



First State Montessori A c a d e m y

Public Session Board Meeting

12/4/2014

7:00pm

1000 French Street, Wilmington Delaware

Governance

Present meeting minutes from October - Appendix A

Vote minutes into record (Gregg)

Gregg moved to approve the minutes. However, Katie wanted to revise the conflict of interest section and said she would provide a sentence to accommodate this change.

The October minutes will be voted and approved at the January board meeting after this change has been implemented.

Review notes from Governance Committee - Appendix B and C /

Discuss the findings of the Governance Committee (Yvonne Nass)

Yvonne, Katie, Erin, and Jessie held the initial meeting of the governance committee. The governance committee is of, by, and for the board and serves to ensure that the board is governing effectively and plans to revitalize the board with reorganization and introduction of new board members to fit specific roles.

The governance charter has been drafted and will be circulated for approval.

Chairs of finance, academic excellence, and ____ as well as representatives from the PTO and parent community will need to be elected.

Elections will be held at the first annual meeting. Legacy members may remain on the board for up to



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1 year without being elected. Board member responsibilities have been clearly outline and current members are encouraged to review these guidelines and to decide if they plan to remain on the board.

Katie moved to set the annual meeting date for March 2015 and to allow the governance committee to move forward with planning and recruiting. The board unanimously agreed to this.

Operations

Review of HOS Report for October – Appendix D (Courtney)

Courtney provided an overview of the HOS report for October.

Additional funding was received for the teacher mentoring program; the funds will go directly from the provider into the program to pay for mentors (~15 hours/teacher), professional development, and materials.

The enrollment period for the 2015-16 school year is currently open, and to date we have received the following numbers of applications:

121 applications for K

35 applications for 0 1st

26 applications for 2nd

16 applications for 3rd

14 applications for 4th

6 applications for 5th

7 applications for 6th

The performance framework was described as a reminder. Performance ratings for each school are provided annually and publicly. It would be a good



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idea to have a board committee committed to keeping an eye on these standards and making sure the board is staying on top of any responsibilities. This will fall under the academic subcommittee once the reorganized board is established.

Gregg will obtain the original performance framework that was provided at the training provided by the DOE.

Discussion on Need and Cost of Signage for the School (Hunter)

Hunter's dad is a professional artist and sign maker and has offered to create signage for FSMA at cost. The sign would be approximately 3 feet in diameter and have the FSMA logo. The board agreed that it would be nice to have the sign and that decisions around budgeting for this will be forthcoming.

Staff Documentation Status (Courtney/Sean)

Sean explained that there was some missing documentation from teachers that needed to be updated. A gap analysis was conducted to confirm what documents were needed from whom in order to have everything entered accurately and to ensure that FSMA is receiving the appropriate amount of funding per teacher.

Courtney and Sean worked over the last couple of weeks with the teachers and with Innovative Schools in order to ensure this was complete and accurate. As of today, 2 teachers were missing transcripts from graduate school, 2 teachers were missing documentation of 1 year of experience, and 1 teacher was missing documentation of 2 years of experience. The teachers are working to complete these items and this should not significantly affect the budget or funding.



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Budget

Discussion on status of 2012 and 2013 Tax Returns (Sean)

We owe 2013 taxes. The fiscal period was 7/1/13 through 6/30/14. Taxes were due 11/5/14, but an automatic 3 month extension was recommended by Katie so the board could review the taxes prior to submitting them. They will also be audited prior to filing.

The board discussed the need to have its own files maintained, separately from those of the school.

In addition, both a whistle blower and document retention/destruction policies must be created and put into place. Katie agreed to draft the whistle blower policy and Gregg will draft the document retention/destruction policy (to be reviewed and agreed upon at the next board meeting).

Status of Financial Reports – Appendix E (Sean)

The budget and all expenditures are on track. FSMA has been underspending in order to ensure a healthy budget and currently there is an 8% surplus (the required contingency is 2%).

Vote to approve modified budget (Sean)

The CBOC approved the budget and recommended board approval. The board approved the budget unanimously.

Presentation of CBOC report (if available) (Sean)

General Topics

Advisory Council Event - Appendix F (Beth/Erin)

Beth presented updates on the advisory council event, which will occur on 1/15/15 from 9-11am at FSMA.

Discuss Fund Raising Suggestion from Stapen



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Construction - Appendix G (Gregg)

FSMA was contacted and asked to send a letter to its students offering a discount for services from Stapen Construction. The board agreed that direct mailing was not appropriate, but perhaps a physical or online bulletin board offering services from those who wish to provide them could be offered. This will be further addressed at the January board meeting.

Public Comment

Adjournment