



First State Montessori Academy, Inc.

920 N. French Street
Wilmington, DE 19801

Public Board Meeting Minutes

Meeting Date: September 26, 2019

Call to Order: 6:05 pm

Adjournment: 7:33 pm

Location: First State Montessori Academy

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

Regrets: Natalie Marchiani

**Jed Donahue arrived at 6:07 pm, Sarah Nagle arrived at 6:08 pm, Mike Reilly arrived at 6:11 pm*

Public Comment

One public comment recorded. Two additional guests in attendance who did not have additional comments.

Public Board Minutes

The Board Chair asked members of the Board to review the meeting minutes from August. The motion was made to approve the August 15, 2019 meeting minutes by J. Salomone. A second was made by J. Donahue. No objections. Two abstentions due to absence from August meeting – Zeke Allinson and Angela Angeny. Motion carried.

****Please note there was a critical malfunction in the audio recording from the August meeting; therefore, audio is not available to share on the website.**

Treasurer Report

Head of School (HOS) reviewed the web report with the Board. The expansion grant and closing reimbursement will appear in the September report (which will be reviewed during the October meeting).

Revenue and expenses are on target for this time of year. Please note that some of the codes used to classify revenues, such as professional development, are under review. The overall total will not change; however, some of the individual category totals may change when the updates are implemented.

Additionally, the Board discussed:

- How to show capital budget vs. operating budget. HOS will talk with business manager to determine how to best share this information.
- An updated version of the budget should be presented to reflect purchasing 920 and 1000 N. French
- Show variance of original budget and updated budget

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



Website Report

Board Chair asked the group to review the report which was received earlier in the day. Overall, FSMA “meets standards.”

J. Donahue inquired as to why the bullying process does not apply to FSMA. Board Chair advised we would follow up with our representative in the Department of Education Charter School Accountability Office to clarify.

New Business

Donor/Sponsor Postcards – C. Loughney

At the last meeting, we discussed a postcard that would be mailed to sponsors and/or individuals and organizations FSMA asked to be sponsors during our five-year celebration. C. Loughney distributed copies for the Board to review.

Approximately 100 postcards will be mailed. They will not include an ask for additional support, but simply a thank you for support.

2019/2020 Event

We would like to keep the momentum going in regards to events. We would like to get sponsorship materials out by the holidays.

Board collectively agrees to move forward with this plan. Details to be determined.

Organizational Framework

HOS advised this report was received the previous afternoon. A handout was provided to each Board Member to review. In summary, FSMA received 100% on all organizational framework items from the State.

Board Committees

Vice Chair thanked everyone for responding to the survey which helped the Executive Committee update the members of each Board committee. The goal is to focus on sustainability, while keeping history and institutional knowledge intact. Much of this was based on our recent group training with Delaware Alliance for Nonprofit Advancement (DANA).

Academic Excellence

- This committee is currently under review by the Executive Committee.
- The charter is being reviewed since the committee has been defunct, and the charter was created prior to the school opening.
- We will be reaching out to other schools to learn best practices.
- More information to come in upcoming months.

Development Committee: Courtney Loughney, Becky Phillips, Jed Donahue, Sara Stabb, Natalie Marchiani

Governance Committee: Loren Holland, Janine Salomone, Sarah Nagle

Finance Committee: Zeke Allinson, DaWayne Sims, Mike Reilly, Open spot (will be reviewing candidates for the open position)

Executive Committee: Zeke Allinson, Angela Angeny, Meghan Newberry, DaWayne Sims

- Has been meeting and working on a strategic focus as we enter our sixth year.



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Each committee was asked to meet prior to the next meeting and invite the Executive Committee to attend. We will be reviewing charters with a goal of creating goals aligned with our strategic plan.

Board Chair expressed the importance and focus on long-term sustainability. We, as a collective Board, are focused on creating a pipeline, as well as succession planning for Board leadership.

Additional conversation ensued surrounding responsibilities and names of each committee. Recommendations will be brought to the Board for a vote in the coming months.

A motion to move into Executive Session was made by J. Donahue. Second by M. Reilly. No abstentions or objections.

6:54 pm moved into Executive Session.

Motion to return to public session by J. Salomone. Second by C. Loughney.

Re-entered public session at 7:33 pm.

Motion to adjourn public session by Vice Chair. Second by J. Salomone.

Meeting adjourned at 7:33 pm.