

**DMA Board Meeting Minutes**

**Date:** January 24, 2022

**Start Time:** 18:06 hours

**Adjourn Time:** 18:59 hours

**Meeting Duration:** 53 minutes

**Present:** Tony Bariglio, Mike Berardi, Al Di Emedio, Kristen Doughty, Ken Gatson, Zane Gordy, Heath Kahrs, Jennifer McCloskey, Glenn Outten, Dominick Papa, Anthony Pullella, General Frank Vavala

**Absent:** N / A

**Guest:** Diane Behnke

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
○ Call to Order	○ At 18:06 hours, Chairperson Bariglio called the January DMA Board meeting to order. Following the Pledge of Allegiance, Chairperson Bariglio called upon A. Di Emedio to present the Secretary’s Report.	○ None required
○ Secretary’s Report	○ The December Minutes had been distributed for review prior to the meeting. A. Di Emedio inquired about additions or deletions, there being no additional corrections, Chairperson Bariglio called for a motion to approve the Minutes: <ul style="list-style-type: none"><li>○ Motion to approve the Minutes:</li><li>○ General F. Vavala</li><li>○ J. McCloskey</li></ul> Vote: Affirmative	○ None required
○ Chairperson’s Report	○ Chairperson Bariglio shared information from the most recent Charter School Leadership Council meeting including the continuing uncertainty around COVID, the recent mask mandate from Governor Carney – statewide - with no medical exceptions even though the number of COVID cases is decreasing; and a “care alert” designed to inform the public and decrease the spread	

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	<p>of COVID. In support of Chairperson Bariglio’s comments, Commandant Pullella shared the emphasis being made to all involved with DMA.</p> <ul style="list-style-type: none"> <li>○ Chairperson Bariglio, again, reminded Members of the Board of the training necessary for new DMA Board Members. Additionally, he confirmed that all Board Members had selected a Committee and that a list would be sent for confirmation.</li> <li>○ Bariglio called upon Commandant Pullella to present the Commandant’s Report.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Commandant’s Report</li> </ul>	<ul style="list-style-type: none"> <li>○ Commandant Pullella shared the following information: <ul style="list-style-type: none"> <li>○ a recommendation to read the most recent newsletter from Donna Galinskie;</li> <li>○ information pertaining to the employment of permanent substitutes including acknowledgement of a one-day DMA shut-down as a result of the number of staff members contracting COVID; and, the need for bus drivers, again, relative to the same COVID issue;</li> <li>○ the many interactions occurring with various Foundations – Longwood, Crystal Trust Foundation, etc., - in the quest for building funds; and,</li> <li>○ convening Town Hall meetings related to the variances needed for construction and a request / solicitation of thoughts from M. Berardi and D. Papa, around this topic, both of whom agreed to share their thoughts.</li> </ul> </li> <li>○ Commandant Pullella: <ul style="list-style-type: none"> <li>○ thanked all who had supported DMA’s quest for the Superstars, In Education Award;</li> <li>○ shared general information relative to the progress of Class of 2026 interviews which will continue into February, and confirmed the very positive nature of the process; and,</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ shared general information about the DMA Hall of Fame initiative currently being discussed by the committee</li> <li>○ Finally, Commandant Pullella shared that the new Senior Naval Science Instructor (SNSI) was “working out” which was great news for DMA.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Treasurer’s Report - December</li> </ul>	<ul style="list-style-type: none"> <li>○ G. Outten presented the following Treasurer’s Report: <ul style="list-style-type: none"> <li>○ confirmation of a discussion at the end of December relative to the final budget v. actual results: <ul style="list-style-type: none"> <li>○ currently at 50.0% of the budget year, having received \$6.5M (82.8%) of anticipated revenue for the year, compared to 81.3% for the same period in the prior year. The majority of state &amp; local funds have been received with the rest expected by fiscal year-end.</li> <li>○ expenditures are at 50.8% for the six months ended, versus 51.1% for the same period in the prior year. Minor capital expenditure projects caused maintenance expenses to be slightly over budget including an adjustment in maintenance supplies. Most expenses are in line with projections. Personnel expenses are slightly above due to the number of pay periods.</li> <li>○ a discussion related to unforeseeable expenses – nothing material noted. Finally, the unit count has been certified. Related to this, K. Gatson shared that the State of Delaware is piloting a second unit count to be conducted mid-year. (Interesting)</li> </ul> </li> </ul> </li> <li>○ Motion to approve the Treasurer’s Reports. <ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ H. Kahrs</li> <li>○ General F. Vavala</li> </ul> </li> </ul>	

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	Vote: Affirmative	
<ul style="list-style-type: none"> <li>○ Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ G. Outten presented the following Finance Committee Report from a meeting on January 10, 2022:               <ul style="list-style-type: none"> <li>○ a discussion of the organization’s financials with no concerns noted;</li> <li>○ a discussed of the RFP for this year’s Audit;</li> <li>○ the need for three DMA Board members needing to complete the financial responsibility training via Class Link;</li> <li>○ a discussion of the status of the CBOC with an initial meeting tentatively scheduled during the third week of March 22<sup>nd</sup>, and every quarter thereafter. Planning of the agenda for the committee is ongoing and with input from K. Gatson and with a plan to monitor a portion of payments, vouchers, P-cards transactions, vendors and the expense reimbursement process;</li> <li>○ a reminder of the need for remaining Board Members to complete the required financial responsibility training via Class Link.</li> <li>○ Finally, the Outten shared the need to identify a DMA staff representative and a cadet representative.</li> </ul> </li> <li>○ Motion to approve the Finance Committee Report.               <ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ H. Kahrs</li> <li>○ General F. Vavala</li> </ul> <p style="margin-left: 40px;">Vote: Affirmative</p> </li> <li>○ H. Kahrs provided an audit update to include:               <ul style="list-style-type: none"> <li>○ confirmation of an RFP request having been sent to K. Gatson who shared that the RFP would be sent by the end of January;</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ confirmation that K. Gatson would be the lead on the RFP with a March 31 date being set for the selection of a vendor with Finance Committee input.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Governance Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ N/A</li> </ul>	
<ul style="list-style-type: none"> <li>○ Academic Excellence Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ K. Doughty informed all that an Academic Excellence Committee meeting was imminent and that the Scholastic Aptitude Test (SAT) was now being offered, for the first time, from Chrome Books.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>○ Fund Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ N/A</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>○ Alumni Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ J. McCloskey informed all that she would be convening an Alumni Committee meeting. She shared that this was a “work in progress” and that the committee would be discussing various forms of media – Facebook, LinkedIn, etc. to communicate with alumni and to serve as the foundation for alumni communication. Z. Gordy volunteered to work with her.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>○ New Business</li> </ul>	<ul style="list-style-type: none"> <li>○ Chairperson Bariglio, who had volunteered to “chair” the ad hoc Alumni Committee, asked that it be determined if he could accept this position, given DMA by-laws, relative to his having completed his term as chairperson of the DMA Board. This possibility is to be determined.</li> <li>○ More to be discussed on this topic.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>○ Old Business</li> </ul>	<ul style="list-style-type: none"> <li>○ N/A</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>○ Additional Items from the Floor</li> </ul>	<ul style="list-style-type: none"> <li>○ D. Behnke, DMA PTA, shared information about a January Zoom meeting. Additionally, she shared that the goal of the PTA was to double its membership. She indicated that staff appreciation continues as a goal and that the May Staff Appreciation Luncheon would continue.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>
<ul style="list-style-type: none"> <li>○ Next Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>○ The next Board meeting will be February 28, 2022, 18:00 hours.</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>

TOPIC	DISCUSSION	ACTION
	Modality to be determined.	
<ul style="list-style-type: none"> <li>○ Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>○ Hearing no additional business, Chairperson Bariglio called for a motion to adjourn the January DMA Board meeting at 18:59 hours.               <ul style="list-style-type: none"> <li>○ Motion to approve: J. McCloskey</li> <li>○ Second: General F. Vavala</li> </ul> </li> <li>Vote: Affirmative</li> </ul>	<ul style="list-style-type: none"> <li>○ None required</li> </ul>

Respectfully Submitted:

**Alfred D. Di Emedio**