



**Public Board Meeting Minutes
October 23, 2024**

Meeting Start Time: 6:03 pm

Meeting Adjourned: 7:10 pm

In attendance in person: Matthew Bender, Becky Phillips, Courtney Fox, Matthew Petrin, Lindsay Abrahams, AliShah Watson,

In attendance via Zoom: Meghan Newberry, Annabelle O'Malley, Kristen Gideon (joined via Zoom at 6:06), Emily Burton (joined via Zoom at 6:08)

Regrets: Rikki Petrucelli

Guests: Tim Sawyer from Barbacane Thornton joined via Zoom at 6:28

Public Comment

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

Remarks from the Board Chair

M. Newberry welcomed comments from the Board. L. Abrahams shared about the High School open house event for Middle School families, A. Watson spoke about meeting with families wishing to diversify school, specifically staff, B. Phillips commented about Watch Me Work, and M. Newberry shared about the Vocab Parade. M. Newberry also noted the next board meeting is December 4th, 2024, as the November and December meetings are combined and an adjustment to the agenda. Tim Sawyer from Barbacane, Thornton will be able to join the meeting.

Approval Public Minutes

The minutes from the September 25, 2024, public board meeting were reviewed. A motion to approve the September 25, 2024, public board meeting minutes was made by B. Phillips. Second. A. Watson. Vote passed. No objections.

Head of School Report

C. Fox reviewed the following topics:

- Timing is intentional for the Vocab Parade, Watch Me Work, Parent Teacher Conferences
- 1st information session for prospective families is November 19th, 2024
- Maria Montessori article
 - The four areas of study that impacted her work
 - Current practices and research related to trauma
- Shared an article by FSMA 4/5/6 teacher Rye Josloff titled "ADHD in the Montessori Classroom"
- Comprehensive Induction Program for teachers new to FSMA
 - 1st year teachers are assigned a mentor
 - A. O'Malley noted appreciation for the personal connections and how this allows for easier discussion regarding challenges



- M. Petrin asked how we know who is dealing with trauma
 - A. O'Malley noted anxiety is also a part of what is seen in many students and can present similar to trauma in some ways
 - C. Fox noted the social emotional screening tool completed by teachers
- Staff have observed behaviors changing over past 5 years/10 years
- Team is trained in de-escalation policies
- On-site therapy is hosted at FSMA but runs through insurance, makes it more convenient for families to host on site

Tim Sawyer – Barbacane, Thornton & Company (BT&C)

- Hybrid field work started and substantially completed in July 2024
- After field work, then waiting on five pieces of information from the state
 - Actuarial valuation reports for pension plan, OPEP benefit (other post employee plan), contributions for pension plan, contributions for OPEP plan and their cash confirmation
- Issuing an unmodified or clean audit on governmental activities, each major fund (general and capital projects fund)
 - Internal control systems were tested, tested 40 payroll transactions, no issues reported, all internal controls were designed and operating effectively
- Assisted with preparation of financial statements
- Due to State providing three of the five reports late (3rd week of September), Barbacane Thornton sent a letter to FSMA and State letting them know they will not meet the October 1st deadline. BT&C has since submitted their report to the State and sent to FSMA.
- Reviewed financial comparisons from year to year
 - Cash and pooled cash, capital assets, accrued salaries & related costs, long term debt
 - Fund balance from year to year for restricted, unassigned, and total fund balance
 - Net Pension and OPEP liabilities from year to year
 - Net Pension liability and Net OPEP liability over 2021-2024
- Summarized required communications for all services and deliverables BT&C is responsible for and their respective statuses
 - Everything has been recorded
 - No fraud or illegal acts have been detected
- Tim offered to answer any questions
 - No questions
- M. Petrin has also reviewed the report and offered to answer any questions as well. M. Petrin recommended we formally adopt the audited financials for the year. A motion to approve adopt the audited financials was made by M. Newberry. Second E. Burton. Vote passed. No objections.

Website Monitoring Checklist from the Department of Education

- The website monitoring report for October was received and in compliance in all areas.

Committee Reports



Executive Committee Report

M. Newberry noted Executive Committee met with C. Fox this month and they are collaborating on goals for the year.

Governance Committee Report

M. Newberry reported for R. Petrucelli. Governance committee has not made formal movement and Executive Committee will be providing direction on topics including revisiting off-site retreat, sunsetting of email, updating board documentation and people in community to engage. L. Abrahams and M. Newberry will also meet to review documentation of minutes and agenda format.

Development Committee Report

B. Phillips and C. Fox met to plan development and community engagement for the year. This is not an anniversary year but there are some fundraising opportunities throughout the year. They are working on providing communication for families regarding fundraising. B. Phillips would like to engage with the Board to identify ways to support the school and investigate possibility of green space, as well as an overview of the background of the school. M. Newberry noted that Giving Tuesday will take place before our next meeting.

Finance Committee Report

M. Petrin provided narrative report summary. Period ending September 30, 2024 collected \$563,236 funds received bringing revenues collected to date as about \$10.4 million or 68% of total budgeted revenue, still have \$5.1 million outstanding. Normalized expenses are 26% year to date, on target. Expenses are running high on insurance and custodial contract. The renovation (phase 1) is complete and final cost was \$557,880 just over revised estimate of \$550k. Reserves are unchanged at \$1.8 million. Expect to end the year with cash balance \$4.9 million and in great shape on the debt covenant ratios.

C. Fox noted that there will be an additional insurance payment due to the building being hit by an uninsured car and cost of the repair is \$14k with a \$10k deductible. C. Fox also noted that there is a boiler in the upper school that will need to be replaced at a cost of \$120,000 and we do have that in the maintenance and building reserve.

A motion to approve and post the September finance narrative was made by L. Abrahams. Second by M. Bender. Vote passed. No objections. No Abstentions.

M. Newberry gave another reminder for next meeting to be on December 4, 2024, as the combined November and December meeting.

A Motion to adjourn was made by M. Petrin. Second by A.Watson. Meeting adjourned at 7:10 pm.