



**Public Board Meeting Minutes  
July 29, 2021**

**Meeting Start Time:** 6:06 pm (Meeting held at FSMA Upper School: 920 N. French Street and via Zoom Conference Call)

**Meeting Adjourned:** 7:15 pm

**In Attendance** (In person): Meghan Newberry and Courtney Fox

**In Attendance** (Via Zoom): Loren Holland, Avery Stewart, Mike Reilly, Nyla Millar, Sara Stabb, Shannon Tumolo, and Janine Salomone

**Regrets:** Matt Petrin, Becky Phillips, Sarah Nagle, Kim Lopez, and Dan Scholl

**Guests:** Courtney Loughney, Erika Richardson, Lindsay Abrams

**Public Comment**

There were two written public comments submitted in advance of the meeting. They were both submitted via email and shared during the meeting.

- Public Comment #1: This comment expressed concerns about students receiving masks breaks now that the students will be returning to school in person full time.
- Public Comment #2: This comment was a request that students/families be given the option on whether they want to wear masks at school.

**Approval Public Minutes**

- The minutes from the June 24, 2021 public board meeting were reviewed. A motion to approve the June 24, 2021 public board minutes was made by M. Reilly. Second by J. Salomone. Vote passed. No objections. No abstentions
- The minutes from the Annual Meeting, which occurred on June 24, 2021 were reviewed. A motion to approve June 24, 2021 Annual Meeting minutes was made by M. Reilly. Second by J. Salomone. Vote passed. No objections. No abstentions

**Website Monitoring Report from Department of Education**

- Report was received on July 27, 2021
- Overall rating is *Does Not Meet Standards*
- There are two areas around financial forms that are rated “does not meet standards.” M. Newberry and C. Fox have sent the requested material to the web team to post.
- C. Fox indicated that the website monitoring report is not finalized by DOE for approximately 48 hours after they are received. Schools are not considered out of compliance and are able to update the information.

**Head of School Report**

The Head of School provided updates to the Board on the 2021-2022 School Year:

- General Information on the number of classrooms, students, and FSMA employees was provided.



- o There are 24 classrooms, 625 students and 77 employees.
- Classroom Highlights:
  - o Discussed new committees;
  - o New STEM special for 2<sup>nd</sup> – 5<sup>th</sup> grade; and,
  - o Discussed electives offered this year.
- Return to School Plans/Updates:
  - o Planning for five full days.
  - o Staying up to date on CDC and DOE guidelines. The Head of School is meeting weekly with other charter school leaders.
  - o Reviewed all community feedback.
- General information about return plan
  - o Promoting vaccination
  - o Discussed consistent and correct mask usage in addition to mask breaks.
  - o Will continue the cohort model so that classes do not mix.
  - o Will continue to strongly recommend students get Covid testing
  - o No afterschool programming for the fall.
- Discussed a change to the school calendar to reflect that the firsts week of school will be half days.
  - o This updated plan will be provided to families in August and posted on the website.
- There is a team of staff members and board members who have assisted with creating this plan.

### **Review of 2021-2022 Fiscal Budget**

M. Newberry and C. Fox presented the 2021-2022 preliminary budget on behalf of the Board Treasurer.

- Preliminary budget is based on 625 students because FSMA opened a new classroom
- Revenue increases reflect:
  - o State increase of 1%
  - o Step increases of 1%
  - o Local Funds
    - Typically, this number goes up, but since less was spent due to federal dollars, there is a concern at the state level that this number may go down.
    - The budget uses the same number as last year because the amount of local funds received is based on the amount received and spent in the prior year.
- Expenses
  - o Biggest increases are around the teacher salary line item, which reflect the following:
    - Previously board approved teacher salary
    - Addition of a 3<sup>rd</sup> Admin (previously under the teacher number last year)
    - Funding for a business manager/operations employee
- A motion to approve the proposed preliminary budget for FY 2022 was made by L. Holland. Second by B. Phillips.

### **Committee Reports**

#### ***Executive Committee Report***

M. Newberry reported that the Executive Committee will be meeting on the 4<sup>th</sup> Monday of every month. The Executive Committee recently discussed the structure of the Covid Committee, reviewed the preliminary budget, and discussed SB 94.



***Development Committee Report***

B. Phillips reported that since there were no suggested changes to the proposed fundraising calendar, the Development Committee will move forward with their plans. The next item on the Committee's list will be creating an impact report. There is no fundraising event this year.

***Finance Committee Report***

M. Newberry and C. Fox presented the Finance Committee Report. As of June 2021, we were at 100% of the fiscal year. There was a revenue error for the state that was resolved. Expenses to date were at \$8,524,471. Expenses were typical throughout the year. Reviewed the surplus and areas FSMA was able to save because of ESSER funds and one time grants that were received last year.

M. Newberry shared that M. Petrin is working with the Finance Committee to create more documents for the Board around the finances. This material will help the Board see more opportunities and potential risks.

A motion to approve and post the monthly web report and finance narrative was made by M. Reilly. Second by J. Salomone. Vote passed. No objections. No abstentions

***Governance Committee Report***

M. Newberry reported that the Governance Committee met in July. Governance Committee is working on an outline of suggested revisions to the bylaws. The goal with reviewing the bylaws is to provide recommendations that ensure consistency throughout the bylaws. The Committee is looking at the committee structure, the parent and teacher election process, and the bylaws as a whole. The Governance Committee plans to have a finalized list within the next couple of weeks for the Board to review.

M. Newberry also reported that the Governance Committee has been looking at making some proposed changes to the board member selection process and the onboarding process.

M. Newberry provided a reminder for Board members to provide an updated bio and headshot for the website.

Governance also reviewed the calendar of the Board meetings. Historically the November and December meetings are combined. This year we also combined the August and September meeting into one meeting due to several back to school activity events. The November/December meeting will be December 2<sup>nd</sup> and the combined August/September meeting will be September 16<sup>th</sup>. Other than these changes, the FSMA Board will continue to meet on the 4<sup>th</sup> Thursday of the month.

M. Newberry provided a general overview of what SB94 entails with respect to public meetings. Public bodies will be required to have an anchor location but may also meet virtually.

**Motion to adjourn by J. Salomone. Second L. Holland. Meeting adjourned at 7:15 pm.**