

Frederick Classical Charter School

Board of Trustees

March 10, 2014

In Attendance: Tom Neumark, Ginger Mortellaro, Sue Middleton, Leslie Mansfield,
Rocky Mackintosh, Tim Summers

Quorum: Established at 6:43 pm at 8445 Spires Way, Suite CC, Frederick

Agenda:

1. Governance Discussion/Rocky Mackintosh
2. Finance Discussion/Tim Summers
3. Facility Discussion

1. Governance:

- a) Rocky Mackintosh was brought in to the meeting to offer his advice and perspective from the point of view of an individual who has served on other Boards, School Boards included. The core to keeping a Board together & sustainable is a *Governance Committee*, according to Rocky. Its role is primarily to make sure that the Board functions as it is supposed to. Many Boards and non-profits don't have this. This Governance Committee would be made up of Board members, however you can't have the chairman of the Board on the governance committee. This Governance Committee makes sure the Board is doing what they should according to the charter, and that committee heads are functioning as they should. If needed, modifications to the bylaws or committee charters may occur. In addition, Board members who are not fulfilling their responsibilities would need to be counseled. The Governance Committee would do this job. It is a system of checks and balances. This governance system would be very important to have in place to maintain the strength and vision of our Board. The Governance Committee could also be the nominating committee; they look at where the Board needs the most help (ie, a CPA, a lawyer, etc) and they solicit for these positions. Many prospective Board members will be parents of current students, but non-parent members are equally important, as are members who have experience serving on other Boards. A Board whose trustees bring a variety of perspectives provides not only good ideas, but helps to ensure that no single personal agenda takes priority over decisions made which reflect the vision and mission of the school.

- b) It is very important that the *roles of the Board, the Head of School and the individual Board members need to be written and recorded.* The Board must figure out how to measure the performance of the Head of School (performance indicators). The challenge is how far does the Board get involved with the Head's business especially when they feel that the Head is getting off track. A Board needs to be careful not to slip into the leadership role when it is clear that the executive role of the school is vacant or very weak. Quarterly reviews based on performance should occur.
- c) *Relationship between head and staff:* the Head of School should be given a list of expectations provided at the onset; then they are evaluated on these items in the performance appraisal. It is important that the Head is told up front that this is a small organization, and should there be issues that Board members are made aware of, there needs to be clear, cooperative communication between the Board and the Head of School. An employment consultant may be useful in testing a candidate to determine if the candidate is actually well-suited (personality wise) for the Head position.

The above are critical components to building a strong, cohesive team. Rocky will follow up with contacting some other Boards as well as schools he has worked with to provide some good governance guidance. He also suggested we look into the Maryland Charter School Network for this guidance.

2. Finance:

- a) Tim Summers question: Solicited Board input regarding additional items that would be beneficial in future financial packages. Emphasized the importance of streamlining the financial process by eliminating the duplication that results from using the FCPS system for that portion of FCCS activities. The goal is to manage all accounting through FCC's system, however we would need approval from FCPS to have money dispersed directly to FCCS. Leslie Pellegrino from FCPS seemed open to this, but this is still in the works.
- b) Presentation of preliminary 5-year budget
- c) Presentation of 12/31/2013 financial statements (see attached)

3. Facility:

- a) Rocky suggested adding raw space, fitting it out using our own contractors. An architect who can plan it out would probably be the best way to go, rather than Board members making the decision on the layout of the space.
- b) It was suggested that a tenant improvement loan from a company who could front the money and have us pay them back may be a good option. Tim offered to research some groups who we may be able to work with on this.
- c) Rocky talked about a "Block Grant"

- d) There is also a lot of money out there for schools who have a certain percentage of students on free and reduced lunches. Our school numbers, however, are too low most probably.
- e) The Board proceeded to discuss viable floor plans for the expansion of the school for next year. Different size options were discussed, however keeping in mind the financial constraints. The Board sketched a suggested version which would include a large indoor dedicated gymnasium space with the addition of a new music room. The old music room would then become a 7th grade classroom. A photo was taken and submitted to our facilities committee for their review and discussion.

4. Schedule:

- a) Although not on the agenda for tonight's meeting, the Board discussed the importance of making the next step toward expansion (especially a step which includes a dedicated gymnasium) so that a starting point can be made to develop the student schedule for next year. Having the dedicated gymnasium separate from the multi-purpose room (which would now be a cafeteria) would allow students to eat lunch together for better socialization opportunities, but also allow for P.E. to occur at the same time as lunch, creating a more flexible student schedule.

ACTION: Tricia Neumark will begin to work on a rough draft of a proposed student schedule, and then the Board will present it to Leadership for their review and input. Staff's input is extremely valuable, and we want to be able to provide for them this "starting point" with the intention that they will adjust it as they see fit.

Meeting adjourned at 10:10 pm