

**DMA Board Meeting Minutes**  
**Date: April 22, 2024**  
**Start Time: 18:00 hours**  
**Adjourn Time: 7:40 hours**  
**Meeting Duration: 1 hour 40 minutes**

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

**Absent:** Zane Gordy

**Guest:** N/A

TOPIC	DISCUSSION	ACTION
<ul style="list-style-type: none"> <li>• Call to Order</li> </ul>	<ul style="list-style-type: none"> <li>○ At 18:00 hours, Chairperson Berardi called the April DMA Board meeting to order. Following the Pledge of Allegiance and a Moment of Silence.</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>• Public Comments</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<ul style="list-style-type: none"> <li>• DE Charter School Update</li> </ul>	<ul style="list-style-type: none"> <li>• Kendall Massett, who is the Director of the DE Charter School Network, gave a DE Charter School update.               <ul style="list-style-type: none"> <li>○ There are 23 charter schools across the state of Delaware with about 18,400 students.</li> <li>○ Currently, the DE Charter School Network is advocating House Bill 354, which is a bill brought to States across the country for active military (military, DE National Guard, reserve component of the US Military) parents to receive preference in charter school or choice schools in the district that they reside.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Ken Gatson has assisted Kendall with meeting legislators and to have more legislators in schools.</li> <li>○ There is a leadership bill that wants to change the law that all charter school leaders are certified teachers, have higher education experience, or a master’s in education. This is not needed to head a charter school.</li> <li>○ DMA is leading best practices with their financial practices and their board members. DMA has a teacher on the board and parent representation.</li> <li>○ DMA’s starting salary are above what the state would like to start their new teachers. DMA is thinking about their highest need, which is staff. <ul style="list-style-type: none"> <li>○ In 2018, DMA started the Longevity and Loyalty bonus structure, which is above and beyond the salary. The Charter School of Wilmington has the highest salary with DMA closely behind them.</li> </ul> </li> <li>○ May 4 is “Ivy Awards,” which is the “Charter Prom.”</li> <li>○ May 11-17 is Charter School Week.</li> <li>○ Kendall is providing a one-pager to understand charter school funding.</li> <li>○ Kendall also shared two books with the Board, a book on Board Meeting best practices, and a leadership book for the new leader.</li> <li>○ August 1 is the Charter School Summit, and the keynote speaker is the author of the leadership book.</li> </ul>	

TOPIC	DISCUSSION	ACTION
<ul style="list-style-type: none"> <li>• Secretary's Report</li> </ul>	<ul style="list-style-type: none"> <li>• The secretary's report for March meeting distributed for approval.</li> <li>• First: Vavala</li> <li>• Second: Krajewski</li> <li>• Vote: unanimous – approved</li> </ul>	<ul style="list-style-type: none"> <li>○ None Required</li> </ul>
<ul style="list-style-type: none"> <li>• Chairperson's Report</li> </ul>	<p>Chairperson Berardi:</p> <ul style="list-style-type: none"> <li>○ Chairperson Berardi took the time to thank the students, faculty, administrative staff, and parents for helping to make the site visits for the Head of School candidate a success.</li> <li>○ There will be a vacant board seat for next year, and the Board will be working on the Executive Committee for next year.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Commandant's Report</li> </ul>	<p><b>ACADEMIC AND PROGRAMMATIC UPDATES:</b></p> <ul style="list-style-type: none"> <li>• Academic Review Boards (ARBs) have been conducted with 3 seniors in danger of failing a required course for graduation; 12 additional ARBs are scheduled for the week of April 22nd with underclassmen in danger of failing 2+ classes and/or at risk for non-advancement to the next grade level.</li> <li>• Members of the Department of Education visited DMA on April 17th for their annual visit; during this visit, DMA was informed that it has been out of compliance with its practice of not returning students for academic failure to advance to the next grade level. Since the visit on April 17th, this policy/practice has been rectified and will be adhered to moving forward.</li> <li>• The SAT and PSAT 10 tests were administered to cadets on March 26th.</li> <li>• DMA now has 4 cadets with academy appointments: <ul style="list-style-type: none"> <li>○ Brett Cressman – US Air Force Academy</li> <li>○ Zakary Ward – US Naval Academy</li> <li>○ Alexandra Pullella – US Merchant Marine Academy</li> <li>○ Evan Cillo – West Point</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ None Required</li> </ul>

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	<ul style="list-style-type: none"> <li>• 7th graders from Nativity Prep will be onsite May 2nd for a shadow day as we continue to further develop our collaborative relationship.</li> </ul> <p><b>ADMINISTRATIVE UPDATES:</b></p> <ul style="list-style-type: none"> <li>• Sewer pump issue permanent correction is underway. Landmark Engineering has begun the necessary work to prepare to add capacity to the current septic system.</li> <li>• Planning for creation of 1 additional classroom over the summer with cost not to exceed \$100K has been completed; construction to begin June 13th with classroom anticipated to be completed before the start of the 2024-25 academic year.</li> <li>• Agreements for teachers returning next year are being completed and will be ready for distribution in late May.</li> <li>• Comprehensive policy and procedure manual is now 90% complete; will be 100% complete by May 31st and ready for the 2024-2025 academic year.</li> </ul> <p><b>JROTC UPDATES:</b></p> <ul style="list-style-type: none"> <li>• DMA has officially received Distinguished Unit status following this year's AMI. In addition, DMA will be recognized for having the most cadet service hours of all NJROTC programs in Region IV.</li> </ul> <p><b>UPCOMING:</b></p> <ul style="list-style-type: none"> <li>• April 25th – National Honor Society Induction Ceremony</li> <li>• April 30th – 4th marking period interim grades distributed.</li> <li>• May 2nd – Nativity Prep 7th grade visit</li> </ul>	

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• May 3rd – Prom</li> <li>• May 6th – NJROTC Award Ceremony</li> <li>• May 13th – Academic Awards Ceremony</li> </ul> <p>ITEMS REQUIRING BOARD AWARENESS AND/OR APPROVAL:</p> <ul style="list-style-type: none"> <li>• New classroom – cost from minor cap not to exceed \$100K (awareness only)</li> </ul>	
<ul style="list-style-type: none"> <li>• Treasurer’s Report</li> </ul>	<p><b>Treasurer’s Report: Report Provided by Don McLamb Financials of 4/30/2024</b></p> <p>Revenue</p> <ul style="list-style-type: none"> <li>• 75% through the fiscal budget year</li> <li>• 92.8% of Budgeted Revenue collected. That’s 3% or \$224,000 higher than last year to date.</li> <li>• State &amp; Local funding is budgeted at approximately \$7.4 million, and we have collected YTD approximately \$7.3 million. We expect some miscellaneous revenue items will be collected by the end of the fiscal year.</li> <li>• Navy aid: full year aid budget revenue is approximately \$280,000. <ul style="list-style-type: none"> <li>○ YTD collected \$83,240, approx. \$200,000 under annual budget; low on Navy instructors led to this lower amount.</li> </ul> </li> <li>• Admin. &amp; Fundraising revenue: Enrollment letters have only gone out to Freshmen Cadets which explains lower collections. The McDonald Foundation grant will help offset the decrease in Cadet enrollment fees. We expect the combination of these revenue lines to be close to budget at year-end.</li> </ul> <p>Expenses</p>	None required

	<ul style="list-style-type: none"> <li>• 73.9% of budget expenses spent. Approximately \$20,000 higher than last year. YTD net income is \$205,000 or 15% better than YTD 2023</li> <li>• Legal expenses are approximately \$11,500 ytd over budget, but \$13,000 under full year budget.</li> <li>• Athletic expense is a new line. <ul style="list-style-type: none"> <li>○ \$117,000 ytd</li> <li>○ Revenue \$44,000-45,000</li> <li>○ Revenue-Expenses is costing DMA \$73,000</li> </ul> </li> <li>• Building improvement expenses over \$17,000, may be more by the end of the year.</li> <li>• \$100,000 budgeted for additional classroom (not to exceed) <ul style="list-style-type: none"> <li>○ Projected scheduled to start on June 13, 2024</li> </ul> </li> <li>• Sports account has a zero balance. <ul style="list-style-type: none"> <li>○ Sports revenue is in a separate account and moved the money to the operating budget in April 2024</li> <li>○ Winter coaches will be paid in April 2024</li> <li>○ Sports boosters club haven't file taxes, need to file another return.</li> </ul> </li> <li>• No unexpected expenses projected that the next 3 months will come in at or below budget.</li> </ul> <p>First: Vavala  Second: McCloskey  Vote: unanimous – approved</p>	
<ul style="list-style-type: none"> <li>• Finance Committee</li> </ul>	<p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Did not meet in April 2024, next meeting is on May 13, and last meeting for this school year is June 17</li> </ul> <p><b>Citizens Board Oversight Committee (CBOC)</b></p> <ul style="list-style-type: none"> <li>• Did not meet in April 2024</li> <li>• Ken provided transaction from January-March 2024 for the Committee to review during the next meeting</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>

<ul style="list-style-type: none"> <li>• Governance Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting 1<sup>st</sup> or 2<sup>nd</sup> week of May</li> <li>• One vacancy on the Board</li> </ul>	<ul style="list-style-type: none"> <li>○ None required.</li> </ul>
<ul style="list-style-type: none"> <li>• Academic Excellence Committee</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</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>• Two site visits held this month, both days went very well and were very productive.</li> <li>• Will have a decision over the next week or so with the new Head of School</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>• No report, but engaging some of the current teachers who are alumni</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>• N/A</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>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• None required.</li> </ul>
<ul style="list-style-type: none"> <li>• Executive Session</li> </ul>	<p>Start: 6:53 End: 7:35 Motion to come out from Executive Session</p> <ul style="list-style-type: none"> <li>• First: Barbato</li> <li>• Second: Rostocki</li> </ul> <p>Motion to approve the retention of Candidate A and to negotiate the agreements of employment with Candidate A:</p> <ul style="list-style-type: none"> <li>• First: Barbato</li> <li>• Second: McCloskey</li> <li>• Abstention: Vavala</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, May 20, 2024.</b></p>	
<ul style="list-style-type: none"> <li>• Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>• First: Berardi</li> <li>• Second: McCloskey</li> <li>• Vote: Affirmative – Unanimous</li> </ul>	<p>None required</p>

	<ul style="list-style-type: none"><li>• Adjourned 19:40 hours</li></ul>	
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Respectfully Submitted /s/ *Helen Barbato*