

DMA Board Meeting Minutes
Date: 08/24/2015
Start Time: 1730 Eastern
Meeting Duration: 1 hour 45 minutes
Adjourn Time: 1915 Eastern

Present: Victoria Alexitch, Tony Bariglio, Kimberly Bryson, David Call, Ed Capodanno, John DiEleuterio, Al DiEmedio, Don Fulton, Ken Gatson, Dave Geiger, Bob Hill, Sharon Kurfuerst, Anthony Pullella, Dennis Rochford, Bob Wolhar, Joseph Yacyshyn

Excused: Brad Bugher, Doug Hershman

Guests: None

TOPIC	DISCUSSION	ACTION
<ul style="list-style-type: none"> • Call to Order 	<ul style="list-style-type: none"> • Meeting was called to order by Chairman Capodanno at 1730 • Pledge of Allegiance/Moment of Silence observed • Introductions of new Board members were made by Chairman Capodanno 	<ul style="list-style-type: none"> • None required
<ul style="list-style-type: none"> • Secretary's Report 	<ul style="list-style-type: none"> • Minutes reviewed; Secretary Kurfuerst requested a motion to approve the minutes <ul style="list-style-type: none"> ○ Motion to approve: Fulton ○ Second: Bryson ○ Additional discussion: None ○ Vote: Unanimous approval • Request for changes or updates to the Board Contact List was made • Conflict of Interest forms must be completed annually by all Board members • List of Board meeting dates is completed and will be distributed 	<ul style="list-style-type: none"> • Please send updates to the Board Contact List to Secretary Kurfuerst ASAP • Please complete the Conflict of Interest form and send to Secretary Kurfuerst within a month • Commandant Pullella to send Board meeting dates to all members
<ul style="list-style-type: none"> • Chairman's Report 	<ul style="list-style-type: none"> • Discussion held regarding successful traits of an organization – culture of professionalism, open communication, mutual respect and responsibility, accountability, strategic thinking • New Board member orientation was completed 	<ul style="list-style-type: none"> • Please send your committee preference to Commandant Pullella and Chairman Capodanno

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	<p>on 8/24/15; Chairman Capodanno requested feedback from new members; positive feedback received</p> <ul style="list-style-type: none"> • Active Board member involvement is an expectation; bylaws are in Board packet including a list of standing committees – all Board members should be on at least one committee • Executive Committee meetings being held quarterly with officers; had first meeting in early August; next meeting scheduled for November • Departmental reports will begin in October as part of open communication; all department heads will present once a year based on a pre-established template; will include a written report which will be provided in advance in the Board packet; focus will be on dialogue during the Board meetings • Board packets will be routinely sent in advance each month; reminder to bring your own copy 	
<ul style="list-style-type: none"> • Commandant's Report 	<ul style="list-style-type: none"> • Commandant Pullella provided his monthly report. Highlights include: <ul style="list-style-type: none"> ○ 568 cadets arrived on the first day of school; waiting list of 158 ○ Faculty is fully staffed with 43 total staff members ○ Charter is due for renewal and a preliminary document was sent to Red Clay; final document must be submitted by 9/30/15 with final decision anticipated in November ○ New Charter requested to increase enrollment to 715 plus 5% with a 10 year renewal request; Mr. Yacyshyn asked about reason for expansion request – response: additional revenue 	<ul style="list-style-type: none"> • Feedback regarding the draft case statement for the capital campaign should be sent to Ms. Bryson or Chairman Capodanno prior to the next Board meeting • Board members should RSVP to Commandant Pullella if they are planning to attend the 9-11 Ceremony

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	<p>from increased enrollment; increased access due to waiting list; flexibility to add programs</p> <ul style="list-style-type: none"> ○ Third building planning has begun; Commandant Pullella reviewed current DMA footprint; architect tentatively selected (Michael McCoy); discussion held regarding logistics and oversight/coordination of project; will hold Town Hall meetings in the Fall to discuss with community ○ Chairman Capodanno requested a motion to approve the hiring of Michael McCoy as the architect for the monolithic dome: <ul style="list-style-type: none"> ▪ Motion to approve: DiEleuterio ▪ Second: Hill ▪ Additional discussion: None ▪ Vote: Unanimous approval ● RFP for civil engineering firm sent to 5 companies and was due back by 8/14/15; interviews were held on 8/19/15; Landmark was the preferred firm with a fee around 105K (fixed cost) <ul style="list-style-type: none"> ○ Chairman Capodanno requested a motion to approve the hiring of Landmark Engineering as the civil engineering firm for the monolithic dome: <ul style="list-style-type: none"> ▪ Motion to approve: Bariglio ▪ Second: Hill ▪ Additional discussion: None ▪ Vote: Unanimous approval ● Campaign consultant has been hired – Growth Consultants; will start with a feasibility study; a list of organizations and people have been generated to start the study; case statement has 	

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	<p>been completed in draft form; results of study due back by end of October</p> <ul style="list-style-type: none"> • Cadets return to school on 8/31/15 with the staff returning on 8/24/15 • 9-11 Ceremony scheduled for 9/11/15 at 0745 with Governor Markell attending • Booster update – 3 separate organizations (Sports, Music, PTA) each with own tax ID number; they will begin providing financials to Ken for oversight 	

<ul style="list-style-type: none"> • Financial Report 	<ul style="list-style-type: none"> • Treasurer Alexitch requested a motion to approve the June Budget Report which has not yet been voted on: <ul style="list-style-type: none"> ○ Motion to approve: DiEleuterio ○ Second: Bryson ○ Additional discussion: None ○ Vote: Unanimous approval • Treasurer Alexitch provided the monthly report. Highlights include: <ul style="list-style-type: none"> ○ Budget is 8.33% for this point in the fiscal year; have received 45.6% of funding with more to come over the next several months once final numbers are submitted to the State ○ Expenditures running at or below budget in all categories with few exceptions which are footnoted on the financial statement itself ○ Treasurer Alexitch requested a motion to approve the July Budget Report which has not yet been voted on: <ul style="list-style-type: none"> ▪ Motion to approve: Kurfuerst ▪ Second: Bryson ▪ Additional discussion: None ▪ Vote: Unanimous approval ○ Barbacane Thornton has completed our 	<ul style="list-style-type: none"> • None required
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	<p>audit and a draft report has been received but not yet reviewed by the Finance Committee</p> <ul style="list-style-type: none"> ○ Bond proceed investment options were reviewed for new Board members, as per the prior minutes ○ Additional financial control procedures are being instituted following recommendations made at a recent DE Charter School Conference attended by Commandant Pullella, Mr. Gatson, and Treasurer Alexitch 	
<ul style="list-style-type: none"> ● Governance Committee 	<ul style="list-style-type: none"> ● No report 	<ul style="list-style-type: none"> ● None required
<ul style="list-style-type: none"> ● Finance Committee 	<ul style="list-style-type: none"> ● Combined as above with Financial Report 	<ul style="list-style-type: none"> ● None required
<ul style="list-style-type: none"> ● Academic Excellence Committee 	<ul style="list-style-type: none"> ● Working on final metrics for staff bonuses; anticipate presenting to Board at September meeting 	<ul style="list-style-type: none"> ● None required
<ul style="list-style-type: none"> ● Citizen Budget Oversight Committee 	<ul style="list-style-type: none"> ● Report combined with Finance Committee report 	<ul style="list-style-type: none"> ● None required
<ul style="list-style-type: none"> ● Fundraising Development Committee 	<ul style="list-style-type: none"> ● Focus has been on feasibility study and will continue to be between now and end of year ● Longwood application is due by 9/1/15; aiming for 2 million dollars; there is no local match; will be considered first funder ● Discussion held regarding goals of capital campaign and tentative path forward 	<ul style="list-style-type: none"> ● None required
<ul style="list-style-type: none"> ● PTA Report 	<ul style="list-style-type: none"> ● Entirely new Board this year ● Purchased computer and bookkeeping program ● Trying to establish email blast for parental information ● Trying to avoid asking parents for so many donations throughout the year 	<ul style="list-style-type: none"> ● None required
<ul style="list-style-type: none"> ● New Business 	<ul style="list-style-type: none"> ● Chairman Capodanno requested a motion to move to Executive Session: <ul style="list-style-type: none"> ○ Motion to approve: Fulton 	<ul style="list-style-type: none"> ● None required

	<ul style="list-style-type: none"> ○ Second: Kurfuerst ○ Additional discussion: None ○ Vote: Unanimous approval ● Executive session held with approved items as: <ul style="list-style-type: none"> ○ Approval of Commandant Pullella's new contract ○ Review of Commandant Pullella's performance review and established goals 	
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● Old Business	● Chairman Capodanno encouraged all Board members to attend as many DMA events as possible over the course of the year	● None required
● Additional Items from the Floor	● None	● None required
● Next Board Meeting	● The next Board meeting is scheduled for Monday, September 28 ^h at 5:30 pm at DMA	● None required
● Adjournment	● Hearing no additional business, Chairman Capodanno adjourned the meeting	● None required

Respectfully Submitted,



Sharon Kurfuerst