

Sabillasville Environmental School

Board of Directors Meeting

June 12, 6:00 PM

In Attendance: Robert Koontz, Nancy Keller, Shelby Hahn, Alicia Yocum, Dawn Getzandanner, Jeff Finch

- I. Agenda moved for approval: approved
- II. Annual Meeting Presentation: No external attendees
- III. Public Comment: No external attendees
- IV. Minutes (A. Yocum)
 - a. Approval of May Minutes—moved and approved as presented
- V. Financials (J. Finch)
 - a. Approval of April Financials—we are operating at a surplus--\$10,027 for April; for year \$125,131
 - a. Estimate ~\$140k surplus for the year
 - b. We remain liquid with \$20 in PNC account; do not anticipate activity with respect to drawing on this
 - b. SB and company were approved (via email) to conduct yearly audit—should be completed by mid-August; deadline is September 30 to FCPS
 - c. Financial reports accepted and approved
 - d. 2023-24 Budget—preliminary budget was shared—developed by looking at historical trends and personnel/costs as it sits currently
 - a. This is a first pass—need additional information from FCPS including PPA and other forms of support
 - b. He anticipates that estimated surplus of \$177k is culmination of the grant and PPA; however, this is a first pass--final version will be ready in August for BOD review
 - e. Procurement Policy Update—financial policy and procedure was adopted May 2022
 - a. In original policy we said costs of more than \$12k will require bids
 - b. We have revised to match FCPS policy to trigger bids at \$25k
 - c. BOD voted to approve
- VI. Elections (A. Yocum)
 - a. Seven applicants—reviewed through paper vetting followed by interviews
 - b. We would like to accept three people for the two open slots; this requires motion to add additional seat to board: BOD voted and approved
 - c. Further motion to accept new members as part of BOD:
 - i. Move Robert Black—voted and approved
 - ii. Move Danny Williams—voted and approved
 - iii. Move Ashley Barber—voted and approved
 - d. Nancy Keller will notify them officially
 - e. July meeting will include orientation for new board members
 - f. N. Keller and C. McCauslin terms of service end as of June 2023

VII. Principal's Report (D. Getzandanner)

a. Greenhouse/Learning Cottage

- i. End piece of greenhouse needed—framing needs to be inspected
- ii. Cottage—ready to go

b. Staffing

- i. Wayne Robertson—leaving—looking to hire—this is user and tech support (0.5 and 0.5 positions—hoping for one person)
- ii. Music position remains open—currently waiting on external transfers—17 candidates in the pool (0.6 position—hoping that next year FCPS chips in 0.4)
- iii. Speech and language pathologist will be Molly Smith-split with Catocin High and Thurmont
- iv. Kitchen serving line equipment will be replaced—new serving line will be upgrade
- v. Will have a visually impaired Kindergarten student—need to make some upgrades to ensure safety—child's visual impairment instructor will come tour the building to offer suggestions for this
- vi. Review of end of year data—see attached data
 1. Tremendous growth in reading and math-teachers and principle are to be commended for this excellent work
 2. Leadership team will evaluate the data and do a comprehensive needs assessment to create plans for students
- vii. 4 teachers requested Singapore Math PD and 2 requested MSDE
 1. These are work at your own pace courses so we can charge this year or next year—J. Finch says we can charge in either fiscal period but with surplus now is fine
 - a. Motion to approve this –BOD voted and approved
- viii. Leadership summit is next week June 20-22
 1. Comprehensive planning
 2. Creating a separate middle school handbook—based on other programs around us—helps middle schoolers feel separate and different than elementary students
 3. Teachers will have more flexibility to do additional training for reading, math, behavioral, and environmental—one week in each area that will provide a 4 week total professional rotation schedule that will go all year long
- ix. Dr. Lippy is now the POC for charter board/questions and reports
 - a. Mark Pritts will be responsible for day-to-day oversight
- x. Tree trimming is needed—we will need an outside contractor to do this
- xi. Mouse issues in the building—Principle suggests professional extermination
 1. A. Yocum suggests a yearly contract for pest control
 2. We will need to follow FCPS regs here; Principle will check with Mark Pritts to find out protocols for this
- xii. Security cameras—Principle is chasing down quotes for security cameras and install

VIII. Facilities Updates (A. Yocum)

- a. Hanover Insurance – Installation of Water Sensors—seeing uptick in claims from schools with water issues—sensor would indicate that flooding is happening—tied to custodial cell phone to give notification

- i. No cost to use—insurance company will install
 - ii. Moving forward with this
 - b. Building Assessment Proposals
 - i. Proposal from Morgan Keller and LS Grim Consulting Engineers
 - 1. Decision we make here will impact grants money below
 - 2. Ask Morgan Keller to give us a proposal for same scope of work
 - 3. Let them know that upper limit for cost is \$24,999
 - 4. A. Yocum will follow up on this
 - c. Boiler Inspection—yearly inspection; one boiler doesn't work (failed);
 - i. Surprise visit from state: we need to completely disconnect this; this has been done, we will have to be reinspected
 - ii. Will leave it in place until we need to replace
 - d. Portables—moving along, plans for ramp are still underway, this is the last hurdle
 - i. MSD has been good to work with
 - e. Facilities Money
 - i. National Alliance/USDA Grant—there is a possible connection here for funding to support facilities; not typically awarded to schools but they have leftover money from last year—grant has to be 100% building related—National Alliance will help us with grant application
 - i. Venerable LLP—work to get charter schools legislative money—they would propose for us and the budget would incorporate their fee
 - 1. Pursuing a proposal with them requires vetting for conflict of interest
 - 2. We will move forward with this
- IX. MSDE Visit (A. Yocum)—visit was very positive; FCPS has accounting staff member on site to work through questions which was helpful
 - a. There are a few additional questions that need to be answered by July
 - b. Very supportive easy to work with group
- X. Legislative Updates (G. Cox)
 - a. Unable to attend—these will be reviewed at July meeting
- XI. PTO Updates—
 - a. End of year party with 250 people—Great evening
 - b. PTO has done amazing job!
 - c. Principle indicates this is the best PTO she has ever worked with
- XII. Motion to adjourn—

Adjourned 6:58pm

Respectfully submitted,

Christine McCauslin