

DMA Board Meeting Minutes
Date: May 20, 2024
Start Time: 18:00 hours
Adjourn Time: 20:01 hours
Meeting Duration: hour 0 minutes

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

Absent: Zane Gordy, Glen DiEleuterio, General Frank Vavala

Guest: N/A

TOPIC	DISCUSSION	ACTION
<ul style="list-style-type: none"> • Call to Order 	<ul style="list-style-type: none"> • At 18:00 hours, Chairperson Berardi called the May DMA Board meeting to order. Following the Pledge of Allegiance and a Moment of Silence. 	<ul style="list-style-type: none"> ○ None required
<ul style="list-style-type: none"> • Public Comments 	<ul style="list-style-type: none"> • N/A 	
<ul style="list-style-type: none"> • Secretary's Report 	<ul style="list-style-type: none"> • The secretary's report for April meeting distributed for approval. • First: McLamb • Second: McCloskey <ul style="list-style-type: none"> ○ Vote: unanimous – approved 	None Required
Chairperson's Report	Chairperson Berardi: <ul style="list-style-type: none"> • Chairperson Berardi said that he has heard positive comments about the new Head of School, Dan Newcott. Sharon and Dan have met to map out a transition plan. • The Governance Committee will announce the new board members and the Executive Committee in Governance update. • Looking forward to continuing to keep the military focus at the center of all that we do. 	<ul style="list-style-type: none"> ○

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<ul style="list-style-type: none"> Commandant's Report 	<p>ACADEMIC AND PROGRAMMATIC UPDATES:</p> <ul style="list-style-type: none"> Academic Review Boards (ARBs) and/or individual parent meetings were conducted with 12 underclassmen in danger of failing 2+ classes and/or at risk for non-advancement to the next grade level. New Cadet Orientation for the incoming Class of 2028 was held on April 27th. There is currently 138 incoming Freshman from the original invitation list; aiming for a class of 150 – have begun to tap the waitlist which is primarily comprised of out of district students with an interview score below 21. 7th graders from Nativity Prep were onsite May 2nd for a shadow day. The students observed morning parade, shadowed in the classrooms with a cadet mentor, and had the opportunity to ask questions about cadet life at DMA. Transition plan for new Head of School developed and scheduled for multiple days in June. <p>ADMINISTRATIVE UPDATES:</p> <ul style="list-style-type: none"> Sewer pump issue permanent correction is underway. Landmark Engineering has begun the necessary work to prepare to add capacity to the current septic system; easement has been verbally agreed upon by Cirillo with legal paperwork being prepared by Tarabicos-Grosso. Anticipate project to begin in June and end in October. There will be minimal impact to daily school operations during this time. Creation of 1 additional classroom over the summer with cost not to exceed \$100K will begin June 13th with anticipated completion in August. 	<ul style="list-style-type: none"> None Required

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	<ul style="list-style-type: none"> • All DEMA required documentation is submitted and accepted for this school year; annual infrastructure assessment, due September 1, 2024 has also been completed in advance. • Agreements for teachers returning next year are being completed and will be ready for distribution in late May; revised agreement has been drafted and approved by Carolyn Pelligrini of Saul Ewing. • Comprehensive policy and procedure manual is now 100% complete. • NJROTC Award Ceremony, Junior Ring Ceremony, and Academic Awards Ceremony have all been held since last meeting. • Prom was held on May 3rd; there were no issues. <p>JROTC UPDATES:</p> <ul style="list-style-type: none"> • Cadet Change of Command Ceremony was held on May 16th; the new regimental command is now in place for the 2024-25 school year. <p>UPCOMING:</p> <ul style="list-style-type: none"> • May 29th – Athletic Awards Ceremony • May 30th – Senior Bell Ringing/Last Senior Day; Underclassmen Picnic • June 5th – Graduation • June 7th – Last Cadet Day • June 12th – Last Teacher Day; Staff End-of-Year Luncheon 	

<ul style="list-style-type: none"> • Treasurer’s Report 	Treasurer’s Report: Report Provided by Don McLamb	
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	<p>Financials of 4/30/2024</p> <p>Revenue</p> <ul style="list-style-type: none"> • 83% through the fiscal budget year, 10 out of 12 months • 94.1% of Budgeted Revenue collected. That's 1% or \$113,000 higher than last year to date. • Navy aid: full year aid budget revenue is approximately \$280,000. <ul style="list-style-type: none"> ○ YTD collected \$144,240, approx. \$135,760 under annual budget; expecting another \$60,000 will be collected by the end of the fiscal year. If we collect the expected amount, Navy aid will finish year approximately \$76,000 under budget due to less Navy instructors. • Admin & Fundraising revenue: In combination, they are \$120,000 under budget for the full year amount. We expect the gap between Budget & Actual will decrease since reenrollment letters were sent and school year is ending. • The lunch budget remains under full year budget by \$57,000 but also less related expenses. <p>Expenses</p> <ul style="list-style-type: none"> • 82% of budget expenses were spent YTD. Approximately \$160,000 higher than last year. YTD net income is \$770,000 or 5.6% lower than YTD 2023 • Legal expenses are approximately \$13,000 under full year budget. • Athletic expense is a new line. <ul style="list-style-type: none"> ○ \$133,000 ytd ○ Revenue \$64,000, received \$20,000 revenue increase since the last board meeting ○ Revenue-Expenses is costing DMA \$70,000 • Projections are better than budget by \$20,000-\$30,000 • Donation of about \$11,000 from the estate of Dennis Rochford <p>First: Kahrs Second: Krajewski Vote: unanimous – approved</p>	None required
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<ul style="list-style-type: none"> • Finance Committee 	<p>Finance Committee</p> <ul style="list-style-type: none"> • Met on May 13, 2024 <ul style="list-style-type: none"> ○ Committee reviewed the April 30, 2024, financials. Discussed variances and were comfortable with the variances. ○ Reviewed projections ○ 990 Tax return was reviewed and filed ○ Ken is reviewing Grants to ensure they are expensed or encumbered by end of the fiscal year ○ Technology expenses reviewed; sewer project costs were reviewed; teacher contracts will be renewed for next school year ○ There was an expense for ATI, for athletic trainer, for 4-5 months totaling approximately \$5,000 from last school year that was not paid by Boosters. School paid this year. ○ 2024 Loyalty and Longevity (L&L) Bonus program reviewed: <ul style="list-style-type: none"> ○ Program established to reward staff members for their L&L and for being good stewards of DMA’s budget. <ul style="list-style-type: none"> ▪ For 2024, DMA had approximately \$486,000 in one-time expense items. If these items were not incurred, DMA would have a approx. \$200K surplus. ▪ Given the one-time expense items and our local reserve balance at the State, we recommend the Loyalty and Longevity Program is funded for 2024. <ol style="list-style-type: none"> 1. \$65,000 total amount for staff bonuses with no Head of School bonus, since not in contract. ▪ Allocating funds should be based on program calculation and consistent with prior years. <p>First: McLamb Second: Kahrs Vote: unanimous – approved</p> <ul style="list-style-type: none"> • Next meeting June 17, 2024 	<ul style="list-style-type: none"> • None required.
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	<p>Citizens Board Oversight Committee (CBOC)</p> <ul style="list-style-type: none"> • Next meeting May 23, 2024 • Will review April statements 	
<ul style="list-style-type: none"> • Governance Committee 	<ul style="list-style-type: none"> • Met on May 13, 2024 • Recommending filling the two board vacancy seats with the following new board members for 2024-2025 school year: <ul style="list-style-type: none"> ○ Jelena Batula has a current 9th and 10th grader. She has a banking background and a connection to fundraising. ○ Chris Kenny is the owner of the Kenny Family Shop Rites of DE. He has a presence in the community and a military school background. He is committed to the stated values and purposed of DMA. <p>First: Rostocki Second: Kahrs Vote: unanimous – approved</p> <ul style="list-style-type: none"> • Bylaw amends: Changing “Commandant” to “Head of School.” • The Executive Committee for the 2024-2025 School year are as follows: <ul style="list-style-type: none"> ○ Chair: Brian Rostocki ○ Vice Chair: Jennifer McCloskey ○ Secretary: Helen Barbato ○ Treasurer: Don McLamb <p>Motion to approve the Executive Committee for the 2024-2025 school year First: Kahrs Second: Berardi Vote: unanimous – approved</p> <ul style="list-style-type: none"> • Student involvement in the Board meeting <ul style="list-style-type: none"> ○ Elected class President will submit a report to the Head of School and Board. Then it will be determined if there is a need to be present and speak at the next Board meeting. 	<ul style="list-style-type: none"> ○ None required.

	<ul style="list-style-type: none"> ▪ Motion will be brought for a vote in the 2024-2025 next school year 	
<ul style="list-style-type: none"> • Academic Excellence Committee 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None required.
<ul style="list-style-type: none"> • Selection committee 	<ul style="list-style-type: none"> • The new Head of School for DMA is Dan Newcott. Dan has signed his contract and will begin on July 1, 2024. The Selection Committee will work with Dan and Educator’s Collaborative on the leadership trainings for this next year. 	<ul style="list-style-type: none"> • None required.
<ul style="list-style-type: none"> • Alumni Committee 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None required.
<ul style="list-style-type: none"> • Old Business 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None required.
<ul style="list-style-type: none"> • New Business 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None required.
<ul style="list-style-type: none"> • Executive Session 	<p>Motion to go into Executive Sessions</p> <ul style="list-style-type: none"> • First: Heath • Second: McCloskey <p>Start: 18:48 End: 20:01</p> <p>Motion to come out from Executive Session</p> <ul style="list-style-type: none"> • First: Krajewski • Second: Rostocki 	<ul style="list-style-type: none"> • None required.
<ul style="list-style-type: none"> • Next Board Meeting 	<p>The next Board meeting will be Monday, June 24, 2024.</p>	
<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • First: Kahrs • Second: Krajewski • Vote: Affirmative – Unanimous • Adjourned 20:01 hours 	<p>None required</p>

Respectfully Submitted /s/ *Helen Barbato*