



**Public Board Meeting Minutes
August 3, 2023**

Meeting Start Time: 6:20 pm

Meeting Adjourned: 7:59 pm

In Attendance (In Person): Kristen Gideon, Michael Reilly, Meghan Newberry, Shannon Tumolo, Matthew Bender, Becky Phillips, Anabelle O'Malley, Courtney Fox, and Loren Holland

In Attendance (via Zoom): Matt Petrin

Regrets: Sarah Nagle

Guests: Michelle Madden (joined at 6:36pm)

Public Comment

There was no public comment received at the email addresses or in person.

Update from the Board Chair

The Board Chair, Head of School, and Stephany Pachowka attended the Delaware Charter School Network's Summit today. All board members of charter schools are invited to attend. There were several members of the charter school community that were in attendance. There were approximately 100 people in attendance, which included board chairs, heads of schools, operations directions, HR Directors, and representatives from the Delaware Charter School Network. There were also 3 elected officials in attendance. M. Newberry spoke about her experience with attending the summit, the types of sessions that were held, and recommended board members try to attend the event next year. It's held annually. The Head of School also discussed her experience and perspective on this Summit. She also detailed some of the sessions she attended and the insight she received.

Approval Public Minutes

The minutes from the June 22, 2023, public board meeting were reviewed. A motion to approve the June 22, 2023, public board meeting minutes was made by A. O'Malley. Second by B. Phillips. Vote passed. No objections. No abstentions.

Website Monitoring Checklist from the Department of Education

- The website monitoring report for the month of June was reviewed. The report indicated that FSMA is compliant in the required areas.
- The website monitoring report for the month of July was reviewed. The report indicated that FSMA needed to update the 990. That information was submitted to the Department of Education within the timeframe to fix any missing items.



Head of School Report

The Head of School provided an update on the following:

- Review of Elective Courses
 - An overview of the elective courses for middle school was presented.
 - The electives are for students in grades 6-8. She provided an explanation on when they are offered and additional background information on some of the courses.
- Review of FSMA's testing data from the 2022-2023 school year
 - The head of school reviewed where FSMA fell in comparison to other school districts and charters for the state testing in science, social studies, english language arts (ELA), and math.
 - The school-wide test scores for math and english language arts (ELA).
 - She discussed takeaways from the data and how to use it to improve and address student need.

Committee Reports

Executive Committee Report

M. Newberry reported that the Executive Committee met earlier this week to discuss a few things. Executive looked over the proposal for the updated calendar for Board meetings for the 2023-2024 school year that was provided by the governance committee. Currently the meetings are the 4th Thursday of the month, however there are several events this year that conflict with the 4th Thursday of the month in addition to several holidays. The recommendation is to move the meetings to the 4th Wednesday of the month, and still combine the November and December meeting. Executive also discussed succession planning and retention.

Development Committee Report

B. Phillips reports that there is a meeting scheduled for August 22nd to discuss the projected timeline for the 10th Anniversary Celebration in the Spring of 2024. The plan is to secure the space within the next month. She will reach out to parents and PTO members to see who is interested in serving on the planning committee.

Finance Committee Report

M. Petrin provided the finance committee report. The narrative for June was discussed. As of June 30th, 100% of the fiscal year was completed. This was a strong year for revenues. Budget expenses came in short. 94% of the budgeted expenses were used. Reserves are unchanged. The finance committee anticipates increasing the reserves in the future. All of the debt service and bond covenant ratios are in good standing. Overall, it was a good year. A motion to approve and post the June finance narrative was made by S. Tumolo. Second by K. Gideon. Vote passed. No objections. No Abstentions.



M. Petrin also presented information on the preliminary budget for next year. The key assumptions were discussed. Some of the assumptions in the preliminary budget include the following:

- Enrollment may increase to approximately 650 students.
- State and local funds will be at 3%, which is the same for last year.
- The last of the ESSER funds are expected to be exhausted by September 2023.
- There is a 3% salary increase across the board and a one time 6% supplement to classroom teachers and support staff.
- New vendor contracts are being discussed for transportation, insurance, custodial, & school meals.
- \$450,000 has been set aside for lower school improvement.

Governance Committee Report

S. Tumolo reported that the Governance Committee met on July 30th to discuss a variety of topics. They continue to discuss new board member recruitment. They are working on scheduling interviews for the potential candidates. They discussed a potential technology option for future board meetings. At the meeting they also discussed the new board meeting schedule for 2023-2024. The dates for the proposed meetings were provided. An updated invitation to save the dates on your calendar will be sent out.

Executive Session

A motion to move into executive session was made by S. Tumolo. Second by M. Reilly. Moved into executive session at 7:27 pm. Returned from executive session at 7:58 PM.

Motion to adjourn by M. Reilly. Second by S. Tumolo. Meeting adjourned at 7:59 pm.