

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 7/9/14
7 Williams Street, St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Roman Pytel, Nan Nutt, Carrie Morgan, Irene Arriola, deAnne Deleon

Quorum present? Yes

Others present: Gerry Galloway

Proceedings: Meeting called to order at 6:00 pm by Jean McDowell.

Review of Public Notice: The meeting was advertised in the *St. Augustine Record*, as well as on the school website and by email to the school community.

Approval of Minutes: The minutes from the June meeting were approved. The motion to approve was made by Jean and seconded by Roman.

Public Comment on Agenda Items: Gerry Galloway participated in the Finance and Development discussion. See below.

Items from Officers:

- A. Items from the President** – Jean will be out of town from mid-July until the second weekend of August.
- B. Items from the Vice President** - Roman will be out of town from late July until August 13.
- C. Items from the Treasurer** – Nan will also be out of town from late July until August 13.

Director's Report:

A. Personnel

- All returning faculty and staff have signed contracts.
- Kirby Belcher has signed contract.
- Hired a LE assistant who has worked as a preschool teacher and is taking education courses. She also has a degree in Fine Arts and would be interested in offering an after school art program. This is the last position that needed to be filled.

B. Enrollment

- The school is fully enrolled with 60 students total, 36 in LE and 24 in UE. Of those, 15 are new to the school.
- Paperwork has been mailed to all new families. This includes registration papers, health forms, directory info, background screening, and Contract of Commitment.
- There are waiting lists for all grades.

C. Supplemental Academic Instruction (SAI)

- A SAI proposal and budget (\$11,516) was submitted to Tim Egnor (SJCS) in June.

- Mr. Egnor said the proposal “looks good” and was sending it to Darrell Colee for review of the budget.

D. Instructional Materials Budget

- Equipment for next year was purchased using the remaining funds in this budget line.
- Two purchases were not processed in time for June financials.

E. Summer Office Schedule

- July 2 is Judi’s last day in the office until July 21.
- Gina will be in and out of the office during Judi’s absence, although she is also out of town the first part of the second week of July.
- If anyone needs access to the building, both Jean and Roman have keys.

Parent Involvement:

- A. Parent Education** – The final parent education classes for new families (returning families are also welcome) will be held August 4 and 6.
- B. 2013-14 Parent Survey** -- Jean will email the Parent Survey results to parents on July 9.
- C. Parent Board Representation** -- The Board of Trustees has an opening for a parent representative. Interested parents are encouraged to attend the August Board meeting and to submit a letter of interest and resume.
- D. Community Meeting Agenda** – The first Community Meeting of the 2014-15 school year will be held August 26, at 6 pm, at the Main Library. Roman and Nan will both speak to “rally the troops” for volunteer efforts and financial support. There was a discussion about having Tim Seldin (National Montessori Foundation) speak if available and if he’s willing to waive his fee. DeAnne will speak about her experience with Montessori both as a teacher and as a parent. The Strategic Plan may also be discussed, time permitting.

Strategic Plan:

- A. Implementation and Action Plans** - Jean will flesh out Roman’s draft, which shows who is responsible for implementing each phase of the plan (e.g., Director, Board, etc.). She will send out to the school community when completed.
- B. SAMC Position Needs** – A parent trustee position is open. The Board needs to have a Secretary and someone to take the lead on Fundraising.

Finance and Development:

- A. Financial Report** -- Nan emailed the monthly reports prior to the meeting. A third check was disbursed by the District. The end-of-year balance was \$100 higher than at the start of the school year.
- B. Paychecks and Reimbursement** - Judi continues to work with Paychex to resolve the overpayment of employees. It may be preferable to switch payroll companies, as Paychex has not been very responsive.
- C. 2013-14 Budget** -- Jean made a motion to reconcile the 2013-14 budget to reflect the actual. The motion was seconded by Irene. The bookkeeper will need to do the reconciliation.

D. Fundraising Plan –Nan drafted a fundraising plan. DeAnne proposed setting aside a percentage of all donated funds for the future long-term facility. Gerry suggested creating elected Board positions as a means to increase a feeling of parent responsibility to the school.

1. Capital Campaign Part B: Jean and Gerry met on July 8 to discuss the “deep pockets” list of potential donors of money and/or land. Meetings with the potential donors should begin as soon as materials (brochure, architectural drawing of future facility, etc.) are developed.

Facility:

- A. 2014-15 Facility:** Roman reported on the status of the modular, which will be the Upper Elementary classroom for the new school year. The delivery of the modular unit is still slated for July 21. The flooring will be vinyl composite tile instead of carpeting. The plumbing and electrical work still need to be completed. The permit has been pulled. The deck drawings need to be submitted to the city. Jean and Roman will both follow up with Rob Matthews on the deck drawings. Nan volunteered to cover food and grilling if the deck-building is on July 21. Irene will follow up with Jim Costeira (Fire Department) about hooking up a fire system for the modular. Roman took care of the details on the road closure.
- B. Future Long-Term Facility:** “Deep-pockets” donors will be solicited for donation of land and/or large financial contributions for the future long-term facility. These meetings will begin upon completion of marketing materials.

The meeting was adjourned at 8:00 p.m.

Action items:

- Roman and/or Irene will call Scott Beebe about the malfunctioning A/C unit in the school.
- Jean will close the account at Vystar and have the balance transferred to Ameris.
- Jean will email the Parent Survey results to parents on July 9.
- Jean will send out a modified version of the Strategic Plan to the school community when completed.
- Jean and Roman will both follow up with Rob Matthews on the deck drawings.
- Irene will follow up with Jim Costeira (Fire Department) about hooking up a fire system for the modular.

Minutes submitted by Carrie Morgan, Secretary.