

**Frederick Classical Charter School**  
**Board of Trustees Meeting**

6/15/14

In Attendance: Tom Neumark, Ginger Mortellaro, Larry Kaiser, Leslie Mansfield,  
Sue Middleton

Quorum Established: 7:10 pm at 8445 Spires Way, Suite CC, Frederick

**1. Painting/Decorating/Organization**

-Larry presented the board with some ideas regarding decals, painting and furniture redecorating for FCCS for the coming year. He was helped by his wife, Maura Kaiser, who is heading up the decorating committee. Sue has offered to be part of the decorating committee. See attached.

\*Sue made a motion to approve this attachment as our decorating plan. Ginger seconded, all in agreement.

-Shelly Smallwood and Jan Zoretich are interested in having a volunteer plan for the entire year, including a “painting party” over the summer. Our needs: picking out the paint color, the style, contact a painting company for costs.

-We also need to know if we need more furniture and number/type of lockers. We need cubbies for grade 4. Grades 5-8 we want lockers—double stacked.

**ACTION:** Painting- quotes & color samples to be provided by Friday, June 20<sup>th</sup>.  
Follow up by Ginger, Sue and Maura.  
Furniture-desks, lockers, folding chairs we need quotes by June 25<sup>th</sup>  
Follow up by Leslie and Ginger.

-Tom suggested a “retreat” at the school where each committee would meet at the school for a day, along with the Board and Head of School (if possible), for the purpose of clarifying roles, responsibilities, and creating a plan for the year ahead.

-Vertical Response renewed; it will be switched out of Tom’s personal credit card to the FCCS credit card.

**2. E-Mail Blast for Primary**

-All in favor of the Board putting out a communication to remind people to vote in the upcoming primary election.

### **3. Job Fair Recommendations**

- Sue presented her top 5 choices from among the candidates she interviewed on June 13<sup>th</sup>.
- Larry discussed his observations briefly.
- Ginger reviewed Pam Trammel's Collin Kenny's, and Harry Hanna's notes.
- On Monday, June 16, Sue, Larry and Ginger will go through the applicants who were interviewed from June 13<sup>th</sup> and make our final recommendations as to who should be interviewed further by FCPS/FCCS.

### **4. Plan & Schedule Professional Development/Logic**

- Christopher Perrin: proposing July 28-31 for entire staff professional development, general classical education.
- Logic Course-taught by Larry Kaiser to our staff, probably on a Saturday.
- LTRS Training is scheduled with Carol Tolman in August.
- Singapore Training August 4<sup>th</sup> & 5<sup>th</sup>.
- Must coordinate with Christopher Perrin for additional dates.
- Pam Trammel can do Foundations Training, and this needs to be scheduled. (We need to budget for this).

### **5. Build Out/Lease Status/Support Staff**

- There is concern over the pace at which SJPI has moved forward with our expansion plans. FCCS still needs these improvements approved by FCPS and the state, which could take a month. While Leslie feels confident this project can be done in time for school to begin, Ginger suggested a back-up plan should we not have our expansion complete. The incoming 7<sup>th</sup> grade can be housed in the Science and Latin rooms, with Latin losing their classroom, and providing instruction via a cart into the student's classroom.
- In order to address the cleanliness and various tasks which are needed to keep up with our facility growth, the Board has discussed bringing in a contracted custodial service is an option. Prices will be researched to see whether an additional part time custodian position should be posted, or if we should pursue the outside custodial service option.
- Our Administrative Secretary position has changed in that the individual in this position will no longer be doing the financial & ordering aspect of the job. As a result, front office staffing may need to be adjusted in order to be most efficient.

### **6. Academic Committee/Status of Logic Component**

- Larry suggested a 7<sup>th</sup> grade logic component being integrated into the curriculum. Ginger suggested holding off on logic for a year for the younger children, due to the fact that we are beginning a memory work course for them and increasing their reading/math time.
- Tom requested the cost for the materials needed for this course.

**7. Roles and Responsibilities**

-Tom put forward the roles and responsibilities document to the board and to the staff. He has received no feedback thus far, however Larry made a suggested change which he will bring up tomorrow.

**8. Parent Survey Update**

-Ginger is working on it but having some difficulty with survey monkey and the specifics of choosing the layout. She anticipates completing in by Wednesday.

-Tom is looking to see satisfaction or dissatisfaction among grades.

**9. Academic Slides to Staff**

-Tom spoke about the suggestion to give our new Head of School about our history (the good and the bad), as well as get feedback from our staff and temporary heads of school.

-Leslie questioned whether the Board had a need to be involved in choosing the Leadership Team, or even if there is a need to have a Leadership Team. She stated that the Board needs to know what the Leadership Team is doing, specifically, so that we can then determine who is best suited to be on this team.

**10. Solicitation for Donations**

-We need to look into fundraising opportunities/look into possibly getting a paid professional fundraising team. An incoming new family had expressed an interest in helping with fundraising.

ACTION: Sue to follow up with the new family.

Meeting adjourned at 9:15 pm