



**First State Montessori Academy, Inc.**

920 N. French Street  
Wilmington, DE 19801

**Public Board Meeting Minutes**

**Meeting Date:** June 27, 2019

**Call to Order:** 6:11 pm

**Adjournment:** 9:54 pm

**Location:** First State Montessori Academy

**Board Members Present for Public Session:** Zeke Allinson (Treasurer), Angela Angeny (Vice Chair), Jed Donahue, Loren Holland\*, Courtney Fox (Head of School), Meghan Newberry (Secretary), Becky Phillips, Janine Salomone, DaWayne Sims (Board Chair), Sara Stabb

*\*L. Holland arrived at 6:27 pm*

**Regrets:** Courtney Loughney, Natalie Marchiani, Sarah Nagle, Michael Reilly

**Public Comment**

No guests or public comment recorded.

The Board Chair asked members of the Board to review the meeting minutes from May. It was noted that an adjustment to the title is required to include "annual meeting." The motion was made to approve the May 30, 2019 meeting minutes by J. Salomone. A second was made by Becky Philips. No abstentions. No objections. Motion carried.

**Treasurer Report**

Z. Allinson reported that we are 91.67% through the budget with the May figures. The monthly narrative and budget were reviewed in detail. It should be noted the "computer line" will be reviewed and requires an adjustment.

The Head of School did explain that the EPR and substitute lines are high as parental leave was not originally accounted for in the budget as it went into effect 4/1/2019. We will be able to account for this accordingly in future budgets.

It was also noted that the student body activity is over budget by approximately \$27,000. Head of School explained that the school does not benefit from this line item, with the exception of a small amount from clubs. It is used for summer caps, field trips, after school activities, etc...

Z. Allinson requested a motion to adopt the narrative and web report including an authorization for the Head of School to post on the school website. Motion made by J. Donahue. Second by J. Salomone. No abstentions. No objections. Motion carried.

**Head of School Report - Staff and student retention review**

The Head of School handed out a PowerPoint presentation for Board review (note correction on page 1, Teacher Retention Review: 17-18 should read 89%). This year has been our most consistent as far as classroom staff remaining. As we move into next year, we add a classroom at the 4,5,6 level and we add a middle school classroom. The Special Education team will be growing as well as guided by the needs of the student population.

In regards to enrollment for the upcoming year, we are losing 11 students in the 5<sup>th</sup> to 6<sup>th</sup> change. Five of the 11 are moving out of state and others are attending schools such as Cab Calloway or Conrad. Overall, retention is 96%. Our current waiting list is 660.



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The Head of School also shared that we are not reporting on student demographics. We have the school year 18-19 information available comparing the school to the state average and will report on this in all years moving forward.

**Website Report**

The Head of School shared that each month our website is reviewed by the Department of Education and we receive a scorecard. If we are cited for missing any information or necessary adjustments, we have 48 hours to update. This month, we were cited for not posting our May minutes; however, they will be approved and posted this evening.

Board Chair reminded all in attendance that this was a recommendation to be included in our board package every month during our Board training session in June. This is an important report, received from the DoE, which monitors to ensure we are meeting state standards.

**New Business**

**Board Training:** Vice Chair thanked everyone for making board training a priority. It was a great way to move toward the new fiscal year. As a follow up, everyone should complete the follow up survey. DANA will be providing us with a report for our review. This will help determine action items for the upcoming year.

There is also a workshop evaluation email that should be completed promptly. We will be sending out committee descriptions and by next meeting would like each individual to identify which committee(s) they will want to assist on. We will talk about committee work and what that means to FSMA.

The Executive Committee and Governance Committee will review charter and bylaws to ensure each committee has a clear description. Reviewing and updating the strategic plan will be another focus.

**DCSN Annual Leadership Summit:** Hosted by the Delaware Charter School Network on July 30<sup>th</sup> from 9am to 1:30 pm, this is open to school leadership and Board Members. It allows us to connect with others in the Charter community and is informative. VC: Has a certificate of completion for board training and copies for the Secretary as well.

**Board Meeting Dates 2019/2020:** Next meeting will be July 25<sup>th</sup>. August is TBD. We will confirm on July 25<sup>th</sup>. Additional dates are as follows: September 26<sup>th</sup>. October 24<sup>th</sup>. December TBD.

Vice Chair confirmed we will have full calendar for the next board meeting.

Additionally, Vice Chair stressed the importance of attendance for each Board Member. This is also outlined in our bylaws.

**Board Member Resignation:** The Board Chair shared that the we received a resignation letter from Board Member, Chanda Gilmore. She has made it known that due to personal reasons she could not fulfill her Board Member duties for the upcoming year. We thank Chanda for her time and contributions.

It should be noted that we are still well in compliance with bylaws in regards to number of Board Members and in regards to quorum.

J. Salomone will propose some amendments to bylaws to decrease the total # of directors. At this juncture, we should reduce the # of directors and can increase if needed. Other adjustments will be brought to the board for vote at the next meeting.

A motion to move into Executive Session was made by J. Salomone. Second by A. Angeny. No abstentions or objections.



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**6:56 moved into Executive Session.**

**Re-entered public session at 9:53 pm.**

A motion was made to ratify the two (2) votes with respect to the contracts and the student matters discussed during Executive Session. Motion by B. Phillips. Second by J. Salomone.

Motion to adjourn public session by J. Donahue. Second by A. Angeny.

**Meeting adjourned at 9:54 pm.**