



First State Montessori Academy

Board of Directors Meeting Minutes

Meeting Date: July 26, 2018

Call to order: 6:03 pm

Adjournment: 7:44 pm

Location: First State Montessori Academy Lower School

Present: Zeke Allinson, Angela Angeny, Jed Donahue, Courtney Fox, Sara Grant, Courtney Loughney*, Natalie Marchiani, Sarah Nagle, Meghan Newberry, Aubria Nance Phillips*, Janine Salomone, DaWayne Sims

**Courtney Loughney exited the meeting at 7:06 pm, Aubria Nance Phillips arrived at 6:48 pm*

Regrets: Chanda Gilmore, Kyara Panula, Michael Reilly

Guests: Lorri Grayson, P.E. - GGA Construction

D. Sims opened meeting by welcoming guests and reviewed public comment procedures.

Public Comments

Six (6) FSMA parents/community members attended the meeting and shared public comments.

D. Sims addressed guests in attendance indicating public comment is not typically conducted in a town hall format. Reviewed dates of board meetings and confirmed the board will review the suggestions to ensure communication is clear and effective. Public comment was completed at 6:20 pm.

June Board Meeting Minutes

J. Salomone motioned to approve the June 28, 2018 public session minutes with a correction to time and method of attendance for Angela Angeny. J. Donahue seconded. No objections. Minutes approved.

J. Salomone motioned to approve the June 28, 2018 executive session minutes. C. Loughney seconded. No objections. Minutes approved.

Reports

Finance Committee: Z. Allinson reviewed the monthly narrative web report, noting as of the end of June, expenditures were 94%; therefore, under budget. The budget for the upcoming year is being drafted

with a meeting scheduled to review with a consultant in August. As a reminder, we are continuing to deficit spend from a reserve. Z. Allinson recognized C. Fox and Karen Thorpe for their dedication to the project. J. Donahue motioned to approve. A. Angeny seconded. No objections. Motion passed.

Head of School Report: C. Fox outlined the following:

- a. **Safety:** Six (6) staff members in a variety of roles attended the first annual safety symposium with Delaware Emergency Management Agency (DEMA). The day consisted of speakers and breakout sessions where FSMA participants attended multiple sessions/workshops. A site specific meeting with Homeland Security is scheduled for the week of July 30th.
- b. **Volunteer Policy:** The FSMA team, when attending the DEMA conference, was provided with guidance regarding volunteer policies. Upon their return, they spearheaded an effort to create formal volunteer policy documentation. As part of the research/recommendation, they reviewed procedures used by other schools to develop a consistent policy.
- c. **Staff acknowledgements:** This is a practice the State Board uses and it is suggested we add this to our agendas.
 - i) Recognized staff involved in Kindergarten camp. The camp allows kids acclimate to kindergarten and gives them practice coming to, and navigating through, FSMA.
 - ii) Recognized Pete and all the work he has done during the renovation. He has been the onsite expert and his help has been immeasurable to the timeliness of the project.

Discussion ensued regarding the drafted volunteer policy documents. It was suggested the document(s) be considered "living." Motion to approve the creation of policy around volunteer status and reporting for the school, subject to further review by internal board members and outside counsel. Motioned to approve J. Salomone. Z. Allinson seconded. No objections. Motion passed.

New Business: D. Sims led discussion regarding the following:

- a. **Board of Director updates:** This is a great opportunity to share with each other, and with the community, the work we (as a Board) are doing to spread the word about FSMA and to help make connections to FSMA. Examples provided. Send examples to DaWayne S. and/or the Board Secretary if you would like to share during an upcoming meeting.
- b. **Delaware Charter School Network (DCSN)** is having its annual summit on Friday, August 3. Board members are encouraged to attend if possible.
- c. **Board Member email addresses:** D. Sims is working with C. Fox to create email addresses for all Board members consistent with FSMA staff members.
- d. **Board Member biographies** should be reviewed and updated.

D. Sims introduced guest Lorri Grayson from GGA Construction. Lorri provided an update on the renovation progress and budget. She thanked Pete and C. Fox stating a project can only be successful when you have supportive contacts. The project did come in under budget which allowed for minor renovations on the second floor.

Additional Comments

Z. Allinson requested an update on public comment policies and procedures. He also suggested a tracking mechanism for public comment. D. Sims shared that outside counsel has been engaged and has provided minimal suggestions to language. The policy is being revised and should be available for the September board meeting.

Next board meeting is scheduled for September 27th, Lower School. D. Sims confirmed meetings are the fourth (4th) Thursday of every month. C. Fox also confirmed all dates are posted on the school calendar through March 2019.

A.Philips motioned to adjourn. A. Angeny seconded. No objections.

Meeting adjourned at 7:44 pm.