



First State Montessori Academy

Board of Directors Meeting Minutes

Meeting Date: December 8, 2016

Call to order: 7:11 p.m.

Adjournment: 7:55 p.m.

Location: First State Montessori Academy

In attendance: Zeke Allinson, Angela Angeny, Erin Carroll, Beth Carter, Ryan Connell, Jed Donahue, Meala Duckworth, Courtney Fox, Chanda Gilmore, Ryan Connell, Yvonne Nass, Kyara Panula, DaWayne Sims

Regrets: Gina Castelli, Karen Grandell

Committee Minutes:

1. Review and Approval of BOD meeting minutes from October 27, 2016
 - a) Motion to approve minutes made by Chanda Gilmore
 - b) Motion Seconded by DaWayne Simms
 - c) All in Favor
 - d) Motion Passed

2. Presentation of Nov. 2016 Finance Report by Zeke Allinson
 - a) Motion to accept Finance Report made by Jed Donahue
 - b) Motion Seconded by Beth Carter
 - c) All in Favor
 - d) Motion Passed

3. Presentation of Governance Committee report by Beth Carter
 - a) BOD self-evaluations due to Yvonne Nass by 12.15.16 who will conduct phone interviews during January 2017 and report out to Governance Committee by 01.31.17.
 - b) HOS Evaluations to be conducted by BOD chair and one other board member.
 - c) BOD members are to send BOD requirements to Beth Carter who will forward to Chanda Gilmore. Chanda Gilmore will maintain record of completed requirements and include in

board package.

- d) Ryan Connell to discuss bylaw revisions with Governance Committee.
- e) Angela Angeny motioned to approve the 2016-17 strategic plan. Kyara Panula seconded. All in favor. Motion passed.

- 4. Presentation of Development Committee report by Jed Donahue and Kyara Panula
 - a) Highlighted certain BOD requirements.
- 5. Presentation of Head of School Report by Courtney Fox
 - a) Renovation to 3rd floor at upper school postponed one year.
 - b) Received a grant from Verizon for math and science component for middle school.

New Business discussions:

- 1. Annual Report presentation by Courtney Fox
- 2. Revised Organizational Framework presentation by Courtney Fox
 - a. Now available on website
- 3. Parental Leave Policy Presentation by Courtney Fox
 - a. Discussion around the intent and purpose of revising the policy.
 - b. Jed Donahue motioned to approve the policy.
 - c. Meala Duckworth seconded.
 - d. 1 abstention. 12 affirmatives.
 - e. Motion passed.

Chanda Gilmore motioned to adjourn the meeting. Angela Angeny seconded. Meeting adjourned at 7:55 p.m.

Respectfully submitted by Chanda Gilmore, Secretary