



**Public Board Meeting Minutes  
September 27, 2023**

**Meeting Start Time:** 6:06 pm

**Meeting Adjourned:** 7:53 pm

**In Attendance** (In Person): Matt Petrin, Courtney Fox, Meghan Newberry, and Matthew Bender

**In Attendance** (via Zoom): Shannon Tumolo, Becky Phillips, Anabelle O'Malley, Kristen Gideon, and Sarah Nagle

**Regrets:** Loren Holland and Michael Reilly

**Guests:** Lindsay Abrams and Ricki Petruccelli

**Public Comment**

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

**Update from the Board Chair**

The board chair provided the following updates:

- Housekeeping:
  - a. Board bios and updated headshots. The board chair recommended for everyone who has any updates to their bios on the website or to their headshot, to provide it to Shannon Tumolo and Meghan Newberry within the next two weeks.
  - b. The board chair reminded everyone about the meeting date change. Other than a few exceptions, the new board meeting dates will be the fourth Wednesday every month.
  - c. Board member training. A few weeks ago, the board chair sent out information about mandatory due process training. The first training date was held on September 20<sup>th</sup>. A few board members were able to attend. Another session will occur on 9/28 in Dover. They are working on getting some additional dates and she will inform the board as more training dates become available.
- 2024 Save the Dates:
  - a. May 9, 2024: IDEA Awards. A celebration of educators, administrators, and teaching staff.
  - b. May 2024: Rally on the Green in Dover
  - c. August 1, 2024: Charter School Annual Summit. Location is TBD.

**Approval Public Minutes**

The minutes from the August 3, 2023, public board meeting were reviewed. A motion to approve the August 3, 2023, public board meeting minutes was made by M. Petrin. Second by S. Tumolo. Vote passed. No objections. No abstentions.



### **Website Monitoring Checklist from the Department of Education**

- The website monitoring report for the month of August was reviewed. The report indicated that FSMA is compliant in the required areas.
- The website monitoring report for the month of September was reviewed. The report indicated that FSMA is compliant in the required areas.

### **Head of School Report**

The Head of School provided an update on the following:

- Overview of FSMA
  - A one page overview of FSMA to give the Board some general information about FSMA regarding demographics and basic information if they need to speak about the school.
  - The head of school reviewed some of the updated sections on the report.
- The FSMA current staff list was shared with the board.
- A review of August and September at FSMA
  - In August, the K-3 teachers were able to participate in the science of reading training.
  - Meet the Teacher night was held.
  - Positive feedback on new food service provider's food.
  - Field trips started in September.
  - School photos were taken.
  - Middle school sports have started.
  - FSMA partnered with Dance works for students to take dance class at the Grand.
  - Afterschool clubs. The head of school discussed details about the history of afterschool clubs at FSMA. There have been requests for afterschool activities and aftercare but the school is not able to provide it at this time in terms of staffing and capacity.
- Upcoming event in October: October 16, 2023: Vocabulary Day Parade
- The head of school expressed the current challenge with staff illnesses and inability to get outside substitutes. So far, the teachers have been tag teaming classes and picking up things internally.

### **Committee Reports**

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

M. Newberry reported that the Executive Committee is working on a new meeting cadence to align with the new meeting date. The committee did not have an opportunity to meet this week and will likely meet next week.

#### ***Development Committee Report***

B. Phillips provided an update on the 10-year Anniversary Celebration. The event is slated for April 20, 2024 at The Mill in downtown Wilmington, which is where the 5-year party was



located. There will be a virtual interest meeting in October for people who want to assist with the planning committee. The theme will likely be *A Night in the City*.

### ***Finance Committee Report***

M. Petrin provided the finance committee report. The narrative for August was discussed. As of August 31, 2024, 17% of the fiscal year was completed. Approximately \$36,000 in revenues were collected. Year to date, expenses are at \$2.7 million, which puts us at 14% of our expense allotment of the year. There are some material revenues still outstanding that should come in the next couple of months. The reserves are unchanged. \$100,000 for the bond agreement is set aside. The debt service covenants are above their minimums. A motion to approve and post the August finance narrative was made by B. Phillips. Second by M. Bender. Vote passed. No objections. No Abstentions.

### ***Governance Committee Report***

S. Tumolo reported that the Governance Committee did not have an opportunity to meet last month but will work on getting a new meeting cadence. They do have some potential people who are interviewing to be on the board. The four key areas of focus of the Governance Committee are as follows:

- Working on technology for our meetings
- Getting the Friends of FSMA group started
- New board member onboarding program and training
- Succession planning.

### ***Executive Session***

A motion to move into executive session was made by S. Tumolo. Second by M. Petrin. Moved into executive session at 6:43 pm. Returned from executive session at 7:52 pm. A motion to approve the items discussed during executive session regarding a legal matter was made by M. Petrin. Second by B. Phillips. No objections.

**A Motion to adjourn was made by M. Petrin. Second by M. Bender. Meeting adjourned at 7:53 pm.**