



Frederick Classical Charter School, Inc.

Board of Trustees Meeting Minutes

Public Session

August 20, 2018

Minutes submitted by Allison Rizzo

Present: Nkechi Ileka-Adeoye – Chair
Phil Anderson (arrived 7:29pm)
Laura Mears
Paul Ormsby (arrived 7:38pm)
Allison Rizzo
Jen Schneider (by conference call, departed around 10pm)
Shelly Smallwood (arrived 7:33pm)
Tim Summers (by conference call, departed 9:42pm)

Absent: Jeremy Hurley

Other Participants: Camille Bell (departed 9:42pm)
Cheryl Ehrlich (departed 10:21pm)

PUBLIC SESSION - Called to order at 7:18pm

I. Agenda

MOTION: It was moved by Laura Mears, seconded by Tim Summers, to approve the agenda with addition of Orton-Gillingham training vote. VOTE: 5-0-0. Motion passed.

II. Minutes

MOTION: It was moved by Allison Rizzo, seconded by Tim Summers, to approve July 23 meeting minutes with change to reflect abstention from Laura Mears for the March and April closed meeting minutes approval item. VOTE: 5-0-1. Motion passed. Jen Schneider abstained.

MOTION: It was moved by Allison Rizzo, seconded by Paul Ormsby, to approve August 6 meeting minutes with change to reflect “motion withdrawn” for the second motion regarding iReady agenda item. VOTE: 5-0-1. Motion passed. Jen Schneider abstained.

MOTION: It was moved by Laura Mears, seconded by Tim Summers, to approve August 12 special meeting minutes. VOTE: 4-0-2. Motion passed. Jen Schneider and Nkechi Ileka-Adeoye abstained.

III. Public Comment

Parent and FCCS Founder, Sue Middleton – Paraphrased comments:

Separate written comments have been sent to BOT. I have been involved in all interviews in the past for Head of School [and participated this year as a Founder representative]. Prior to interviewing this year, it was agreed that the search would be for a Head of School who has experience as a principal, proven leadership and worked at charter school. Additionally, they should have read the charter and be classically minded. We hit the jackpot this time. We interviewed many people who were highly qualified, thanks to the Board going outside the FCPS posting to other job sites. This was the first time we have been able to make a choice among many qualified individuals. In the past, we did not have freedom to choose the best person, just a person. Now the BOT can function the way a Board is supposed to function. Dr. Bell has proven leadership and worked at charter schools. She has read the charter and supports it. I have complete faith that she will ensure our charter is fulfilled with fidelity. And she will lead our teachers the way they need to be lead. If you look at our bylaws, the BOT, in article 3, Duties and responsibilities of our Board, it says:

“(1) Encourage the development of public charter schools in Frederick County. (2) Review the annual report submitted by the charter school principal for compliance with the school’s charter. (3) Negotiate terms and use of facilities on behalf of its charter school. (4) Monitor any independent contracts necessary for implementation of Corporation programs. (5) Communicate directly with the chartering authority on behalf of the charter school. (6) Approve all curricular materials used at the school.”

That is all this Board is supposed to be involved with. This Board does not need to be in the weeds. Now we have a leader with a proven track record. Let her lead and do what she has to do. In the past, the BOT has needed to help lead the school. Board governance is important and the Board needs to learn how to function efficiently. Maybe ramp up the Committees that have been floundering. It would be great to see committees get new life into them. For the facility, we are at a point that the facility needs are expanding and we need outreach and fundraising – need to network and find people to help with deep pockets. We will want science lab, outdoor track maybe. The main message is you [the BOT] do not need to run the school. Development of a high school is something you have been passionate about as well. Just want to reiterate that the Board can now look to get into other things, and we can support Dr. Bell and rest assured that she knows what she is doing.

IV. Response to Previous Public Comment

None.

V. President's Report – Nkechi Ileka-Adeoye

- School is starting soon and help is needed to prepare the facility. Please volunteer and invite others, too.
- Completed interviews for Spanish candidate and the position has been filled. Five candidates were interviewed for Spanish in the final round of interviews. All vacant staff positions are now filled.

VI. Administration Report – Dr. Camille Bell

- The schedule is finished and has been forwarded to the BOT.
 - Added Latin back into 4th grade and it will be the same as Grades 5-6. Also offered to Grades 7-8.
 - Changes in personnel assignments have been made, all in the Performing Arts Department.
- Attempting to get a Staff Policy Manual in place because there is none and it is necessary to clarify procedures for staff.
- Looked into a program from the county for additional Chrome Books for scholars. Under the program, students and families pay \$50/year and students receive a personal Chromebook on loan for the year. Discussion points:
 - The county program has excluded Charter Schools in the past.
 - Nothing in writing that says Charter schools do not qualify. FCCS could potentially get up to 100 Chromebooks. Insurance considerations.
 - BOT members request clarification regarding the increased usage requirements due to iReady.
 - The feedback from middle and high schools is that they are moving toward a rent-to-own concept which can be successful as it helps to age-out and replace with new units for new students, and addresses concerns about lifespan of a computer when brought home by students.
- Board comment - A new guest sign-in system has been rolled out by FCPS. Request made that Administration look into this tool to find out status for FCCS.

ACTION: Dr. Bell to contact FCPS regarding new guest sign-in tool and report back to BOT with information.

ACTION: Mrs. Rizzo to send last year's Parent Student Handbook file to Dr. Bell to be finalized for upcoming year.

VII. Treasurer's Report – Jen Schneider

- The annual audit is almost complete. FCCS should be receiving a draft of the audit report this week. A conversation held with the lead auditor confirmed there are no issues.

- Rates received from PNC for upcoming transfer of cash. 6-month CD rate will be 1.95% and 12-month rate will be 2.25%.
- FCPS July financial data is not available yet.

VIII. Homework Club Meeting Dates Approval

- Proposal for Homework Club dates presented. Discussion regarding scope of the club. Will be by teacher referral only. Volunteers will be requested from parents of enrolled students. Academic Committee will currently lead and coordinate this Club.
- Discussion regarding the training that will be provided for instructors/volunteers. Basic volunteer training will be required. Currently, the support will not be intentional for each student, it may not be meaningful. General agreement to observe and work on improvements and adjustments over the course of the year.

MOTION: It was moved by Shelly Smallwood, seconded by Jen Schneider, to approve the Homework Club and proposed dates for this school year. VOTE: 7-1-0. Motion passed.

IX. Orton Gillingham Training Approval – Nkechi Ileka-Adeoye

- Follow up from Academic Committee's proposal. Special Education team has confirmed desire for this training. It is supported by Dr. Bell.

MOTION: It was moved by Shelly Smallwood, seconded by Tim Summers, to move forward with training for Special Educator and Reading Specialist in Orton-Gillingham for up to \$2500, including travel and other costs, to be used as additional resource for intervention. VOTE: 8-0-0. Motion passed.

ACTION: Mrs. Ileka-Adeoye to send formal request to FCPS to request that they fund this training based on contract language to support special education materials acquisition.

X. Real Estate Contracts Approval – Tim Summers

- Recent Facility meeting held. Team includes Tim Summers, Randy Seibold, Mike, Sue Middleton, and Jen Schneider. Committee recommended that FCCS engage Rocky Macintosh from MACRO as a realtor, and engage Jones-Lange-Lasalle (JLL) as developer and financial advisor. MACRO commission would be paid by the seller, but quote includes hourly rate for consulting work that may be required from Mr. Mackintosh. JLL recommendation comes with contingency on locking in a reduction in price for developer work. JLL quoted 3-5% of total cost for development work, overseeing sub-contractors, sight plans, managing to budget. Committee recommends locking into 3-4% and reducing flat rate of \$95,000 for lining up loans.
- Discussion regarding Facility Task Force. Team will reach out to Karen Place and Mark Deocampo to request formal participation this year.

- Building Hope was a high contender and will be consulted if a subordinating loan is needed as gap financing, or loan guarantee.

MOTION: It was moved by Shelly Smallwood, seconded by Tim Summers, to move forward with the recommendation from the Facility Committee to engage MACRO as realtor and JLL as development consultant and financial advisor contingent on price reduction up to 4%, and to authorize Treasurer to execute all related contracts. VOTE: 9-0-0. Motion passed.

XI. Facility expansion requirements approval – Phil Anderson

- Discussion regarding requirements for facility expansion, including a music room, meeting rooms/offices, open space. Band requirements discussed.
- The facility set up this summer will switch instructional intervention resource room and music room.
- Request from Dr. Bell to insulate the current music room.
- Discussion regarding bid process. Plan to request quotes for required and for open space/turf option.

MOTION: It was moved by Tim Summers, seconded by Paul Ormsby, to authorize Phil Anderson to seek bids for 1) sound-proofing the current music room and 2) adding a music room and 2 offices to unfinished space, subject to fundraising, and 3) to turn remaining unfinished space into multipurpose indoor resource room. VOTE: 8-0-0. Motion passed.

XII. Calendar approval – Jen Schneider

- Draft calendar discussed. Adjustments may be made to the planned events after approval.
- Goal in the calendar creation this year is to consider all stakeholders and not overburden anyone's schedule.

MOTION: It was moved by Shelly Smallwood, seconded by Paul Ormsby, to approve the proposed calendar. VOTE: 8-0-0. Motion passed.

ACTION: Mrs. Ehrlich and Mrs. Rizzo to work on a plan and procedure for approving and publishing calendar updates.

XIII. Eligible Charter School – Allison Rizzo

- Discussion of the current MSDE and FCPS policies.
- Considerations include making a single request for eligible charter designation without additional waiver requests attached. Will also depend on how new performance data looks once it is released.

ACTION: Mrs. Rizzo to complete the draft letter and application with data support from Administration. Final draft to be presented to the BOT no later than last meeting in October.

XIV. Back to School Events – Laura Mears

- New family orientation and Back to School night plans presented.
- Admissions Committee supporting Administration with planning.
- Discussion about format of events.

ACTION: Mrs. Smallwood to provide draft list of 2018-2019 Clubs with summary information in preparation for Sept 5 BOT meeting.

XV. Open forum – Board member comments and concerns

- Custodian issues continue to exist, especially kindergarten bathroom and library trash observed just today. A new Clubhouse Kids complaint about bathroom was received today.
- Request to review 2018-2019 Club offerings. Overview to be added on next BOT meeting agenda.

ACTION: Mrs. Ileka-Adeoye to send notification to Dr. Bell to require resolution of the custodial problem immediately and include a complete incident report, ensuring the school is clean by end of Tuesday August 21.

MOVED TO CLOSED SESSION at 10:21pm by general consent.

CLOSED SESSION HELD

Topics included staffing items and building security.

Adjournment

Meeting adjourned by general consent at 11:24pm.