



Frederick Classical Charter School, Inc.

Board of Trustees Meeting Minutes

October 9, 2023

*Meeting held by video conference
Minutes submitted by Danielle Tracey*

Present: Debbie Shoffner - Chair
Debbie Nnameka
Robert Wells
Danielle Tracey
Aimee Bowersox
Raymond Harne
Cortney Krauss

Other Participants: 21 participants in total joined web conference

Called to order and Welcome at 7:13pm.

Agenda

- Danielle Tracey moved to approve the agenda distributed on 10/6/23. The motion was unanimously approved.

Public Comments

- None

President's Report: Presented by Debbie Shoffner

- Good evening all and welcome to the new Board of Trustees as voted upon at the September 27th Membership meeting. I would like to welcome Ms. Aimee Bowersox, Ms. Courtney Krauss, Mr. Ray Harne and Mr. Bobby Wells to their new positions on the Board of Trustees. Thank you all for volunteering for this task and putting your energy into the work needed to make FCCS a continued success. I would also like to Thank Mr. Lei Sun for his hard work and dedication to the Board of Trustees since 2021 and without his efforts the Nominating Committee and Membership meeting would not have been so efficient. Mr. Sun has resigned as a trustee to pursue other opportunities and we wish him the best of luck in his future endeavors. It has been a pleasure working with him and he will be missed.

- We have had back to back public meetings and much information has been shared within the last several weeks so my report will be short this evening.
- Since our last meeting we have had a New Trustee Orientation to begin the learning process on what it takes to be on the Board of Trustees, we will again have another New Trustee Orientation to welcome the newly appointed trustees and get them started on their training. There are MANY trainings that are required as trustees and it is a lengthy process, the community's understanding of this is appreciated while we work on getting all up to speed.
- The executive members of the BOT held our first meeting with Admin, FCPS Liaison and discussed many things for future growth of the organization and how FCPS can support our efforts. Dr. Lippy has researched if the Stars reporting that was published in April 2023 showing 4.5 out of 5 stars incorrectly due to a data entry error could be corrected and it was determined that it can not. The next reporting that will be conducted in December will be recorded accurately and hopefully, we will show the true work that FCCS is doing and have our 5 star rating. At this time we will promote the Niche report showing that FCCS is #1 Charter School k-8 in the state of MD!
https://www.niche.com/k12/search/best-charter-schools/s/maryland/?fbclid=IwAR0asEtzJ-s0CabVUW2-JU_KYMTIb3CJTg5THWQNLcXCYkWqw_k9ioIjy5E_aem_AYFoCHAsfTk7IH7sfurML2TL3W_su90tgD1QKRwdJvVWVD3pNiEBzvmhwqHGxhVQCg&mibextid=Zxz2cZ
- This is exciting news and will be used in our fundraising efforts as well as our push to have our charter renewal expanded to include High School or possibly to replicate our existing structure. Discussions of this have just begun and surveys as well as community input will be gathered to decide what direction membership would like to pursue.
- Meetings are being scheduled to get bids on the cost of renovating the existing warehouse space to accommodate the needs of the school, contacts are being made to request upgrades and support to our Library as well as additional meetings to see how FCCS can apply for the grants that will be available from MD Alliance, who just received 28.7 Million dollars The newly awarded Charter Schools Program (CSP) will enable MAPCS to pass through 90% of the Federal funds to eligible charter school applicants, providing subgrants to open new charter schools and/or replicate and expand charter schools and we want to get as much funding as possible for our efforts.
- As you can see, there is much going on by the BOT members and more details to follow in the upcoming months with the addition of the new trustees.

Accounting Report: Presented by Debbie Nnameka

- “Financial Report as of 8/31/2023: For the two months ending August 31st, 2023, Frederick Classical Charter School Inc. had a net deficit from operations of (\$29,202). The period ended with a working Capital of \$2.09M and Net Assets of over \$2.16M. 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 (or in this case deficits) from inception where the value is not necessarily liquid. The results for the past two months is consistent with normal operations. Typically, the first quarter of the year results in an operating deficit simply due to the timing of purchases versus the receipt of revenue. A large number of purchases, particularly

those for equipping the facility and preparing for instruction, occur in the first quarter. These annual expenses often exceed the revenue received from FCPS because cash flows are disbursed quarterly. On a year-to-date basis, spending is generally in line with the budget and the forecast for the year remains unchanged. It is important to note that utility expense and the cost of repairs were a bit higher than normal this year due to the increased costs of doing business.

Fiscal Year 2024 Budget: The fiscal year 2024 budget was approved by the Board of Trustees at the last public meeting.

Audit Update: The annual audit for SY2024 financial statement (performed by K.L. Hoffman and co. that kicked off on August 14) is nearing completion, and the report of their findings will be presented to the Board later this fall.

Account Changes: FCCS Inc is still transitioning its business checking account to Wells Fargo. Once those payments are finalized, the account will be closed. The account closure is anticipated to be complete by the end of November. The Wells Fargo accounts, commercial checking, and investments are pending the update of authorized signors as reported in previous months.

Investment Report as of 8/31/2023: FCCS Inc has 6 CD maturities to plan renewals for between October 2023 and June 2024. Once the authorized signors and admins are in approved, these renewals will be executed.

Contracts: No new updates.

Head of School's Report: Presented by Mr. Kenny

Updates

1. We are fully staffed!
 - a. Hired our part time P.E. and Music teachers.
 - b. First time in 5 years.
 2. Scholars having a variety of fun activities.
 - a. 2nd Grade at the fountain rock nature center.
 - b. 4th Grade Monocacy Battlefield.
 - c. 3rd Grade upcoming trip to the symphony
 3. Starting our beginning band soon!
 4. We are excited for Parent Teacher Conferences.
 5. Teacher observations have started and we have observed excellent teaching.
 6. Niche.com ranked us the #1 Elementary and #1 Middle School charters schools in MD.
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Upcoming Events

- 10/11 - 4 hour delayed opening - Parent Teacher Conferences
- 10/11 - Fire Truck visiting Kindergarten
- 10/12 - 4 hour delayed opening - Parent Teacher Conferences
- 10/13 - 3.5 early dismissal - Parent Teacher Conferences
- 10/16 - Leadership Meeting 3:45 in the library
- 10/20 - Schools closed for students - PL for teachers.
- 10/23 - Grandparents day (details to follow)
- 10/25 - 3rd Grade field trip, symphony.
- 10/26 - Trunk or Treat
- 10/26 - Fall Dance
- 10/27 - Schools Closed
- 10/30 - Picture Day
- 11/02 FCCS 2 Hour Early Dismissal - Dr. Prather - (Community invited to join)

Facilities report: Prepared by Robert Wells and presented by Debbie Shoffner

- St. Johns:
 - Waiting to hear back about the concrete stairs in the rear of the building going to the playground.
 - Waiting to hear back from their team meeting about painting lines for parking in the rear.
 - Notification went to them about the leak that has damaged drywall in the art room. Similar to the cafeteria over the summer
- Able Locksmith:
 - Waiting for them to call me back. They were to be out this past Friday but it does not look like they did.
- Cameras:
 - Trying to determine the best course of action. While we need cameras in certain parts of the building I am concerned about the cost. Especially since we have 3 different systems. Vector is not maintaining customer service. We may need to look at going to another company, but will need estimates to determine the best course of action and if grant funding is available to cover it.
- BEFP: Came out and repaired the sensor in the HVAC system that triggered the fire alarm system. Should be good now.
- We have a walk-through this Friday coming up with various contractors to look at expansion into the warehouse for more space within the school.

- We need to encourage parents to speak to their scholars about respect in the school. We have scholars urinating on the floors in the bathroom that people will walk through, creating damage to walls by forcing stall doors into the walls far enough to blow out the stopper and make an imprint of the door handle in the wall. This will cost us more drywall repair after just repairing it. This is where cameras in the hallway of the bathrooms will help catch people but it's an added cost.

PTC report: Presented by Ms. Olivero

- The next meeting is 10/17 Tuesday night 6:30-7:30pm in person and virtual. The link will go out in the newsletter.
- Our grade level liaisons are coming along. Still looking for 5th, 6th, & 7th grades.
- We are in need of new members for all committees, including Lead/Chairs & co-chairs (advocacy, admissions, social, library). Anyone interested in helping with events & or joining a committee, submit volunteer interest form to PTCvicechair@frederickclassicalcharterschool.org
- October events:
 - *staff meal during conferences this week 10/11 - thank you to everyone volunteering and donating
 - *book fair 10/23-27
 - *trunk or treat 10/26
 - *Organizing the middle school costume dance for 10/26 evening
- Volunteer/PTC section of the school website has been updated, and will continue to post new information there.

Teacher / Board liaison: Mr. Duke

- Nothing to report

Business Items

- 09/11/2023 BOT public meeting minutes. Danielle Tracey moved to approve the draft of the public meeting minutes from the September 11th 2023 meeting that were distributed yesterday Sunday, October 8th 2023. All in favor, minutes approved.
- 09/27/2023 membership meeting minutes. Danielle Tracey moved to approve the draft of the membership meeting minutes from the September 27th 2023 meeting that were distributed yesterday Sunday, October 8th 2023. All in favor, minutes approved.
- Trustee Appointments. Danielle Tracey moved to appoint the open position of treasurer to Jessica Constant to fill an unexpired term ending on June 30th, 2024 and two non-officer unexpired trustee terms ending June 30th, 2024 to Ed Greenslit and Rachel Hanson. All in favor, new treasure and trustees have been appointed.
- Donation from FCCS Inc. directly to the vendor to support FCCS student(s) participation in the LWYW program for the SY24 in the amount not to exceed \$720. Debbie Nnemeka moved to make a donation directly to the vendor to support FCCS student(s) participation in the LWYW

program for the SY24 in the amount not to exceed \$720. Everyone was in favor and the donation was approved.

- BSA approval of funds for Eagle Scout Project not to exceed \$300. Debbie Nnemeka moved to make a donation to the Eagle scouts project spearheaded by Jimmie Schneider for the BSA not to exceed \$300. The project is a lost and found cubby. Jimmie is a former student. Everyone was in favor and the donation was approved.

- New safe purchase, installation, and removal not to exceed \$1000. Debbie Nnemeka discussed the need. There was no objection and the purchase was unanimously approved.

Public meeting was adjourned at 7:52 p.m.