

DMA Board Meeting Minutes
Date: August 28, 2023
Start Time: 1800 hours
Adjourn Time: 2009 hours
Meeting Duration: hours minutes

Present: Mike Berardi, Brian Rostocki, Heath Kahrs, Helen Barbato, Ken Gatson, Jennifer McCloskey, Glen DiEleuterio, General Frank Vavala; Sharon Kurfeurst; Ken Gatson

Absent: Zane Gordy, Nicole Krajewski

Guest: Debra Certesio

TOPIC	DISCUSSION	ACTION
○ Call to Order	○ At 18:00 hours, Chairperson Kahrs called the August DMA Board meeting to order. Following the Pledge of Allegiance and a Moment of Silence.	○ None required
○ Secretary's Report	○ The secretary's report for June & July distributed for approval. ○ Motion to approve as amended for June and July ○ First: General Frank Vavala ○ Second: Helen Barbato ○ Vote: unanimous - approved	○ None Required
○ Chairperson's Report	Chairperson Kahrs – Reported email from Kendall Masset regarding Charter School required training for special education due process required for all board members. Must be completed within 1 year of election to the board. Kendall Massett will lobby for virtual option ○ Public gratitude to Zane Gordy for his service to the board and our country as he is absent today and will be deployed.	Heath will distribute email with dates and try to get additional training dates and virtual training dates (either live or on demand)
○ Commandant's Report	○ The commandant's report will be given in Executive session for August 2023. ○ Two items – discussion re: re-enrollment and fundraising fees ○ #1 Fees aren't delineated yet and cannot tie re-enrollment to a fee because it then becomes tuition ○ We raise about ~30k from those fees	None required

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> ○ To be discussed in September and October meetings ○ Possibly addressed by finance committee ○ #2 Staff handbook is new, and it has policies in it for middle states accreditation we need to state that the board is aware of and has knowledge of the policy. Closer to the September board meeting Sharon will distribute the handbook and highlight the policies for the board that must be paid particular attention to (around the 18th) 	
<ul style="list-style-type: none"> ○ Treasurer's Report 	<p>Treasurer's Report: Report Provided by Ken Gatson</p> <p>New fiscal year – revenue charter bill unavailable in eschool so local portion was highlighted and subject to change. Made available the day of the board meeting. Staffing changes will need to be confirmed as well as the salary section. Student support is higher because textbooks are higher. Ops and maintenance: Deb, Sharon, Ken all working with some safety issues. Minor Cap: working on projects and insurance broker for new quotes and numbers will be updated.</p> <p>Currently at 8.3% of fiscal year and our expenses are at about 8%. There is a fiscal deficit this year. Additional salaries and OEC's and part is because of the AT and special education teacher. The salaries will be offset. Federal funds will offset SPEC ed and there will be an offset as well for the AT because it will be split with the Athletic department. Right now, it's all in the operating budget. We did not earn units for the SPEC ed and the AT. May generate an additional unit in SPEC ed after 9/30 because our SPEC ed population increased and our overall enrollment decreased. In the process of writing the grant for submission due next week.</p> <p>Investigation expenses from FY23 carried over to FY24. Textbooks are more expensive as well. The extra expenses are over \$400k. DMA is in a good financial position to offset some deficit spending and it does not appear to be a problem in the following year.</p>	None required

	<p>Local funds are earning interest again which will offset the additional expenses.</p> <p>Once we get to the admin fees decision it may be a larger deficit.</p> <p>Reserve is sitting at \$3.4 million (local appropriation)</p> <p>Capital reserve there is \$575k</p> <p>Settlement agreement cost is included in the expenses which will fall off of the line item.</p> <p>No more funds will be removed from the budget for the turf project.</p> <p>Motion to approve Treasurer Report First: General Vavala Second: Nicole Krajewski Vote: unanimous - approved</p> <p>Wrapped up audit and it was approved.</p> <p>DCF funds are moving over to Westover. Westover expects the transfer to be moved over by September. Sharon's name not on the account yet but suggesting that she be added as a second signature</p> <p>Bank accounts – WSFS and TD will have Sharon's name on it as of 8/29/23</p>	
<ul style="list-style-type: none"> ○ Finance Committee 	<p>No report</p>	<ul style="list-style-type: none"> ○ None required.
<ul style="list-style-type: none"> ○ Governance Committee 	<p>Mike provided the report:</p> <p>Committee met – looking to replace open seat. Don McLamb is the candidate put forward. Committee met with him. Motion to make a recommendation to add McLamb to the board.</p>	<ul style="list-style-type: none"> ○ None required.

First: General Frank Vavala
Second: Nicole Krajewski
Vote: Unanimous – approve

Next – slate of officers for next meeting. Heath relinquishing his position as chair and Mike Berardi will be the new chair. Heath will stay on as past chair. Looking for a vice chair, treasurer, and secretary. The goal is to make a recommendation at the next board meeting.

Related matter – selection committee for new head of school. Sent out verbal request for 7 firms. We will send an RFP to 3 firms. The selection committee wants to make a recommendation to hire a selection committee. The purpose of the selection committee is to navigate the process.

Concern expressed about spending too much money to hire a search firm. There is a request to tailor the work required. Concern that we go through the process once.

Concerning that the committee would need additional support, resources, and expertise to make a selection of a person to fill this position for a long-term permanent candidate who is a culture fit.

RFPs will be solicited

Teacher Rep – Scott Green (recommended by Sharon Kurfeurst) - prior MBNA employee and long-term teacher at DMA

NSI Rep – LCDR John Butler – new to DMA and brings fresh perspective to the school

Motion from Governance Committee to Executive Committee to approve the Teacher and NSI recommendations for non-voting board members:

	All executive committee members (Jenn, Heath, and Mike all approved and voted in favor)	
○ Academic Excellence Committee	○ No Report – governance committee will determine the purpose and need for the committee in the new school year	○ None required.
○ Fund Development Committee	○ No report	○ None required.
○ Alumni Committee	○ No report Gala committee to meet again before the next board meeting with suggestions to bring back in the founder and first Commandant Chuck Baldwin	○ None required.
○ Old Business	○ None	○ None required.
○ New Business	None	○ None required.
○ Public Comment	○ None	○ None required
○ Executive Session	○ Motion to go into Executive Session: ○ First: General Vavala ○ Second: Helen Barbato ○ Vote: 6:58pm ○ Entered executive session at 8:08 hours ○ Motion to come out of executive session: ○ First: General Vavala ○ Second: Helen Barbato ○ Vote: Affirmative – Unanimous ○ Returned to regular meeting at 8:08 hours	○ None required.
○ Next Board Meeting	○ The next Board meeting will be Monday, September 26, 2023	

<ul style="list-style-type: none">○ Adjournment	<ul style="list-style-type: none">○ Hearing no additional business, Chairperson Kahrs called for a motion to adjourn the July DMA Board meeting:○ First:○ Second:○ Vote: Affirmative – Unanimous○ Adjourned hours	<ul style="list-style-type: none">○ None required
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Respectfully Submitted /s/ *Jennifer Zelvin McCloskey*