



**First State Montessori Academy, Inc.**  
**1000 N. French Street**  
**Wilmington, DE 19801**

**Board Meeting Minutes**  
**Thursday, June 23, 2016**  
**6:30 PM**

**Present:** Angela Angeny, Erin Carroll, Beth Carter, Meala Duckworth, Chanda Gilmore, Yvonne Nass, DaWayne Sims

**Absent:** Zeke Allinson, Kyara Panula, Gina Castelli, Kristen Chastain, Ryan Connell, Jed Donohue

### **Call to Order**

Yvonne Nass called the meeting to order at 6:36 p.m.

### **Minutes of Previous Meeting**

Recommendations to change some verbiage in finance committee section. DaWayne Simms motioned to approve May minutes with verbiage changes. Beth Carter seconded. No objections. Motion passed.

### **Committee Reports**

#### ***Finance***

Courtney Fox presented the monthly finances and noted that two lines were running high, which was expected. Courtney Fox added that the Odyssey of the Mind is a new line item that passes through. DaWayne Sims requested that the narrative include the overages and gains to help present a complete picture. Chanda Gilmore motioned to post the financial narrative to web. DaWayne Sims seconded. No objections. Motion passed.

#### ***Governance***

Beth Carter presented. The following members were added to the following committees:

1. Meala Duckworth: Development
2. DaWayne Sims: Development, Finance, and Governance
3. Ryan Connell: Development and Governance

Governance made three recommendations for the board to vote on:

1. The Vice Chair should float to committee meetings and become the conduit of information between committees.
  - a. Discussion ensued on the purpose of having the vice chair do this. Vote and discussion tabled until vice chair can attend.
2. Due to scheduling conflicts, the remainder of 2016 board meetings will occur on:
  - ⇒ Thursday, July 21 at 7:30 p.m.
  - ⇒ Thursday, Sept. 1 at 8 a.m. (represent August BOD meeting)
  - ⇒ Thursday, Sept. 22 at 8 a.m. (September BOD meeting)
  - ⇒ Thursday, Oct. 27 at 7 p.m. (Branches meeting)
  - ⇒ Thursday, December 8 at 7 p.m. (Branches meeting and will cover November and December BOD meetings)

- a. Rationale: Several board meetings conflict with school activities and must occur after CBOC meets, since they make budget recommendations to board.
  - b. DaWayne Sims motioned. Angela Angeny seconded. No objections. Motion passed.
  - c. Committee chairs must have minutes to Yvonne Nass by established deadline in order to give board members time to review all information. If not received by deadline, report will not be included in board packet. Yvonne Nass thanks committee chairs for cooperating and sending information on time in the past.
3. Board Secretary becomes responsible for BOD letters (including, but not limited to: resignation from the board acknowledgement, welcome to the BOD, sign in sheets, etc.), effective July 1.
- a. Chanda Gilmore requested clarification on whether this was both external and internal communications. Discussion ensued. Chanda Gilmore requested that the Governance committee provide an updated job description.

### **Head of School Report**

Courtney Fox presented Head of School report.

### **Unfinished Business**

***Board Goal Setting Survey update.*** Discussion about survey results and next steps. DaWayne Sims recommended meeting again as a collective board as an extension of the retreat. Angela Angeny will reach out to consultant, share survey data and discuss next steps in order to assist board with creating action steps.

***5-26-16 Board Meeting Evaluation Summaries.*** Discussion around purpose and how often to conduct these evaluations. Yvonne stated that board member input and attendance is critical since each member can provide critical information and to ensure a quorum. Angela Angeny stated that this is a working board thus we need to work together to get work done. DaWayne Sims stated that he wanted to underscore 1) not fair to board chair to bear responsibilities of attendance and 2) primarily goal is to function efficiently. Courtney Fox discussed importance of members regularly attending meetings in order to move conversation and goals in a productive way. Erin Carroll recommended doing quarterly evaluations as well as quarterly self-evaluations.

### **New Business**

Chanda Gilmore discussed her dissertation topic on Montessori charters.

A Learning & Collaboration Event will be held on July 28 in Dover.

### **Adjournment**

Beth Carter motioned to adjourn the meeting. Chanda Gilmore seconded. No objections. Meeting adjourned at 8:04 p.m.

Respectfully submitted by Chanda Gilmore, Secretary