



**Public Board Meeting Minutes
May 26, 2022**

Meeting Start Time: 6:03 pm

Meeting Adjourned: 6:56 pm

In Attendance (Via Zoom): Janine Salomone, Michael Reilly, Matt Petrin, Kim Lopez, Rebecca Phillips, Shannon Tumolo, Loren Holland, and Courtney Fox (6:00 – 6:30)

In Attendance (in person): Meghan Newberry

Regrets: Sarah Nagle and Avery Stewart

Guests: Karen Thorpe (6:00-6:29) and Stephany Pachowka

Comments from Board Chair.

- The Board chair took a moment to acknowledge that there are less than ten days in the school year and there will be a number of end of year activities where the Board can support the school. A list of events was sent via email. Graduation will be on June 7th at Frawley Stadium.
- The Board chair took a moment to recognize the events that unfolded across the country this week. Offered anyone time who wants to speak regarding the shooting at Uvalde Elementary School.
- Introduced the two guest, Karen Thorpe and Stephany Pachowka.
 - Stephany was recently hired as FSMA's new business manager.
 - Karen has served as FSMA's outside financial consultant since before the school opened. She will be transitioning out as Stephany gets up to speed

Public Comment

- There was no public comment

Approval Public Minutes

- The minutes from the April 28, 2022, public board meeting were reviewed. A motion to approve the April 28, 2022 public board minutes was made by M. Petrin. Second by M. Reilly. Vote passed. No objections.

Website Monitoring Report from Department of Education

- The website monitoring report was reviewed.
 - The report shows that FSMA is in compliance with the Department of Education requirements.

New Business

Open Discussion & Overview from Karen Thorpe re: FY23 Budget

- Issue regarding extra pay cycle in FY23.
 - State employees, which includes the schools, are paid 26 times a year on a biweekly pay cycle. Every 11 years, there is a 27th paycheck. The issue is how to handle the 27th pay from a funding and budgetary standpoint.



- o FSMA's pay is partially funded by the state. So, the State will fund their share of that salary from the 27th pay. For the 27th paycheck, the State has decided for their FY23 budget, to pay the State share.
- o For the local share, Karen has run some preliminary numbers on how it will affect FSMA's budget. She estimates the local impact will be approximately \$102,000. The 27th paycheck is currently being built into the working draft of the FY 23 budget. The proposed budget will be available at the next meeting.

Committee Reports

Executive Committee Report

M. Newberry reported that due to scheduling conflicts, the Executive Committee was unable to meet this month. There is no report.

Development Committee Report

B. Phillips reported that the Development Committee is going to regroup with C. Fox to discuss some end of year/summer communications to send out to parents. She will have more of an update in the next month or so.

Finance Committee Report

M. Petrin provided the Finance update. As of April 30, 2022 we are at 83% of the fiscal school year. Expenses are in line with expectations. He expects to end the year at approximately \$2.4 million in cash. He expects all of our debt service covenants to be met.

A motion to approve and post the financial monthly narrative was made by M. Reilly. Second by S. Tumolo. Vote passed. No objections. No abstentions.

Governance Committee Report

- S. Tumolo, M. Reilly, and K. Lopez provided a joint update.
- S. Tumolo reported that the Governance Committee met last on May 19th.
 - o The Governance email address will be converted to an official fsma.edu email account. The new email address will be sent to the Board. In addition, the committee will be implementing a standard response to all emails sent to the inbox. It is an auto response that promises the sender that someone will respond within 3 days of receipt of the email
 - o Governance is working with DANA on a Board member training. Proposed to have the training on the same day as one of the upcoming Board Meetings for June or July. S. Tumolo will be reaching out to the Board to work on scheduling to see which of those two dates work best.
- M. Reilly provided a report on the updated bylaws.
 - o The initial draft mockup of the current bylaws was reviewed during the last meeting and comments were provided.
 - o The final draft was presented for a vote. M. Reilly highlighted some of the proposed changes and the rationale for the changes.
 - o A motion to adopt the amendments to the FSMA bylaws, subject to the Governance Committee completing the list of directors by class, was made by M. Petrin. Second by S. Tumolo. No abstentions, no objections. Motion carries.
- K. Lopez provided a report on the updated new Board member application



- o K. Lopez went through the draft application for new Board members and went through the various sections of the application.
- o It is anticipated that the application will only take about 15 minutes for someone to complete.
 - o A discussion on the application ensued. There are some items that were agreed to be removed. This includes the provisions related to the hold harmless disclosure and the optional a resume. K. Lopez and S. Tumolo will work on these changes and provide an update at the next meeting.

M. Reilly requested that the Head of School provide an updated overview/presentation to the Board on security at the school.

Motion to adjourn by S. Tumolo. Second by B. Phillips. Meeting adjourned at 6:56 pm.