



First State Montessori Academy

Board of Directors Meeting Minutes

Meeting Date: September 27, 2018

Call to order: 6:05 pm

Adjournment: 7:37 pm

Location: First State Montessori Academy Lower School

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

* *Aubria Nance Phillips arrived at 6:17 pm*

Regrets: Chanda Gilmore, Natalie Marchiani

Guests: Carla Broadway – FSMA Student Support & Laura Schwait – FSMA Student Support/Guidance Counselor

D. Sims opened meeting by welcoming guests asked for public comment.

Public Comments

No public comment recorded.

July Board Meeting Minutes

J. Salomone motioned to approve the July 26, 2018 public session minutes with a suggestion to remove “a” from “a living” on the second page following Head of School Report. J. Donahue seconded. No objections. No abstentions. Minutes approved.

Reports

Finance Committee: Z. Allinson reviewed July and August monthly narrative web reports. Discussed preliminary budget adopted for fiscal year 2019 (FY19). Request made by M. Reilly to present the data in a format which clearly outlines budget and expenditures with actual vs. projections. Z. Allinson acknowledged this request and will work with Head of School (HOS) to create additional documentation to share in future meetings.

Motion to approve July and August reports made by M. Reilly. Second by J. Salomone. No objections or abstentions. Monthly narrative web reports approved.

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

- a. **Staffing and Students:** Documentation provided outlining number of staff members, as well as student enrollment by grade.
- b. **Monitoring calendar from the Department of Education (DOE)**
- c. **Communication Improvements:** reformatted the online calendar to be mobile friendly, all school activities added to the calendar, blog posts each week, Facebook posts multiple times per day. A school-wide email system is being used to ensure emails are sent to the entire school timely with the same information. Teachers are also receiving weekly calendar updates. Additional enhancements to be rolled out in the next few weeks and months.
- d. **Staff acknowledgements:** Student Support Team - Carla Broadway & Laura Schwait recently joined the FSMA Team. They are already making an incredible impact! Both had an opportunity to introduce themselves to all present, share their personal backgrounds, as well as the work they are doing with FSMA students, teachers, and families.
- e. **SBAC Data Review:** Reviewed results.

Discussion ensued regarding surrounding updating bus routes as needed, how the current busing system works, and how this information appears on monthly financial reports. Additionally, it was reiterated that minor renovations were completed at the end of the previous phase of the renovation project; however, additional renovations will be necessary to reconfigure classrooms as the Middle School continues to grow.

New Business: D. Sims administered a brief address to the board and guests. Each individual was asked to consider “where do we go from here” as we reflect on the past five years and the future.

J. Salamone motioned to adjourn. A. Nance Phillips seconded. No objections.

Meeting adjourned at 7:37 pm.