



First State Montessori Academy

Public Session Board Meeting

10/23/2014

7:30pm

1000 French Street, Wilmington Delaware

Attendance

Present: Courtney Fox, Sean Boyd, Katie McCormick, Hunter Clarke-Fields, Beth Carter, Erin Carroll, Jessie Keith, Yvonne Nass, Laura Messinger, Heather Townsend

Absent: Veena Rao, Corey Lamborn, Gregg Moist

Governance

Present meeting minutes from September (Jessie Keith) —

Revised minutes from August were brought to the meeting to be approved. They were reviewed by the Board for approval.

Present meeting minutes from September (Jessie Keith) —

The minutes from September were brought to the meeting to be approved. They were reviewed by the Board for approval.

Vote minutes into record (Sean Boyd) —

Upon review, Sean Boyd moved to approve both the August and September minutes and Jessie Keith seconded the motion,

Identify Team for Board Recruitment (Yvonne Nass) —

The Board discussed the need for various new Board committees—the first of these being a Governance Committee. Yvonne Nass, Katie McCormick, Heather Townsend and Jessie Keith offered to be on the new Governance Committee and Katie offered the use of the Young Conaway Stargatt & Taylor, LLP office for the first meeting (date TBA). Yvonne Nass volunteered to serve as the chair of the committee. One goal of the new committee is to define the roles of each Board Position as well as the general responsibilities of



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FSMA Board Members.

Board Training (Yvonne Nass) — *Yvonne suggested we invest in four hour [DANA Board Excellence Training](#) program for the entire board in the near future at a cost of \$1000.00. Courtney Fox encouraged the Board to do this soon as we transition into a governing board.*

Operations

September Head of School Report (Courtney Fox)

— *The board reviewed Courtney’s report. Courtney asked Board members to help provide tours of the school in the coming months. The report included:*

Gym Window Replacement— *With the coming winter, windows must be installed in the gym. The Board voted and approved the bid for the window installation to reach a maximum of \$13,000.00. Sean Boyd proposed the vote and Erin Carroll seconded the vote. All were in favor.*

Requirements to Support IEP Needs and Options— *Courtney asked to approve the addition of a new teacher to help support FSMA’s IEP Needs. The Board discussed the need and put the proposal to a vote. Sean Boyd proposed the vote and Hunter Fields-Clarke seconded the vote. The request was approved.*

Tech Support Needs— *Courtney stressed the need for additional technological infrastructure and support for FSMA. She requested 10,000.00 in funds to support the school’s need in this regard. After Board discussion, Sean Boyd brought the request to a vote and Laura Messinger seconded the vote. All were in favor.*



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Budget

Status of the September Financial Reports (Sean Boyd) —

The September budget was presented by Sean Boyd. The budget numbers had been corrected by Sean. Members of the CBOC were present. They indicated that they had talked with Sean, found no red flags with his modifications, and that their meeting had been beneficial. The Board voted to approve the Budget. Sean Boyd moved to approve it and Heather Townsend seconded the motion. All were in favor.

General Topics

Conflict of Interest (Katie McCormick) — *FSMA's conflict of interest policy was discussed to include the need for the Board to fully disclose any instances where payments are made to Board members by the School.*

Disclosure of Contract between FSMA and Gina Castelli (FSMA Board Member)

It was disclosed to the Board that a Board member has been retained to provide mentor services in two equal payments totally \$8,500. The first payment to be made upon documented completion of 10 hours per teacher, and the second payment to be made upon documented completion of full 20 hours per teacher. Other material terms and conditions, as well as the Board member's qualifications for the position, were disclosed and discussed.

Public Comment

Adjournment



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Comprehensive Induction Program – Plan for Meeting State Requirements

Contract for Gina Castelli

Information about state requirements:

Delivery Option #2 – FSMA is choosing to contract with a trained vendor for all mentoring services needed for teachers on an initial license to complete cycle one and cycle two of the Comprehensive Induction Program.

Title: Cycle One and Two Teacher Mentor

Job Roles and Responsibilities:

- Complete all necessary professional development for teachers in the areas of Planning and Preparation (cycle one)/ 5 hours
- Complete all necessary professional development for teachers in the areas of Classroom Environment (cycle two)/ 5 hours
- Complete 10 hours of coaching and feedback for each teacher

Total time: 20 hours for each teacher (17 teachers participating)

Payment details and timeline:

Total payment will be \$8,500 (paid out in 2 equal parts)

Part 1 will be paid upon documented completion of 10 hours per teacher

Part 2 will be paid upon documented completion of full 20 hours per teacher

*** If a teacher does not complete their hours, Gina will be paid a prorated amount for that teacher. Each teacher is worth \$500 in mentoring funds and this will be calculated against the percentage of hours completed. (Ex. if a teacher completes 15/20 hours or 75%, Gina will receive 75% of the \$500 or \$375.

Gina Castelli, Mentor _____

Courtney Fox, Head of School _____

Date: _____