



# First State Montessori Academy

## **Public Session Board Minutes**

**Meeting Date:** Thursday, September 21, 2017

**Call to Order:** 7:15 p.m.

**Adjournment:** 7:55 p.m.

**Location:** First State Montessori Academy Carousel Room

**Present:** Zeke Allinson, Angela Angeny, Kyara Beck, Beth Carter, Erin Carroll, Meala Duckworth, Courtney Fox, Chanda Gilmore, Karen Grandell, Yvonne Nass, Aubria Nance Phillips, Janine Salomone, DaWayne Sims

**Regrets:** Jed Donahue, Ryan Connell, Gina Castelli

## **Review of BOD meeting minutes from July 27, 2017 minutes.**

Beth motioned to approve. Janine seconded. All in favor. Motion passed. Minutes approved.

## **Committee Reports**

### **Finance Committee**

Discussion focused on approval of the September finance report and the 2017-18 preliminary budget.

Zeke motioned to accept the September finance report. Chanda seconded. All in favor. Motion passed.

In submitting the charter renewal, a five-year preliminary budget was needed that was accurate as possible. Zeke, Courtney and DaWayne noted there were no unexpected jumps due to growth; direct correlation was noted. Zeke noted that we will be budgeting closer to 100 percent, then previously; however we have three years of financial history to be more accurate when budgeting. Janine motioned to accept five-year preliminary budget. Chanda seconded. All in favor. Motion passed.

### **Governance Committee**

Committee recommended resuming quarterly board meeting evaluations. Yvonne agreed it was great idea. Quarterly board meeting evaluations will resume and spearheaded by Governance Committee. Beth requested all committees revise their duties and responsibilities and send those revisions electronically to the Secretary for electronic storage.

## **Head of School Report**

Courtney stated that charter renewal is in its final stages and will be submitted by the Sept. 30 deadline. She walked through renewal timeline, noting meetings and public forums where a presence from board members, staff or families would be helpful to share their perspectives and thoughts about the school. In addition, the annual report is due early because of the renewal. The annual report details what has been accomplished the past year, including renovations to the Upper school. Yvonne thanked Courtney for all her hard work on this on behalf of the board.

## **New Business**

Governance Committee will revise the board disclosure form since it is antiquated. Executive Committee tasked with deciding and scheduling formal board training which occurs every 3 years and is due spring 2018. Next board meeting is Oct. 26, 2017 at 6 p.m. at FSMA.

Aubria motioned to adjourn. Angela seconded. Meeting adjourned at 7:55 p.m.

Respectfully submitted by Chanda Gilmore, Secretary