

Board Meeting Minutes

2/28/2015

6:30pm to 7:30pm

1000 French Street Wilmington Delaware

Board Members Present: Courtney Fox, Gregg Moist, Sean Boyd, Veena Rao, Laura Messinger, Jessie Keith, Heather Townsend, Gregg Moist, Erin Carroll, Gina Castelli, Beth Carter, Yvonne Nass, Maribeth Low, Kristen Chastain

Board Members Absent: Katie McCormick, Corey Lamborn, Hunter Clarke-Fields

Budget (Sean Boyd)

The final budget was presented by Sean Boyd. He highlighted the front page summary of the presented budget and detailed its expenditures. We have an increase in revenue (\$80,922.00). This is because several grants were larger than anticipated and several surpluses presented themselves. FMSA revenue also exceeded The School's expectations by ~\$40,000.00. Additionally, health insurance expectations/expenses decreased because we had fewer participants than expected. Food revenue also increased.

School expenses increased. Rent increased: we had a one-time deposit, but eventually the total rent line item will go down. Training and professional development costs were increased to account for needed teacher training (+\$8,000.00).

Courtney Fox mentioned that maintenance costs will need to increase in the budget. Expenses such as snow removal, Downtown Visions support, and unexpected school upkeep must be considered. The original maintenance estimate was too low. The funds should come out of the surplus. We have under spent in most areas.

In response to Courtney Fox's maintenance cost request, Sean Boyd proposed we add \$30,000.00 the maintenance budget and subtract from surplus as an estimate of need. Gregg Moist called to approve the budget and add the \$30,000.00 to the maintenance budget. Gina seconded the vote. The Board unanimously approved.

Sean stated that FSMA's taxes for 2014 had been completed, sent, and approved.

Minutes (Gregg Moist)

Gregg Moist put forth a vote to approve minutes. Beth Carter seconded the motion. All on the Board approved.

Governance (Yvonne Nass)

Yvonne Nass developed a Board Profile Matrix with Heather Townsend. The matrix determines existing skill sets of Board members as well as identifying skills needed in new Board members. A public call for new Executive Board Members was placed and several applications for potential Board members were received. Five interviews for new Board prospectives were conducted. Applications are due by March 5th, so more interviews may be conducted.

An orientation meeting for potential members is to be held before the next FSMA Board Meeting. This will be discussed during the next Governance Committee meeting, which will be held on March 19th, 2015 at 5:00 pm.

Yvonne Nass asked how she should handle expenses for training new Board Members. She asked if there was money in the budget to accommodate Board Training. A number was discussed but not agreed upon. Sean Boyd stressed the need for a pre-approval process and set parameters for reimbursement. He said training expenses would be seen as a recruitment cost.

Angela Angeny suggested we use our non-profit status to save money.

Yvonne Nass stressed that exit interviews will be held for exiting Board members. She also stressed that we should not have family members on the Board in the future. There is no law to set this precedent, but we could put it in our bylaws. It stood as a recommendation but did not come to a Board vote.

School Report (Courtney Fox)

Courtney Fox stated that she applied for a lighting grant to supplement expensive lighting fixtures. She also said that we received a grant to send FSMA students to the Delaware Art Museum, FSMA clubs have raised \$10,000.00, and summer programs will be offered run by teachers for FSMA students.

Courtney Fox said that a FSMA staff day was held as a mid-year program that focused on professional data. FSMA staff compared classroom data and scores with the goal of investigating and improving numbers.

Additionally, a second FSMA lottery was held and audited. It was legitimate. Courtney stressed that acceptance letters had been coming in and no declines had been received. She also said that a day was planned for older new students to come in and see the school.

Courtney Fox had several personnel updates. She said that 9-12 teacher calls had been sent out for lead and assistant instructors at that level. The plan is to hire in the April/May 2015 time period.

FSMA has had several communications with the state. Courtney has worked with Secretary Murphy on matters related to charter-schools and special education. FSMA has lined up legal support for security and self-protection. It is a proactive measure. We are getting recommendations from other charter schools for support and help in identifying a good candidate for school legal support.

Courtney Fox stressed that we have a deficit with Meals Plus because payments have not arrived in a timely fashion.

Courtney Fox said that the FSMA PTO has its own bank account now.

CBOC (Courtney Fox)

Courtney Fox has been working with the school's CBOC to review financial performance frameworks to identify potential problems and get an understanding of The School's financial standing. They are also working on creating a fixed asset policy and inventory piece. The CBOC also discussed the need for a school business manager position and a needs analysis was drafted. Courtney handed out the CBOC Business Manager Needs Analysis. They are in the data collection stages to determine whether a business manager is needed. Courtney Fox wishes to lean on the CBOC more as we move forward.

Courtney Fox said that Innovative Schools is restructuring and has an onsite person that has been helping Courtney more. A good relationship is being established.

Public Comment

Gregg Moist called to vote on proposed Procedures for Public Comment at Board Meetings. Laura Messinger seconded the vote. All Board members were in favor.

Courtney Fox commented on Federal Testing of FSMA students. She stressed that the required testing will have little to no impact on our students but that FSMA will get penalized if families opt out of Federal Testing.

Adjournment