



**Public Board Meeting Minutes
December 2, 2021**

Meeting Start Time: 6:04 pm

Meeting Adjourned: 7:56 pm

In Attendance (Via Zoom): Janine Salomone, Meghan Newberry, Becky Phillips, Matt Petrin, Loren Holland, Shannon Tumolo, Kim Lopez, Sarah Nagle, Courtney Fox, and Sara Stabb

Regrets: Avery Stewart, Michael Reilly, and Nyla Millar

Guests: Tracy Long

Public Comment

- We received one public comment from Debbie Briers. She sent a message to the FSMA email address saying she wanted to address the Board at tonight's meeting about the Covid protocols for the school.
 - M. Newberry reported that Debbie Briers called her saying she will no longer be able to be able to attend tonight.

Approval Public Minutes

- The minutes from the October 28, 2021, public board meeting were reviewed. A motion to approve the October 28, 2021 public board minutes was made by M. Petrin. Second by Janine Salomone. Vote passed. No objections. No abstentions.

Website Monitoring Report from Department of Education

- Report was received on November 23, 2021
- Overall rating is *Meet Standards*

Head of School Report

The Head of School provided updates to the Board on the following:

- Covid Update
 - Positive cases have been averaging 2-4 a week.
 - There is an average of 5-10 students on quarantine each week. Most reasons are due to close contacts outside of school
 - Guidance from the State is to continue enforcing the Covid protocols
 - The DOE and DPH have asked schools to keep up strategies they are already doing.
 - FSMA's vaccination rate for staff is 96%
 - FSMA's Overall vaccination rate for students is 10%.
 - 58% of middle schoolers are vaccinated
 - 2% of students in age 5-12 are vaccinated. This is low because they only recently became eligible.
 - Pilot Program from the State: Test to Stay Program
 - This is a program to enable kids to be in school more if they are exposed to Covid-19.



- It's for unvaccinated asymptomatic exposures. The program allows students to test to stay if they get a test every night. The test is good for 24 hours. They can continue to attend school if they have a negative test over 5 days.
 - This will start at some schools next week and is not yet in effect at FSMA.
- o The school is working on ways to bring back some FSMA traditions for students in a safe way.
- Report from Tracy Long, Presentation on Special Education Process
 - o Tracy is the Special Education Director
 - o She provided a high level view on Special Education Process and State Requirements
 - o 84 students at FSMA receive special education services
 - o Reviewed the process of how special education referrals are received and the process of what happens once a student is evaluated.
 - o Provided details on what an Individual Education Program ("IEP") is, and what they consist of.
 - 3 types of IEPs in Delaware: Elementary, Secondary, and a Speech Only IEP.
 - Reviewed the sections of the IEP and what they mean for providing support to students in school.
 - Reviewed Parental Consent and Parent Signature Information
 - o Provided distinction between an IEP and a 504 Plan

Committee Reports

Finance Committee Report

M. Petrin provided the Finance Committee Report and reviewed the October Narrative. Through the month of October, FMSA collected almost \$8.9 million in revenues, most of which were local funds. Expenses to date were approximately \$3.3 million. We are at approximately 33% of the way through the year and have spent approximately 28%. We expect another \$30,000 - \$35,000 of incremental revenue. It was noted that projected net income was based on 625 students, but the numbers had to be reduced to 600 due to covid protocols for spacing, which was a little over \$300,000 in revenues. Reserves are unchanged at approximately \$1,266,000. This number may increase by another \$100,000 one Summer Pay Reserves are finalized. It is expected to be a slight deficit of approximately \$166,000, which may decrease to \$130,000 based on the expected incremental revenue. The deficit is due to the number of students that were initially expected. Anticipate this deficit to be a one time issue.

A motion to approve and post the monthly web report and finance narrative was made by J. Salamone. Second by B. Phillips. Vote passed. No objections. No abstentions.

Development Committee Report

B. Phillips reported that Giving Tuesday recently passed. FSMA sent two communications to our database of families and supporters. We were able to raise approximately \$4310.10 from 29 donors. Intend to continue with a yearend campaign until the end of the month. Will thank those who have donated and encourage those who have not had a chance to donate by the end of the year. B. Phillips is considering sending Thank You notes to the donors who contributed next month. Anyone interested in assisting and assigning should reach out to B. Phillips. The next campaign will be in March for the DoMore 24 campaign. It will be from March 3rd through March 4th. C. Fox reported that the goal for DoMore 24 is to raise \$15,000.



Executive Committee Report

M. Newberry reported that the Executive Committee met this month and discussed the update coming from the Governance committee.

Governance Committee Report

M. Newberry provided an update. The committee was asked to look at who would serve as the new chair for the Governance Committee. Most likely will use a co-chair model. K. Lopez and S. Tumolo assisted with the update to the on some other matters the committee is working on, which includes 1.) proposed changes to the Board Interview Process, 2.) proposed updates to the website under the Board tab, and 3.) updates to the New Board Member Packet. The Committee will have some proposed changes to the draft Teacher election process available to view at the next meeting. The Governance committee is now meeting on the 3rd Thursday of every month.

First State Montessori Annual Report

The Annual Report was provided to the Board. This is required to be submitted to the Department of Education as per our charter every December. The Head of School discussed some of the key information that is included in the report. This report is based on the previous school year. M. Newberry and L. Holland will work with C. Fox to make sure that the most recent details on the Board Members and the training dates are provided. A motion to approve the annual report with the proposed changes to the Board Chart was made by M. Petrin. Second by B. Phillips. Vote passed. No objections. No abstentions.

Motion to adjourn by M. Petrin. Second by S. Tumolo. Meeting adjourned at 7:56 pm.