

**DMA Board Meeting Minutes**  
**Date: November 1, 2023**  
**Start Time: 1800 hours**  
**Adjourn Time: 19:16 hours**  
**Meeting Duration: hours 0 minutes**

**Present:** Mike Berardi, Brian Rostocki, Heath Kahrs, Helen Barbato, Ken Gatson, Jennifer McCloskey, Glen DiEleuterio, General Frank Vavala; Sharon Kurfeurst, Nicole Krajewski, Don McLamb; Ken Gatson, Scott Green (teacher rep); LCDR Butler (Naval Science Rep)

**Absent:** Zane Gordy

**Guest:** (see sign in sheet)

TOPIC	DISCUSSION	ACTION
○ Call to Order	<ul style="list-style-type: none"> <li>○ At 18:02 hours, Chairperson Berardi called the October (on Nov 1) DMA Board meeting to order. Following the Pledge of Allegiance and a Moment of Silence.</li> <li>○ Mike Berardi welcomed the public and indicated that there is a sign in sheet and if the public would like to speak, please sign in an indicate as such. Each person who will speak will have 2 minutes for their remarks.</li> </ul>	○ None required
○ Public Comments		
○ Secretary's Report	<ul style="list-style-type: none"> <li>○ The secretary's report for September distributed for approval.</li> <li>○ First: Vavala</li> <li>○ Second: McCloskey</li> <li>○ Vote: unanimous – approved</li> </ul>	○ None Required
○ Chairperson's Report	<p>Chairperson Berardi:</p> <ul style="list-style-type: none"> <li>• The Board is fully supported of Sharon Kurfeurst and LCDR Butler and what entire faculty is doing with school. We heard the comments tonight and heard positive comments as well.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Unsolicited, every member of faculty signed a statement applauding what Kurfurst and Butler have accomplished in past 8 weeks. They are doing what the board has asked them to do, which is to be following and in compliance with what the charter was founded on 20 years ago. Berardi promised Charles Baldwin, the founder of DMA, that we will continue the legacy and vision that he founded this school on 20 years ago. We understand that there are issues, and we can always improve.</li> <li>• In June 2023, the Commandant resigned and there was no head of school. The Board needed to find someone to run the school. Given the timing of the resignation, the Board decided to hire interim head of school for year, while simultaneously finding someone to continue the DMA legacy long term. DMA did advertise to find candidates, received a handful of candidates, and decided to hire Sharon, Sharon could not be better qualified. She is a parent of two DMA graduates past board member, past chair of the Board, has a doctorate in education, teaches at a local university, and is certified in change management. We acknowledge that changes to processes and management is not easy. The Board was fortunate that Sharon agreed to take on this one-year commitment and the Board thought it was a good thing.</li> <li>• In July 2023, Sharon immediately works with faculty to ensure smooth transition, worked with the DE Charter School Network, Red Clay Board of Education and the State of Delaware to comply in all aspects. We believe have that Sharon has done an amazing job to get school back to what Mr. Baldwin would want it to be. We thank Sharon, LCDR Bulter, the faculty and staff, as change is never easy.</li> <li>• To give an update on search for the full-time head of school, the Board will be hiring a search firm to help find the best candidate. We currently have it narrowed down to two search firms and will make selection before Thanksgiving. This search firm will go out and find and vet candidates. We will be including the faculty, administration, coaches, and parents in this selection process.</li> </ul>	

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	<p>The plan is to have the candidate in seat in the late spring early summer 2024. We will share additional details as they become available.</p> <ul style="list-style-type: none"> <li>• Governance training is needed the for board. It is required every 3 years. Berardi is working to find options to be accomplish, we revisit with potential option next board meeting.</li> <li>• For the next board meeting, Berardi will that the finalize committee and committee chairs listing and board listing.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Commandant's Report</li> </ul>	<ul style="list-style-type: none"> <li>• The commandant's report – see report previously provided.</li> </ul> <p>Highlights for the KPI packet:</p> <ul style="list-style-type: none"> <li>• Completed September 30 unit count-submitted and approved by 9/30. Thank you to Mrs. Taylor for pulling the data together.</li> <li>• PSAT on 10/18, 10/30 was the make up day.</li> <li>• Delaware College Fair held on site at DMA; Mr Grant orchestrated DE colleges hosted here, had trade schools here too. This is in addition to the larger college fair held at the University of Delaware which is also open to all DMA cadets. Cadets were provided unit service to encourage attendance.</li> <li>• DMA participating in Principal for a Day Program. DMA hosted Jane Busillo from Agilent Technologies on November 1<sup>st</sup>. Ms. Busillo's personal interest is in STEM programming, and she chose DMA to learn specifically about our math and science programs. DMA will continue the partnership with Agilent over time to help fundraising for STEM activities.</li> <li>• College application week was held the week of 10/23. Common application deadline is November 1. Thank you to Mrs. Certesio and Mr. Grant for all their hard work with the cadets.</li> <li>• Upcoming: DMA will be hosting a blood drive, coordinated by the NHS, on December 12<sup>th</sup>. The drive will be open to cadets and their families and will support the Blood Bank of Delmarva, with all blood collected benefitting Delawareans. To control the</li> </ul>	<p>None required</p>

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	<p>volume of donors and since this is the first time doing this event, the donors will be those that have relationships with the cadets.</p> <ul style="list-style-type: none"> <li>• NHS will also be setting up a mini-library for cadet use in honor of Jenny Aunet. This idea was developed by NHS members in lieu of DMA having its own lending library. Donations for books will be accepted and the NHS will manage the mini-library.</li> <li>• The DMA Faculty contributed the planting of tree and plaque for Jenny Aunet’s 10 years of service. This is at the picnic tables by dome. Plans for recognition will be at an upcoming morning parade.</li> <li>• Administrative updates: Policies for revision: <ul style="list-style-type: none"> <li>• Choice process open November 6<sup>th</sup>-revised the essay question. Also, we are revising interview questions and rubric for interviews. The staff was asked to submit questions they believe are important to ask/include in the interview process.</li> <li>• Revising athletic and extracurricular policy eligibility: the current policy that is in place is not consistently applied. This policy needs to be reexam to make sure it’s appropriate for today’s practices.</li> <li>• Developing a policy to comply with Title 14, Section 745 of the Delaware Administrative Code regarding criminal background checks for volunteers; DMA currently has no policy or procedure for compliance and is not meeting the regulation.</li> <li>• Policy for request to new clubs/extracurricular activity: Currently there is no policy/procedure in place for a cadet and/or faculty to request to start a new club or extracurricular activity. Policy and procedures have been drafted and are being piloted. Currently there are two requests from cadets for new clubs that have been approved – Black Student Organization and Card Club. Both have faculty sponsors.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Open house was held on October 21. Attendance was down by approximately 80 families; however, this has been made up with the addition of private tours this year. Slots for private tours filled up within 48 hours of posting; additional tour slots being added to accommodate additional requests from interested 8<sup>th</sup> graders.</li> <li>• The situation with the girls' volleyball continues to be managed with both DMA's insurance company, worker's compensation through Red Clay, and legal counsel. Coach remains out on medical leave. Volleyball has been able to return to home game play using alternative equipment approved by the insurance company.</li> <li>• Spirit week and homecoming was well attended. There were two incidents that were follow up with investigations. LCDR Butler and Sharon have concluded those investigations. Cadets were rewarded for good behavior with two dress down days.</li> <li>• In conjunction with Keller Williams Real Estate, DMA is working with the Keller Williams Cares on a potential sports scholarship program. Additional details will be provided once a final determination has been made on path forward.</li> <li>• The volleyball made playoffs. The field hockey also made playoffs but were defeated by Archmere today; waiting to hear about football.</li> <li>• Three cross country runners earned All-Conference honors this season: Laureana McCann 1<sup>st</sup> team, Arabella Brownlee, 2<sup>nd</sup> team, and Aiden Leary, 2<sup>nd</sup> team.</li> <li>• The Veteran's Breakfast is November 9<sup>th</sup>. This breakfast is by cadet invitation to the veterans for their service. Military dining out is on December 7<sup>th</sup> at Hockessin Memorial Hall.</li> <li>• KPI's have been distributed- There is an attendance variance since September, this does not include late buses – Summary ytd is consistent with September to October.</li> <li>• Absences unexcused, not reflective of excused; stable from September to October. Starting to see basic fall issues, i.e. upper respiratory, allergies, etc.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Discipline issued to date-out of RAP system (discipline system): 105 issues, 22 detentions since beginning of school year, most in October; 15 needed extra military instruction; 11 Suspensions; 4 conferences. Discipline issued reasons: repeated lateness; academic dishonesty; class disruption; unauthorized cell phone use; skipping/cutting class; disrespectful behavior/insubordination; fighting/bullying. Minimal episodes of: PDA, Vaping, Dress Code Violations, Failure to Comply with Issued Discipline. Faculty has been assisting with preventive strategies with vaping this year. There was a significant concern in the Spring 2023. Only had one disciplinary action with vaping this school year.</li> <li>• Some cadets are struggling in courses; special ed teachers have been staying after school assisting those with and without IEP/504 plans. Percentage failing 1 or more classes: 4% of 9<sup>th</sup> grade; 6.5% of 10<sup>th</sup> grade; 5.7% of 11<sup>th</sup> grade; 8.5% in 12<sup>th</sup> grade. <ul style="list-style-type: none"> <li>• Looking at schedule for second marking period to see if any changed need to be made to cadet's classes.</li> </ul> </li> <li>• Staffing open position, unchanged since last one, one NSI is open and will be filled in 2024-2025 school year.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Treasurer's Report</li> </ul>	<p>Treasurer's Report: Report Provided by Don McLamb Financials of 9/30</p> <ul style="list-style-type: none"> <li>• Spent 25% of budget of year.</li> <li>• Prelim to actual-revenue rec'd ytd \$5mil-58% of budget, \$4.4 mil of prior period</li> <li>• Exped: 25% of budget- 24 % of budget incurred, 50K less than budget.</li> <li>• Revenue vs expenses: Finance committee met. They reviewed anything with a variance, rationalized why occurred. Ken provided detail and committee comfortable with what was provided.</li> </ul>	None required

	<ul style="list-style-type: none"> <li>The audit for school year 2022-2023, year ending 6/30/2023 was completed. The auditors were not able to make the October Board meeting date change and will be at the November Board meeting.</li> </ul> <p>Motion to approve accept the budget.  First: Vavala  Second: DiEleuterio  Vote: unanimous – approved</p>	
○ Finance Committee	<ul style="list-style-type: none"> <li>Met on 10/23 developed a calendar of meetings. Scheduled to meet 6 times from now until June 2024. Schedule will be adjust as needed.</li> <li>Reviewed September statement with Citizen Oversight Committee. The committee walked through committee members; more members needed. Looking to review what additional member will be added. They will work with Ken to identify teacher and member of public.</li> <li>Nov 20 next meeting, hope to have citizen committee established at that time.</li> </ul>	○ None required.
○ Governance Committee	<p>Brian Rostocki is the new Chair of this committee.</p> <p>There were edits made to the bylaws:</p> <ul style="list-style-type: none"> <li>Corporate bylaws updated.</li> <li>Currently states that Chair and Vice Chair of the Board can't run standing committees. This has been eliminated.</li> <li>Allow Chair of the Board to stay on for an additional one-year term, regardless of term limits in bylaw.</li> <li>Clearly differentiating “voting directors” vs “non-voting directors.”</li> </ul> <p>This will be put to a vote at the November Board meeting.</p>	○ None required.
○ Academic Excellence Committee	<ul style="list-style-type: none"> <li>No Report, need to get together to define focus of committee and will boost membership with teacher involvement</li> </ul>	○ None required.

<ul style="list-style-type: none"> <li>○ 20<sup>th</sup> year Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ Meet two weeks ago. The 20<sup>th</sup> Anniversary will be recognized at AMI on February 15, 2024. The guest list is being finalized. We hope to see community and parent representations.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>○ Selection committee</li> </ul>	<ul style="list-style-type: none"> <li>○ Currently two firms in consideration- part of Chairperson's report</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>○ Alumni Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ Committee will meet in November.</li> <li>○ Athletic director has asked to meet with this committee and will do so in November.</li> <li>○ Software coming due, need to evaluate if this software is needed.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>○ Old Business</li> </ul>	<ul style="list-style-type: none"> <li>○ None</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>○ New Business</li> </ul>	<ul style="list-style-type: none"> <li>○ Internet safety policy <ul style="list-style-type: none"> <li>○ Reviewed and accepted as policy</li> </ul> </li> <li>○ First: McCloskey</li> <li>○ Second: DiEleuterio</li> <li>○ All in favor</li> <li>○ Adjourned 19:16pm</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>○ Executive Session</li> </ul>	<ul style="list-style-type: none"> <li>○ Motion to go into Executive Session: 1935 hours</li> <li>○ First: DiEleuterio</li> <li>○ Second: Vavala</li> <li>○ Vote: unanimous - approved</li> <li>○ Entered executive session at 1935 hours</li>   <li>○ Motion to come out of executive session:</li> <li>○ First: Kahrs</li> <li>○ Second: Barbato</li> <li>○ Vote: Affirmative – Unanimous</li> <li>○ Returned to regular meeting at 20:25 hours</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>○ Next Board Meeting</li> </ul>	<p>The next Board meeting will be <b>Monday, November 27, 2023</b></p>	<ul style="list-style-type: none"> <li>○</li> </ul>



<ul style="list-style-type: none"><li>○ Adjournment</li></ul>	<ul style="list-style-type: none"><li>○ Hearing no additional business, Chairperson Berardi called for a motion to adjourn the October (held on Nov 1) DMA Board meeting:</li><li>○ First: Kahrs</li><li>○ Second: Barbato</li><li>○ Vote: Affirmative – Unanimous</li><li>○ Adjourned 20:25 hours</li></ul>	None required
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Respectfully Submitted /s/ *Helen Barbato*