

DMA Board Meeting Minutes
Date: October 28, 2024
Start Time: 18:01 hours
Adjourn Time: 19:25 hours
Meeting Duration: 1 hour 25 minutes

Present: Brian Rostocki, Mike Berardi, Helen Barbato, Ken Gatson, Dan Newcott, Nicole Krajewski, Glen DiEleuterio, Scott Green, Jennifer McCloskey, CAPT Dan Bates

Absent: Jelena Batula, Don McLamb

Via Zoom: Chris Kenny

TOPIC	DISCUSSION	ACTION
<ul style="list-style-type: none"> • Call to Order 	<ul style="list-style-type: none"> • At 18:01 hours, Chairperson Rostocki called the October 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 September meeting distributed for approval. • First: McCloskey • Second: Rostocki <ul style="list-style-type: none"> ○ Vote: unanimous – approved 	None Required
<ul style="list-style-type: none"> Auditor’s Report 	<ul style="list-style-type: none"> • BTCPA completed the FY24 Audit and issued unmodified (“clean”) audit opinions on: <ul style="list-style-type: none"> ○ The governmental activities ○ Each major fund (general, capital projects, Seahawks) 	

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	<ul style="list-style-type: none"> ○ The aggregate remaining fund information (student activities) ○ The supplementary information accompanying the financial statements, including general fund, pension liability and contributions, etc. ● Results: <ul style="list-style-type: none"> ○ Internal controls systems surrounding the processing of the transactions (cash receipts, cash disbursements and payroll) are designed and operating effectively. (Sample population of 40 expenditures transactions were tested and no issues were reported.) ○ Using data extraction software, the auditors identified P-Card transactions using Benford Analysis. We tested a sample of these transactions and noted no issues. ○ No material correcting entries were detected because of our audit procedures. ○ Auditors prepared: <ul style="list-style-type: none"> ○ The financial statements ○ Schedule of expenditures of federal awards, and related notes of the Delaware Military Academy Charter School in conformity with accounting principles generally accepted in the USA based on maintained in the First State Financial (FSF) system to the modified accrual basis. ○ The conversion entities to adjust the measurement focus of the governmental fund data to the government-wide financial statements, including adjustments required record the new pensions and OPEB liabilities and the related deferred inflows and outflows 	

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	<p style="text-align: center;">of the Delaware Military Academy Charter School.</p> <ul style="list-style-type: none"> ○ Due to delays in receiving information from the State of Delaware needed for the audit, the audit report was not submitted to the State by October 1st. The report has been submitted to the State. 	
<ul style="list-style-type: none"> ● Commandant's Report 	<p>ACADEMIC AND PROGRAMMATIC UPDATES:</p> <ul style="list-style-type: none"> ● September 30th count completed and submitted ● All Federal grant paperwork has been completed and approved except for the Perkins Grant which we continue to work on. ● Mid-marking period reports were distributed 10/1 and parent/teacher conferences took place 10/10. ● Attendance update <ul style="list-style-type: none"> ● Average 95% daily attendance ● Junior attendance is the most at 96% and sophomores are the least at 95.23% daily attendance. ● Seven students are more than 5 unexcused days. ● DMA was 5th overall in 23-24 school year. ● Launch into your future week took place 10/21-10/25. Cadets/families were invited to attend a FASFA meeting on Monday evening 10/21, attend the Delaware college and career day during the school day 10/23, and the Red Clay College Fair on 10/24. ● Student Elections were held. Dan will let the President know if they need to attend Board meetings to give any updates. ● Open House for perspective cadets took place on Saturday 10/24. <ul style="list-style-type: none"> ● Changed the format this year and had 3 options for presentations this year at each hour from 9-11 AM. 	<ul style="list-style-type: none"> ● None Required

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	<ul style="list-style-type: none"> • To track registration, there was a QR code, but not widely used. The goal is to find a better way to track registration for next year. • There will be tours every Thursday from now until winter break. • Considering cadet for a day (need to be a virtual day) Shadow Day, etc. • DMA Spirit Week 10/28-11/1 with Homecoming dance 11/2. • Sports: Both volleyball and football have made it to the first round of playoffs. <p>ADMINISTRATIVE UPDATES:</p> <ul style="list-style-type: none"> • Sewer pump issue permanent correction is still underway. The facilities team and administrative team have added some preventative care initiatives to alleviate any further complications with the current system. In addition, the lawyers from DMA and the lawyers from Lewis Circle group are in constant communication to get easement signed. • SAT/PSAT baseline data. • Charter Renewal process and update <ul style="list-style-type: none"> • Submitted renewal information early, first school to submit early. Public hearing was last week, no comments. Final Charter Renewal meeting on 11/20. • Current open staff positions being recruited for: <ul style="list-style-type: none"> • 1 Spanish teacher, currently have a certified teacher substitute but not a Spanish certified teacher. <p>JROTC UPDATES:</p> <ul style="list-style-type: none"> • CAPT Bates intro – goals of this year’s program • Brief overview of new NSIs. 	

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	<ul style="list-style-type: none"> • All 4 NSIs are certified. • Vet Breakfast Update and thank you to Ms. Batula and Firsttrust Bank <ul style="list-style-type: none"> • Veteran’s breakfast is 11/6 at 7:30am. • DMA visit to the DE Air National Guard and upcoming Coast Guard trip <p>EXECUTIVE SESSION</p> <ul style="list-style-type: none"> • Legal update on sewer connection 	

<ul style="list-style-type: none"> • Treasurer’s Report 	<p>Treasurer’s Report: Report Provided by Don McLamb</p> <p>Financials of 9/30/2024</p> <ul style="list-style-type: none"> • 25% through our Fiscal Year (3 of 12 months). • Have a Preliminary Budget until state confirms our cadet numbers. <p>Revenue</p> <ul style="list-style-type: none"> • Collected 49% of Budgeted Revenue. That’s approx. 16% less than last YTD. <ul style="list-style-type: none"> ○ The decrease from last year is mainly due to timing of the receipt of our 35% of local revenue from Charter Bills. Last year we started receiving in September and this year it’s October. <p>Expenses</p> <ul style="list-style-type: none"> • Total actual expenses are 24.8% of budgeted expense. YTD Actual Expenses are approx. 1% higher than actual expenses last year. 	None required
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	<ul style="list-style-type: none"> Personnel expenses (Salary & benefits) are approx. \$60k higher than last year – mainly due to being fully staffed with exception of 1 NSI opening. <p>First: Rostocki Second: McCloskey Vote: unanimous – approved</p>	
<ul style="list-style-type: none"> Finance Committee 	<p>Finance Committee</p> <ul style="list-style-type: none"> Finance committee met on 10/24/2024. The current members of the committee attended: Nicole Krajewski, Glen Outten, Donald McLamb. Dan Newcott and Ken Gatson also attended the meeting. Committee set our 2024/2025 meeting calendar (6 meetings) Reviewed the September 30, 2024 financials and discussed items with variance to budget or last year amounts. Variances determined to be reasonable. Reviewed the June 30, 2024 audited statements which received an unqualified opinion. Noted the statements were consistent with last year and with expectations. Committee discussed School budget process and possible need for Capital Budget. Next Finance committee meeting November 14th at 4PM. <p>Citizens Board Oversight Committee (CBOC)</p> <ul style="list-style-type: none"> CBOC will be having first meeting of this fiscal year in beginning of November 	<ul style="list-style-type: none"> None required.
<ul style="list-style-type: none"> Governance Committee 	<ul style="list-style-type: none"> Meeting in November. Mike Berardi and Jelena Batula are on this committee with Brian Rostocki. <p>Motion was made to form an Ad-Hoc committee for Fundraising/PR committee.</p> <p>Motion to approve the Ad-Hoc committee for Fundraising/PR committee</p>	<ul style="list-style-type: none"> None required.

	<p>First: Rostocki Second: Krajewski Vote: unanimous – approved</p> <ul style="list-style-type: none"> • Jelena Batula will chair this committee and will work on goal setting. • Spoke about learning what other school do for development efforts, i.e., Newark Charter, CSW, private schools, etc. Exploring a development/alumni person, which could also help with the Alumni efforts. 	
<ul style="list-style-type: none"> • Academic Excellence Committee 	<ul style="list-style-type: none"> • Met on 10/17 • Members include Jennifer McCloskey, Chris Kenny, Glenn DiEleuterio, Scott Green, Deb Certesio • Reviewed Fall 2024 accountability data <ul style="list-style-type: none"> ○ Math scores are low, 15/75 ○ Data is derived from Math/English PSAT ○ Social Science State test provides the scores for Social Studies and Science ○ Incoming Freshman was rated lowest benchmark overall <ul style="list-style-type: none"> ○ Covid has contributed to this benchmark, basically missed a year of learning in 5th grade math. ○ Future meetings <ul style="list-style-type: none"> ○ Focus is to increase the math score 	<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 at</p> <ul style="list-style-type: none"> • First: Rostocki • Second: McCloskey 	<ul style="list-style-type: none"> • None required.

	<p>Start: 19:08</p> <p>End: 19:25</p> <p>Motion to come out from Executive Session</p> <ul style="list-style-type: none"> • First: Berardi • Second: DiEleuterio 	
<ul style="list-style-type: none"> • Next Board Meeting 	<p>The next Board meeting will be Monday, November 18, 2024.</p>	
<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • First: Berardi • Second: McCloskey • Vote: Affirmative – Unanimous • Adjourned 19:25 hours 	None required

Respectfully Submitted /s/ *Helen Barbato*