider this upgrade before next school year, particularly for succession planning and offsite approvals. At the time of the original proposal, pricing was approximately \$140 a month or \$1,680 annually. A price increase may be in the near future moving the cost to \$156 a month or \$1,872 annually.

Investment Report as of 1/31/2023:

FCCS, Inc. currently maintains an investment portfolio with a principal balance of \$1.75M. Its purpose is to support capital expenditures associated with the existing facility as well as the pursuit of a non-leased facility.

The investment plan developed jointly with Wells Fargo Bank and in accordance with the investment policy of the state of Maryland supports utilizing brokered CDs for the preservation of capital and maintenance of FDIC insurance. The deposits are structured so that a minimum of \$250,000 will always be available for use on a rolling quarterly basis. Twelve-month yields are currently between 3.2 and 4.6%. The next maturities will occur in April, 2023.

The distribution of funds at January 31, 2023 is as follows:

Issuer	Purchase Date	Due Date	Term	YTM	Principal	Interest at Maturity
American Commercial Bank & Trust	10/12/22	4/12/23	6 mo.	3.850%	250,000.00	4,812.50
Discover Bank	10/11/22	1/10/23	3 mo.	3.350%	Redeemed	2,088.01
First Republic Bank	10/6/22	1/6/23	3 mo.	3.200%	Redeemed	2,016.44
JP Morgan Chase Bank N.A.	10/11/22	7/11/23	9 mo.	4.000%	250,000.00	7,500.00
Ally Bank	10/6/22	10/6/23	12 mo.	4.000%	250,000.00	10,000.00
Wells Fargo Bank N.A.	10/11/22	4/11/23	6 mo.	3.850%	250,000.00	4,812.50
Morgan Stanley Bank N.A.	10/13/22	10/13/23	12 mo.	4.050%	250,000.00	10,125.00
Hingham Inst Savings	1/30/23	5/30/23	4 mo.	4.400%	250,000.00	3,666.67
Key Bank N.A.	1/13/23	1/12/24	12 mo.	4.600%	250,000.00	11,500.00
<b>Positions at 1/31/23</b>					<b>\$1,750,000.00</b>	<b>\$56,521.12</b>

Contracts:

The contract with Clubhouse Kids is under review by the tenant. The school is currently working with the owners to secure a renewal to coincide with the school’s facility lease renewal, 5 years incepting July 1, 2023 through June 30, 2028.”

## 5. Head of School’s Report

Dr. Samuels presented the HOS report including the following details:

- The chili cook off took place on 3/3/23.
- Dr. Samuels gave a brief overview of the upcoming events, including MISA testing, Prospective Families night meeting (virtual), Talent Show, Outdoor ED (6th grade), Field Trip (7th grade), Leadership Meeting, End of term and Teacher Work day.

- The next PTC meeting will be on 3/16/23.
- Dr. Samuels thanked all the staff for their work, and congratulated Ms. Martin on her countywide award. She would also wait for results for Ms. Anzick and Mr. Kenny's nominations.

6. Committee reports

- Ms. Ileka-Adeoye shared the Admissions report on behalf of Ms. Kate Humphries, the highlights include the prospective parents nights, and the number of students on the waiting list as of 02/23/23.
- Ms. Denise Olivero presented the PTC report. The school is in need of volunteers for the social committee and in the library. She provided a list of upcoming events, including NJHS middle school dance, ice cream social, talent show and book fair. She also proposed the Carpool Connector initiative to help parents navigate carpool arrangements. The next PTC meeting will take place on 3/16/23, 6:30pm in the school library.

7. Vote on consent agenda

Dr. Sun motioned to approve the consent agenda, which includes approval of 02/06/2023 BOT public meeting minutes and closed session minutes. The motion passed unanimously. Consent agenda was approved.

8. Discussions and Vote

- Trustee appointment amendment: Before our current bylaws were adopted on 06/14/2022, the Board was able to appoint a trustee and determine their term. After three new trustees were appointed, the Board revisited the current bylaws, and identified that the terms of the last three Board members required an amendment. As a result of the amended bylaws, the Board can only appoint a candidate to complete that term that was vacated by a previous trustee. Ms. Khaleeli was appointed to complete Ms. Rebecca Brokking's term. Mr. Robert Wells was appointed to finish Ms. Carla Stevens' term. Mr. Funderburk was appointed to finish Ms. Angie Custer's term. All of these previous Board members' terms would end on 06/30/2023, so all three new board members' terms would need to be rectified. Dr. Sun motioned to approve Ms. Salimeh Khaleeli's term from 02/06/2023 to 06/30/2023. The officers unanimously approved it. Dr. Sun motioned to approve Mr. Robert Well's term from 02/06/2023 to 06/30/2023. The officers unanimously approved it. Dr. Sun motioned to approve Mr. John Funderburk's term from 10/03/2022 to 06/30/2023. The officers unanimously approved it. Ms. Ileka-Adeoye pointed out that Mr. Funderburk resigned on 02/14/2023. The trustee position vacated by Mr. Robert Gallimore is still open (ending 06/30/2025).
- Ms. Caldwell submitted an inquiry about a 4-week long club offered by the Girl Scouts to FCCS scholars. Dr. Samuels is aware of the plan, and the club would utilize Ms. Weber's room on Tuesdays from dismissal to 4:15pm. Dr. Samuels would look into more information, such as the Girl Scouts liability insurance. A vote was not casted.
- United bank checking account approval: The Board's initial intent was to close the United bank checking account once the Wells Fargo account is in place. However, during the transition, we encountered challenges and it would be ideal to keep both bank accounts open. Ms. Shoffner motioned to continue the use of the United bank checking account while we figure out the transition



with Wells Fargo. The motion passed unanimously.

- Accounting system upgrade: In December, 2022, the Board approved Quickbooks. As mentioned in Ms. Schneider's accounting report, Bill.com would provide more features and ensure a smoother transition. The cost would be approximately \$1,900 per year, or \$140-154 per month. Ms. Shoffner motioned to approve up to \$2,000 annually for Bill.com service. The motion passed unanimously.
- Fundraising Consultant Approval: The Board received an amended proposal from Mr. Stephen Fraser from The Marketing Management Group Inc.. Phase 3 would be 90 days, and it would cost \$90 per specialist hour. In addition, phase 1 would cost \$5,000, and phase 2 would cost \$20,000. Mr. Olivero motioned to accept TMMG's quote outlined in 3 phases. The motion passed 5-0. Ms. Shoffner abstained. Ms. Shoffner motioned to decline FundED's proposal (\$48,000). The motion passed unanimously. Ms. Shoffner motioned to decline DiCam's proposal (\$117,000). The motion passed unanimously.
- Job description for the BOT Executive Director/Coordinator Position: The Board has received internal feedback, and is finalizing the job description. The goal is to approve it officially in April, 2023. This topic is tabled.
- Carpool Connector: Dr. Sun motioned to approve the Carpool Connector as presented by Ms. Denise Olivero. The motion passed unanimously.

#### 9. Discussions

- The Board had an initial discussion about the User Support Specialist (USS) position identified in an audit conducted by FCPS. The Board will look into the financial implications and consult with other charter schools within FCPS.
- BOT Complaint Procedure: The procedure was approved and shared with the community previously. The intent was to properly address community members' issues with Board members. Ms. Ileka-Adeoye read the procedure out loud again during the meeting. The complaint procedure will be posted on the school website.
- Dr. Sun motioned to adjourn the public meeting and go to a closed session to discuss personnel, attorney-client privileged information and privacy/reputation. The motion passed unanimously.

Public meeting was adjourned at 9:10pm.