



Frederick Classical Charter School, Inc.

Board of Trustees Meeting Minutes

December 4, 2023

*Meeting held by video conference
Minutes submitted by Danielle Tracey and Cortney Krauss*

Present: Debbie Shoffner - Chair
Debbie Nnameka
Robert Wells
Danielle Tracey
Aimee Bowersox
Raymond Harne
Cortney Krauss
Jessica Constant
Ed Greenslit
Rachel Hanson

Other Participants: Mr. Kenny
Ms. Olivero
Ms. Grant
22 total participants joined the web conference

Called to order and welcome at 7:03 pm.

Agenda

- Ms. Tracey moved to adopt the agenda distributed on 12/3/23. Mr. Wells seconded. The motion was unanimously approved.

Public Comments

- None

President's Report: Presented by Ms. Shoffner:

Good evening and welcome to the December Board of Trustees public meeting.

Directly after our last public meeting the facilities/finance team organized three contractors to review the HVAC units to determine what the best course of action was, to repair or to replace the units. Site visits by all 3 companies, estimates, and evaluations were conducted, meetings with the property management team, as well as air quality inspections occurred during non school hours. We were able to complete the evaluation and get the work completed in 10 business days resulting in the units being operational prior to the Thanksgiving break. This past week the board partnered with the maintenance team of FCPS and conducted a 3rd air quality inspection and their results also concluded that all tests came back with zero findings. The FCPS maintenance team complimented the facilities team of Ms. Stoner and Mr. Wells stating that everything they tested and reviewed were in good working order and the process we followed was identical to what they do when they service all of the public schools for FCPS. Thank you very much to all that worked so diligently and efficiently to resolve this issue, your efforts are very much appreciated.

The History Curriculum review per the BOE/FCPS had a great amount of volunteers sign up to complete the next steps in the process and meetings will be conducted over the next month to allow the community input and evaluation. The Academics Committee is leading this initiative and will send information out to the community for the next steps in this process. There are many functions of the Academics Committee that greatly impact the success of the school. If you are looking for a volunteer opportunity that can be done remotely please contact the committee chair at academics@frederickclassicalcharterschool.org your support is greatly appreciated and needed!

The BOT held its first in person training session as well as our first public work session. Responsibilities have been assigned to review roles and responsibilities, org charts and structure, fundraising efforts and future growth opportunities. The plan ahead is in process and I am confident that this team of volunteers will lead the efforts to achieve much success in the coming months. I'd like to apologize for the lateness of the meeting agenda being sent out. We are working on internal processes to streamline the work and ensure that this does not occur again.

For each of the committees represented in the public meeting on the agenda, we would like to request that a time frame of 3 mins per person be held and will need to ask for you to keep to the 3 min time allotted. Ms. Nnamka, can you please time these and provide our speakers with notice of when the time is up? Thank you!

Accounting Report: Presented by Ms. Constant

- For the five months ended Nov. 30, 2023, FCCS Inc. had a net surplus of \$8,954; working capital totaled \$2,142,318 and net assets \$2,206,649.
 - 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 (losses) since inception where the value is not necessarily liquid
- The first five months ended with a small surplus due to the majority of educational material costs being incurred in July and August in preparation for the school year.
 - These costs include the purchase of textbooks and classroom materials as well as building repairs.
- The year-end results are forecasted to be positive albeit lower than budgeted due to recent FCPS revisions to the personnel costs they originally provided.
- The financial statements reflect enrollment of 100%.
- The annual audit of the 2023 school year's financial statements is being finalized. The auditor will present the report to the Board later this year.
- The BOT has CD maturities to plan renewals for. Increased FDIC insured investments should be considered as the checking account balance exceeds the FDIC limit

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

Updates

1. Our elementary and middle school choruses were awesome.
 - a. Our audience support was amazing.
2. Heat is fixed, school is comfortable. Our BOT did a great job quickly solving the problem.
3. Our own James Partlow finished 16 in a national race

Upcoming Events

- 12/4 -12/8 Inclusive Schools Week
 - Monday, December 4 - Tip Your Hats to Inclusion (Hat Day)
 - Wednesday, December 6 - Wacky Socks Wednesday to show your uniqueness
 - Friday, December 8 - Wear School Colors dress down day to show we are all ONE
- 12/11 Chorus Concert
- 12/11 Picture Make-Up
- 12/13 Prospective Families Night
- 12/14 The Giving Tree Gifts due
- 12/22 Ugly Sweater/Dress Down
- 12/25-1/1 Winter Break

Facilities report: Presented by Mr. Wells

PTC report: Presented by Ms. Olivero

- November events successful (American Education Week, Piesgiving)
- December/January events:
 - Movie night 12/15, grades 2-6, “How the Grinch Stole Christmas”; bring your own snacks, blankets, etc., RSVP in newsletter
 - Spirit wear sale until 12/11, delivery of items approx. 12/20, proceeds go toward staff appreciation
 - Prospective families night 12/13 and 1/23 at 6:30 pm, have tentative dates for Feb/Mar
- Need daily volunteers for Library and cafeteria
- Social media permissions
 - Missing or not indicated on emergency forms to FCPS
 - Possibly send separate form to indicate permissions for yearbook, media (social & print)
 - Social media posts have positive impact on community perception of school and generate interest for prospective families
- Upcoming Winter/Spring Events that need planning & volunteers:
 - Movie night (January, Harry Potter)
 - Possible restaurant nights to fundraise for new PA system
 - School Choice Week (1/22-1/26/24) - charter school education, committee/volunteer emphasis
 - International Day (tentative 2/10/24)
 - Talent Show (tentative - need a lead to run the show, volunteers to judge auditions & help with rehearsals/show day)
- Next meeting 12/19, 6:30-7:30pm virtual only, link is in weekly newsletter
 - Discuss and recruit for upcoming events and efforts; new volunteer interest form will be sent out soon
- 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 email PTCvicechair@frederickclassicalcharterschool.org
 - Volunteer/PTC section of school website - continuing to post new & upcoming information, meeting summaries

Nominating Committee: Ms. Grant

- The Nominating Committee is working to prepare for the annual membership meeting scheduled for Monday, April 29, 2024.
- Election preparation activities are underway and the committee sent an interest letter to the FCCS community seeking candidates to apply.

Teacher / Board liaison: Mr. Duke

- Nothing to report.

Business Items

- 11/6/2023 BOT public meeting minutes. Ms. Tracey moved to approve the draft of the public meeting minutes from the Nov. 6, 2023 meeting that were distributed Monday, Nov. 27, 2023. Mr. Wells seconded. All in favor, minutes approved.
- Usage of Google Meet as the web-based meeting platform for BOT and membership meetings was discussed, as well as the BOT's existing WebEx account. Ms. Shoffner expressed that she cannot access Google Meet from all of her meeting locations, which necessitated the WebEx platform to still be used for some meetings; a monthly subscription fee is paid for WebEx. Google Meet platform is already used widely across FCPS and it seems to offer the same features as WebEx, without the additional cost. Mr. Greenslit motioned that the BOT maintain the Webex contract/account while we use Google Meet for a trial period of 2 -3 months before determining whether to switch from Webex to Google Meet. Bobby Wells seconded the motion.; Ms. Krauss voted against it, and Ms. Hanson abstained. All other members voted in favor. The motion passed.
- Usage of Google Drive with public access in order to link documents for opening, such as meeting agendas, highlights and minutes in a PDF document. It was argued that this would maintain the integrity of the shared documents, while condensing the documents. It was recommended that an example proposal be provided at the next meeting before taking a formal vote. Ms. Tracey withdrew the motion.
- Gym Rental request by FCCS family was discussed, although communication from the requestors ceased, so it was assumed that the requestors were no longer interested. However, it was discussed how the BOT would handle requests like this in the future. Mr. Greenslit recommended that the BOT create a rental guideline document by referencing the FCPS rental guides that can be publicly shared with the membership, including rental fees. No motion was made.
- A proposal for the formation of a girls and boys basketball program was discussed, including providing the upstart costs not to exceed \$5,500 with the understanding that \$3,260 will be reimbursed after participation fees are collected. Ms. Nnameka made the motion. Ms. Constant seconded. All in favor; the motion passed.
- Ms. Andrea Ormsby was recommended for appointment as the Committee Chair of the School Improvement Committee Chair. Ms. Nnameka made the motion; Ms. Constant seconded. All in favor; the motion passed.
- Ms. Tracey made a motion to adjourn the public meeting and move to a closed session to discuss personnel and attorney/client privileged matters. Ms. Nnameka seconded. All in favor; motion passed.

Adjournment

Public meeting was adjourned at 8:45 p.m.