



**Frederick Classical Charter School, Inc.
Board of Trustees Meeting Minutes
March 20, 2024 | 7:00 p.m.**

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

Attendees:

Debbie Shoffner - Chair
Debbie Nnameka
Robert Wells
Aimee Bowersox
Raymond Harne
Cortney Krauss
Jessica Constant
Ed Greenslit
Rachel Hanson
Steven Fraser

11 total participants

Public Session (7pm)

Ms. Shoffner called the meeting to order.

Approve Agenda: Ms. Krauss made a motion to add a closed session to discuss personnel issues. Mr. Wells seconded. All in favor motion passed. Ms. Krauss made a motion to approve the updated agenda. Mr. Greenslit seconded. All in favor. Motion passed.

Work Session Items

- Yellow Springs Elementary School Feasibility Discussion: Ms. Shoffner received an email from Dr. Lebo (FCPS) asking for charter school presidents to submit RFIs in regards to leasing the Yellow Springs Elementary School (YSES) property for a period of 8-10 years, once YSES vacates the existing building in August 2026. Executive team met to discuss and submitted the RFI by March 11. Ms. Shoffner received a RFP from Dr. Lebo to be submitted on 3/20/24, as well as a site map. No additional information on maintenance and feasibility of leasing the building were provided. Per the site map, YSES has 24 classrooms, large cafeteria with stage, large gym and media center, as well as a large

parcel of land, although it is unclear how much of the land is included in the lease opportunity. Building capacity is around 475. The following questions and concerns were addressed:

- Mr. Wells reported on knowledge of major sewage issues with the building.
- Modifications may need to be made to accommodate middle school-aged students.
- Current FCCS Inc. lease expires in 2028; if the BOT accepts the YSES lease, FCCS Inc. will have to pay close to \$1.3 million to break lease. BOT needs to determine if the YSES lease will be less money than the current lease.
- BOT needs to engage with school administration and community on this topic.
- Is FCPS expecting FCCS, Inc. to provide what we are willing to pay for the lease? Yes.
- What will FCPS be responsible for with this building? FCCS Inc. will take over ownership of the building and all building maintenance responsibilities.
- If the new YSES building construction is not complete by August 2026, what will the plan for transition be and date of ownership?
- What modifications need to be made to the existing building?
- Can Ms. Shoffner ask Dr. Lebo for additional time to submit an RFP in order to do due diligence?
- Will the current facility be vacated or will YSES building provide an opportunity to expand FCCS, Inc. footprint and operate two campuses?
- Can the BOT learn anything from Sabillasville's experience in leasing from FCPS and completing a feasibility study?
- Can BOT ask FCPS to provide information related to maintenance so that we are able to provide information on point 4 for the RFP?
- Financial analysis will need to consider the impact on operations and maintenance of the building in the charter budget
- Does the BOT think this is an opportunity worth pursuing? Yes. Debbie S. will respond to the email with basic responses to extend the dialogue with FCPS
- Facilities Acquisition Q & A summary (MAPCS Statewide Meeting): Ms. Nnameka and Mr. Wells attended the meeting and provided a summary of findings, including that a financial analysis team is available to answer questions from charter school (financing, site location evaluation, finance mechanisms); contact information will be shared with the Finance and Grants Committee. Ms. Nnameka feels that it would be in FCCS, Inc.'s best interest to work with financial consultants as the organization looks to expand and/or move campuses. FCCS Inc needs to make sure that whomever the organization works with has previous experience with charter schools.
- Annual Report: Due to BOE on April 19; draft portion of the document need to be completed by April 12; presentation will be on May 15. Ms. Shoffner, Ms. Nnameka, Ms. Constant and Mr. Conroy will present to the BOE and the same format as previous year's report will be used; BOT members will likely be tasked with contributing to the annual report. Previous report will be shared with BOT members and administrators.
- Final Review of Handbook Edits: Ms. Bowersox reported that a Google Form will be sent to membership for input on suggested edits.

- Bylaw Amendment Discussions: If there are going to be by-law amendments, individuals need to begin to do their research and send suggestions for wording so that it can be reviewed; All suggested revisions need to be sent to the community with at least 10 day notice. Suggested changes are due by BOT members by April 12.
- Grievance Policy Training: Ms. Nnameka provided an overview of the FCCS, Inc. grievance policy, which is on the FCCS website. The purpose of policy is to direct community members' grievances to be focused on governance issues, rather than personal conflict or relationships. The policy is meant for the community to be able to address BOT member errors in terms of governance. The first step in resolution is a conversation (or at least an offer to dialogue with BOT) and to identify what policy was violated. If a policy is violated, an inspector from the BOT is assigned to complete the investigation and provide possible resolutions.
- Communication Updates: Several motivations were approved in regards to the annual membership meeting:
 - Ms. Krauss made a motion to set March 26, 2024, as the date on which the BOT will send by electronic mail the nominating committee's slate of candidates, a copy of the Nominating Committee report; a copy of the by-laws article; and information regarding any limitation then in effect on the length of statements describing the qualifications of candidates nominated by petition. Mr. Greenslit seconded. All in favor. Motion passed.
 - Mr. Greenslit motioned that any membership petition for the Board of Trustees elections including the descriptions of their qualifications be submitted no later than April 19 for consideration at the membership annual meeting. Mr. Wells seconded. All in favor. Motion passed.
 - Ms. Krauss made a motion to set the record date for Monday, April 8, 2024. Mr. Wells seconded. All in favor. Motion passed.
- Closed Session: Ms. Krauss made a motion to move to a closed session to discuss personnel issues. Mr. Wells seconded. All in favor. Motion passed.

Closed Session

- BOT members reviewed the grievance submitted by Ms. Danielle Tracey. Grievances were related to the BOT Member Code of Conduct, which is technically not part of the grievance policy, but will be treated as such. The confidentiality agreement prevented Ms. Shoffner from being able to read her resignation publicly, and Ms. Tracey is encouraged to submit her letter as public comment. Emphasis was placed on using the by-laws and governing documents as the measure by which her grievance needs to be evaluated; Ms. Nnameka has been assigned as investigator.
- Ms. Shoffner provided an update on communication with Mr. Pritts in regards to HOS evaluation, and the BOT's role in the review, as per the charter agreement.
- Mr. Greenslit made a motion to adjourn the meeting. Ms. Nnameka seconded. All in favor. Motion passed.

Meeting adjourned at 9:29 p.m.