

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 8/13/14
7 Williams Street, St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Judi Dunlap, Irene Arriola, deAnne Deleon

Quorum present? Yes

Others present: none

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 July meeting were approved. The motion to approve was made by Irene and seconded by Jean.

Public Comment on Agenda Items: N/A

Items from Officers:

- A. Items from the President** – Jean motioned to elected deAnne Deleon as Interim Secretary since Carried Morgan has resigned as secretary and it was seconded by Irene.
- B. Items from the Vice President** - Roman was out of town.
- C. Items from the Treasurer** – Nan was also out of town.

Director's Report:

- A. Personnel**
 - Nancy Smith has been hired as the LE Assistant and LE teachers like her.
- B. Enrollment**
 - The school lost six students this week but Judy has replaced them with six students from the waiting list.
- C. Supplemental Academic Instruction (SAI)**
 - A SAI plan was approved.
 - Two checks came in July.
- D. New Parent Orientation**
 - Jean will follow up with any new parents that did not make the new parent orientation.
- E. New Arrival/Dismissal Procedures**
 - All parents have been informed of the new staggered arrival and dismissal times and procedures.
- F. After School Enrichment Programs**
 - Nancy Smith will be providing art 2 days a week, one day to UE and day to LE.

- Judy had trouble getting a hold of Annett for music. Irene provided her with new contact information and she will try again.
- Jean would like to offer after school orchestra and look into it.
- The school will continue providing Bricks for Kids.

Parent Involvement:

- A. Parent Education** – Scheduled for October 8th at 6:15.
- B. 2013-14 Parent Survey** - Jean sent out compiled results and had no responses from parents.
- C. Parent Board Representation** - The Board of Trustees has an opening for a parent representative. An email has been sent to parents asking interested parents to submit resume and letter of intent. No parents have submitted either. Irene feels that Dr. Allen Depray would be a good candidate and invite him to be the parent representative.
- D. Community Meeting Agenda** – The first Community Meeting of the 2014-15 school year will be held August 26, at 6 pm, at the school. Judi suggested the meeting be held at the school instead of the main library. The first part would be classroom meetings from 6 to 6:30 in individual classrooms, then everyone to come together for the Community Meeting in the new classroom from 6:30-7:30. Roman and Nan will both speak to “rally the troops” for volunteer efforts and financial support. Then deAnne will speak about her experience with Montessori both as a teacher and as a parent. Finally the Strategic Plan will be presented by Jean.

Strategic Plan:

- A. Implementation and Action Plans** – (same as July minutes) 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 someone to take the lead on Fundraising.

Finance and Development:

- A. Financial Report** - Nan emailed the monthly reports prior to the meeting. Received a \$419 donation. The actual amount of supplies spent is \$3,000 not \$700 but should be in next month’s financial report. Over budget for modular due to many underestimates.
- B. Paychex/payroll** - Judi is researching switching payroll from Paychex to the accountant for a significant savings. Jean will research to see if the state statute mandates that the payroll be done by a CPA.
- C. Annual Audit**- Judi reported that the annual audit went well other than mistakes on the report that was immediately corrected. The auditors showed concern about cash receipts. Irene suggested using a receipt book for any cash accepted and the parent signature and person receiving the cash’s signature to provide a paper trail.
- A. Fundraising Plan** –deAnne offered to draft a fundraising plan for the 2014-2015 school year and email it to the board.

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

Action items:

- Jean will follow up with new parents that were not able to attend the new parent orientation.
- Judi will follow up with Annett for music for after school program.
- Jean will look into after school orchestra.
- Irene will contact Dr. Allen Depray to see if he would be interest in being the parent representative on the board.
- Jean will research to see if the payroll has to be done by a CPA.
- Judi will begin using a receipt book for all cash received.
- deAnne will draft a fundraising plan for the 2014-1015 school year and email it to the board.

Minutes submitted by deAnne Deleon, Interim Secretary.