

**Frederick Classical Charter School, Inc.**

**Board of Trustees Meeting Minutes**

**August 14, 2023**

*Meeting held by video conference  
Minutes submitted by Lei Sun & Danielle Tracey*

**Present:** Debbie Shoffner - Chair  
Debbie Nnameka  
Lei Sun  
Salimeh Khaleeli  
Robert Wells  
Danielle Tracey

**Other Participants:** 27 participants in total joined web conference

Called to order and Welcome at 7:06pm.

- Agenda  
Dr. Lei Sun motioned to amend the agenda by adding a breakfast for the staff under "Discussion and Vote". The motion passed unanimously. Amended agenda was approved.
- Public Comments  
None
- President's Report  
The BOT received notification of documentation due to FCPS for the Probation status review and all required documentation has been sent back to them as needed. A powerpoint presentation was submitted to be previewed by FCPS and submitted to the Board of Education for them to review at the August 30th BOE meeting. Continued discussions and collaboration with FCPS is in progress and much has been accomplished these last few weeks.

A meeting has been scheduled with FCPS liaisons Dr. Lippy and Dr. Aliveto to discuss the progress of the probation and to get guidance on the next steps going forward.

The Head of School was voted into the position at the August Board of Education meeting and it is my pleasure to welcome Mr. Scott Conroy to the FCCS community. His Bio has been sent out to the community for review and meet and greets will be scheduled prior to the school opening day.

Our Fundraising/Grant consultant meeting is scheduled for August 21, 2023. Discussions with the PTC Chair and TMMG will be set up for later this month to discuss the "social fundraising" effort they are considering this year so we can incorporate that into our overall strategy.

Ray Steen from MainSpring is going to be scheduled to the school for a tour and to get an idea of our needs and why we would be a good partner for them.

Another quick update on potential large donors. Lengthy conversations with Steve Mutschler, whose focus is on education-type grants. We have set up a meeting with a few contacts at The Carlyle Group.

Mr. Sun will be stepping down from the Vice President position and filling the open spot vacated by Mr. Olivero and his term will end on June 30, 2024, effective immediately.

- Accounting Report

**“Financial Report as of 6/30/2023:** For the fiscal year ending June 30, 2023, Frederick Classical had a net surplus from operations of \$215,130. The period ended with working Capital of \$2.11M and Net Assets of \$2.19M. 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. The result is consistent with normal operations with surplus running slightly ahead of budget by the end of the school year.

On a year-to-date basis, the results are consistent with normal operations and surplus is tracking ahead of budget. The year-end forecast is roughly \$248,736, which is \$152,736 more than the originally budgeted. June’s operations changed the projection from May slightly.

Overall, the additional surplus as compared to the budget is largely due to the increase in Per Pupil Allocation, the delay in filling the IA positions and other vacancies. Offsetting some of these gains are increased utility rates, new accounting treatment for leases, and a slight increase in cost for repairs.

**Fiscal Year 2024 Budget:** There are no new updates currently because we are still waiting for updates from FCPS. The preliminary budget as approved at May’s public meeting is available on the school’s website for membership review.

**Audit Update:** K.L. Hoffman and Company were on site today, August 14<sup>th</sup>, to perform the annual audit. We should expect their full report in a few weeks.

**Account Changes:** The status is the same as the last report with United Bank because we had to wait for the fulfillment of some payments. Once those payments are finalized, the

account will be closed. The account closure is anticipated to be complete by the end of August/mid-September. The Wells Fargo accounts, commercial checking, and investments are pending the update of authorized signors as reported last month.

**Investment Report as of 6/30/2023:** One of the CD accounts matured in July, and upon the completion of the update of the authorized signors process, it will be renewed for another 12 months.

**Contracts:** All 4 insurance policies and contracts have been successfully renewed.

- Head of School's Report  
Presented by Mrs. Debbie Shoffner

## Updates

1. Mr. Conroy is at FCCS!
  - a. We've met and work well together!
  - b. Friday 8/18 5-6 pm popsicles at Utica Park Pavilion #5
2. Interviews and hiring.
  - a. Resident Substitute - Salimeh Khaleeli
  - b. User Support Specialist - Sandra Camacho
  - c. SEIA - TBD
  - d. .5 P.E. Vacant
  - e. .5 Music Vacant
3. This is going to be a great year!
  - a. Staff are excited and encouraged.

## Upcoming Events

- Thursday 8/17 Staff Return to the Building
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- Friday 8/18 Popsicles in the Park
  - 5-7pm Utica Park Pavilion #5
  - Meet the new admin team and have fun!
- Tuesday 8/22 Open House
  - 2-3 pm
- Tuesday 8/29, Back to School Night/ Curriculum Overview, Grades 1-4
  - 5:30-7:30 pm
- Wednesday 8/30, Back to School Night/ Curriculum Overview, Grades 5-8
  - 5:30-7:30 pm

- Nominating Committee report
  - Description of BOT role has been written and sent to BOT for approval
  - Survey will be sent to members to gauge what they look for in a BOT representative
  - Find Out First will be sent out on Monday, 8/14, will also be disseminated on FB and other means
  - All applications due by midnight on 8/28
  - A slate will be selected and presented at the fall membership meeting
  - Elections will be held on 9/27 at the fall membership meeting
- Facilities report

Mr. Bobby Wells would like to send a special thank you to:

Ms. Stoner  
Harold  
Mrs. Tucker  
Ed Greenslit  
Cassey Biesecker with St. Johns Properties.  
Steadfast Improvements  
Ms. Selimeh  
Mr. Kenny

And many other parent volunteers, who have come in and helped clean, prepare, support, and install many items in the school throughout the summer months.

**Items Completed:**

- Double door stops have been installed in every classroom and bathroom
- Classrooms have been cleaned, floors scrubbed, and wax is down.
- New led lights have been installed throughout the school including dimmer switches in each classroom to control the brightness for our scholars.
- Two new outside doors for two rear classrooms are replaced. They will not be accessible from the outside. Working on making these doors accessible from the inside for an emergency.
- Outside railing is repaired to include the concrete stairs leading to the playground.
- Drywall repairs and painting in the hallways are completed.
- The kindergarten bathroom was repaired. Wall options that were installed will be throughout the bathrooms for next year's budget.
- Painting in Dr. P's room and touching up in the art room

**Items still working on:**

- Cameras being operational in the main office area
- Need to work out pricing for City PD access to the building and strategic security planning to work in conjunction with HOS and AHOS
- securing the cameras in the gym as they get knocked a lot with activities
- Potomac Tile and Carpet will be in Wednesday to install new tile flooring in the classroom and repair the floor in the kindergarten room.
- Will be working this week and over the weekend to get the projectors mounted in each classroom. This will need to be timed with teacher requests as to the location of their computers and their instructional desire.
- Need to install the door numbers to the inside rear doors of the building for access communications
- Coordinate a walk-through with Frederick City PD and Fire Rescue in the event of any threats.
- Cleaning the playground with the street sweeper Monday or Tuesday of next week just prior to the students returning.
- Waiting on the new blinds for the classroom doors and in the cafeteria area that are damaged or missing.
- Will need to call pest control this week to have them treat the inside to the school for ants before students come back.

**Future planning:**

- Front door security
- Inter-classroom access
- Replacing the last 2 doors in the rear of the school
- Warehouse organization once school has started and we know what we need compared to what is not needed.
- Envisioning expansion into the warehouse to give more class and office space options.

- Replacing the soccer net system in the playground area

- PTC report

Presented by Mrs. Aimee Bowersox. The committee is still looking for PTC leaders for the upper grades (4th, 6th-8th). They are doing outreach to fill those vacancies. There is one more meeting scheduled for this Friday, 8/18/23. The team is preparing for the meet and greet with the goal of trying to get as many parent volunteers involved as possible. Ms. Debbie Nnameka is creating two emails per grade for liaison use.

- Vote

Dr. Lei Sun motioned to approve the 07/10/2023 BOT public meeting minutes and closed session minutes. The motion passed unanimously. Meeting minutes were approved.

- Discussion and Vote

- Trustee positions: Dr. Lei Sun is moving to parent trustee leaving VP open. Debbie N. is willing to step up and fill that role. This will leave the treasurer open for filling during the fall membership meeting and the nominating committee should seek to find candidates for this position. Mr. Wells made a motion to appoint Debbie N. to VP effective immediately. Motion adopted and approved. Mr. Wells made a motion to appoint Danielle Tracey to secretary effective immediately with a term ending June 2024. Motion adopted and approved. Mr. Sun is taking over Mr. Oliveros open position with a term ending in June 2024.
- Wells Fargo Account Changes: Dr. Lei Sun made a motion "to appoint Key Executives Debra Shoffner and Debbie Nnameka to transact on behalf of FCCS Inc to open accounts and make changes to the Wells Fargo accounts to include Checking, Savings and CD's." Motion adopted and approved.
- Running club proposal: Submitted by Ms. Debbie Partlow. Bobby made a motion to approve the request for the running club. Motion carried and approved.
- Math textbook proposal: Submitted by Mrs. Laura Taylor. No questions for Mrs. Taylor. Mrs. Taylor shared and walked through her slideshow. Mrs. Taylor is the new math specialist. The task force came together over the summer to make a recommendation. They looked at 3 options (Singapore, Saxon, Reveal). The task force chose the Reveal Mathematics series for grades 7 & 8, vetting it for compatibility with classical instruction, rigorous & well-sequenced concept presentation, and inclusion of supplemental resources to differentiate for all kinds of learners. Reveal happens to be the text series approved by FCPS for middle and high school math courses. While the FCCS task force independently chose Reveal, aligning with the FCPS choice has numerous advantages. The pedagogy can be classical despite the textbook. Proposing 1 year pilot since the materials are consumable and reordered each year. The team thinks the cost is comparable. Danielle Tracey made a motion to adopt the Reveal Mathematics text for 7 & 8 grade math. The motion was unanimously approved.
- Living Well Youth Works (LWYW) proposal: Submitted by Ms. Andrea Ormsby and presented by Debbie N. Bobby made a motion to adopt the LWYW after school program

for the 23-24SY at a cost not exceeding \$3200. Motion was adopted and approved.

- Computers/Laptops for AP and new staff: Debbie N. made a motion to purchase chromebooks, a desktop for Mr. Kenny, monitors and carts in an amount not to exceed \$21,050 as requested by AP. The motion has been accepted and approved.
- Accounting Services Contract renewal: Submitted by Mr. Tim Summers. Debbie N. made a motion to increase fees for Summers Accounting from \$1800 to \$1900 per month to cover some of the items that Jen was doing. The motion was approved and adopted.
- Executive Director position: Debbie N. spoke that since the HOS position has been filled that we move forward with seeking an executive director (ED). She has worked with the accounting team and fundraising committee for funding. Debbie S. said that they have met with the BOE and Maryland Alliance in determining how this role can be integrated. Debbie N. made the motion to move forward with the posting/advertising for the part-time executive director role. Motion approved.
- Dr. Lei Sun made a motion to approve the staff breakfast not to exceed \$1000. Motion was approved.
- Dr. Lei Sun made a motion to amend the agenda to add the budget approval for 23-24SY. Motion approved.
- Dr. Lei Sun made a motion to approve the budget for 23-24SY that went through FCPS. Motion approved.
  
- Discussion
- Probation: Covered by Debbie S. in the president's report.
- Uniform policy: The board has considered feedback from the community, admin, staff, and the uniform swap coordinators. Discussed whether parents would want us to make changes at this point. Debbie S. said we can put it in meeting highlights so people aren't surprised. Debbie N. suggested due to OMA restrictions that we plan a working meeting 10+ days from now to finalize the details on the uniforms. More to come.

Public meeting was adjourned at 8:52 p.m.