



**Frederick Classical Charter School, Inc.  
Board of Trustees Meeting Minutes  
March 4, 2024 | 7:00 p.m.**

*Meeting held by video conference  
Minutes submitted by Cortney Krauss*

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

**Other Participants:** Mr. Scott Conroy  
Ms. Karen Hoffman  
Ms. Denise Olivero  
Mr. Hayden Duke  
Ms. Diana Sung  
23 total participants joined the web conference

**Public Session (7pm)**

- Call to Order and Welcome: Called to order and welcome at 7:05 pm.
- Approve Agenda– Ms. Krauss moved to adopt the agenda distributed on 2/29/24. Mr. Wells seconded. All in favor. Motion approved.
- Public Comment: No public comments submitted.

**Audit Report: Presented by Ms. Hoffman:**

- Annual audit report included an unmodified opinion, confirmation that disclosures are adequate, and an assessment that the organization will continue.
- Total net assets \$2,197,690
- Total Revenue: \$4,887,344
  - 87% is from FCPS; 9% grants; 3% mostly investment income; 1% miscellaneous

donations

- Total expenses: \$4, 671,511;
  - 81% program services; 19% management; percentages comparable to prior years; 74% salary and related expenses; 17% rent; 4% occupancy, including maintenance, 3% other; 2% supplies/curriculum
- Ms. Hoffman is available to be contacted, if interested in more information or for questions.

President's Report: Presented by Ms. Shoffner

*Good evening and welcome to the March 4th Board of Trustees public meeting. The BOT held our second in-person training session in February and I believe I have received almost everyone's certificates of completion of the Board training virtually through the MD Alliance onboarding workshops. This dedication to training shows great effort in the desire for our trustees to learn and grow in their roles and ensure proper governance.*

*The Letter of Intent to Renew Our Charter Application was submitted on February 25th and confirmation of receipt as well as our introduction to our new Director of School Management Mr. Danny Enck, who assumed the role on March 1 was received. Further collaboration on this initiative will begin and continue on for several months including into next school year.*

*The Board will begin working on the Annual Report which is due to the Board of Education on April 19th and will be presented to the Board on May 15th. This work is done hand in hand with the Board of Trustees and Administration and illustrates the work that is being done at our school.*

*All those providing reports will have as much time as needed in the meeting, we ask that those providing updates from the committees represented on the agenda keep their information to 3 minutes if possible. Ms. Nnameka will be timing these and notifying our speakers when the time is up. Thank you!*

Accounting / Finance Report: Presented by Ms. Constant

*For the 7 months ended January 31, 2024 Frederick Classical had a net surplus of \$99,745. Working capital totaled \$2,244,151 and Net Assets \$2,297,435. 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 seven 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. Finally, the financial statements reflect enrollment of 100%.*

*The FCCS, Inc. Board approved non-PPA funds of \$10,500 for travel and admission to training conferences, deficits in FCPS Student Activities, and LWYW.*

*Finally, the Board has 6 CDs that are invested and expected to mature throughout the year.*

*Budget: We kicked off our FY25 budget cycle with the administration team this past week. For each of the committees we will also be sending over budget templates to be completed and communicate a completion due date. Please look out for this communication.*

*Account Changes: The Board has made progress in closing the United Account both checking and credit card as approved by the board in October 2022. Both United and respective vendors have been contacted regarding this closure. Once completed it will be noted in the accounting report.*

Finance Committee:

- FY25 Budget kicked off with administrators this week; committees will receive template
- BOT made progress on closing United account; United and respective vendors have been contacted

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

- Accolades were shared for several FCCS scholar extracurricular clubs, including Destination Imagination, FCCS Boys and Girls Basketball teams, Science Olympiad, National Junior Honor Society, and for scholar participation in Black History Month events
- Annual March Book Madness Tournament is underway
- The lottery for the 24-25 school year closes in March, and as of 3/5/24, there were 1,129 lottery applicants, which is an increase of more than 400 entrants from last year.
- Upcoming events include two Classical Meet-ups on topics of digital safety and anxiety; prospective parent night; 6th grade outdoor school; the annual science fair; spring school pictures and the book fair
- End of school year testing is scheduled for April and May; scholars will participate in MISA, MCAP, and iReady.
- Families encouraged to sign up SchoolCash Online, which simplifies field trip and activity fee payment for all community members
- Mr. Conroy will attend the National Symposium for Classical Education.

Facilities report: Presented by Mr. Wells

- Updates provided on recent maintenance projects: projector hung in library; debris and gravel on playground cleaned up; a barrier was placed around one camera in gym to help to prevent damage; camera software system updated in February;
- Two upcoming projects include repairing a large hole in the wall of the middle school female bathroom and inventorying building keys
- BOT should expect upcoming requests for contracts for summer maintenance and

cleaning; wishlist funds to be sent to the Treasurer for review. Anticipated needs include projector replacements; flooring in Library; hardware for doors; and sound system needs for schoolwide events and meetings

- Committee will hold a listening session and planning meeting with staff (specialists, special teachers and kindergarten teachers) impacted by the warehouse renovation project to solicit input on design plans before acquiring architect bids.

#### PTC report: Presented by Ms. Olivero

- Updates provided on following events: February PTC meeting that focused on brainstorming on fundraising and social events for remaining year and upcoming 24-25 school year; Valentine's Open House well attended; grade liaisons are available for communication; final prospective parents night; admissions will plan a welcome event for new families; International Day is upcoming; talent show will take place on May 7 at Frederick High School; auditions in April; March 15-22 is Book Fair; volunteers needed; end of school year picnic is schedule for May 17; next PTC meeting will be on March 12 (virtual meeting link in newsletter); volunteer recruitment is ongoing

#### Nominating Committee report: Presented by Mr. Duke

- Committee is actively Interviewing BOT candidates;recruitment for candidates is ongoing because open positions remain; all parents are invited to apply

#### Academic Committee report: Presented by Ms. Shoffner

- Committee is working on the activities for summer months which includes summer enrichment, and planning for SY24

#### Staff/Board liaison report: Presented by Mr. Duke

- Liaison will be reaching out to staff to solicit feedback; on behalf of staff, appreciation for Staff Appreciation lunch

#### **Unfinished Business**

- Handbook updates: Ms. Bowersox presented suggested updates to the FCCS Handbook to go into effect for the 24-25 school year; BOT members received distribution of proposed handbook edits prior to the meeting; discussion took place on proposed changes to the K-4 dress uniform, adding PE uniform guidelines, appropriate shoe wear, and not permitting smart watches. A suggestion for volunteer hours is also under consideration. Ms. Shoffner requested that Ms. Bowersox draft an itemized list of changes, which will need to be voted on individually, for the 4/8 BOT meeting. Motion was suspended

#### **New Business Items**

- 2/5/2024 BOT public meeting minutes: Ms. Krauss made motion; Mr. Wells seconded. All in favor; motion approved.

- Destination Imagination funds request submitted by Ms. Diana Sung; Ms. Krauss and Mr. Greenslit recused themselves from the vote due to conflict of interest; Mr. Wells made a motion that BOT supports the request for Destination Imagination to receive \$280 for state tournament entrance. Ms. Nnameka seconded. All in favor; motion approved.
- Audit report (presented at beginning of meeting; see notes above)
- Maintenance contracts: Mr. Wells summarized contract bids from three different HVAC vendors for maintenance service contracts; Mr. Wells suggested the BOT contracts with Wynbrooke Heating for \$2,300 for one year to see how service compares to the previous vendor. Ms. Shoffner compared the Wynbrook contract with historic costs from the previous vendor and the new contract will likely save significant money; all 23 units are included in the quote. Mr. Wells made a motion to go with Wynbrooke as the HVAC and electrical contractor for \$2,300. Mr. Greenslit and Mr. Harne seconded. All in favor; motion approved.
- Volunteer hour “requirement”: Ms. Bowersox suggests the FCCS handbook includes verbiage on recommending that parents be strongly encouraged to volunteer and be active school participants, as per the school’s mission aligned with the Griffin Triangle. Mr. Greenslit requested clarification on verbiage for how families can volunteer and to improve ease of access for volunteer participants to become involved. Discussion suspended and will be included in the handbook updates.

### **Adjournment**

Ms. Shoffner adjourned the meeting at 8:15 p.m.