

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 11/12/14

7 Williams Street, St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Roman Pytel, Nan Nutt, Irene Arriola, deAnne Deleon, Endo Pascasio and Judi Dunlap

Quorum present? Yes

Others present: Nicole Conticello, Alejandro Ballaudo, Lielanie Pascasio, Carole Loughlin, Dan Kiefert, Shalah Romine, Daniel Romine, Karen Gianinni, Michael Mann.

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

Review of Public Notice: The meeting was advertised on the school website and by email to the school community.

Approval of Minutes: The minutes from the October's meeting were revised and then approved. The motion to approve was made by Irene and seconded by Roman.

Public Comment on Agenda Items: None.

Items from Officers:

- A. Items from the President** –None
- B. Items from the Vice President** – Related to Director oversight to be covered under Director Report on Agenda
- C. Items from the Secretary-** None
- D. Items from the Treasurer** – None

Parent Involvement:

- A.** Parent orientation class alternative reports were given to Judi. Judi and Jean answered parent questions.
- B.** Carole Loughlin gave an update that the Friends group was having the Yard Sale Saturday, 11/15. They were still in need of tables, bags and volunteers. The Friends group is merging fundraising efforts with the Boards' Fundraising Committee. They are currently planning a SAPMS family campout for early March.

Strategic Plan:

- A.** Implementation and Action Plans

Finance and Development:

- A. Financial Report:** The financial report is at the lowest point it has ever been mostly due to the \$29,000 spent on the Module. The board is hoping that the Annual fund and Fundraising will cover the gap. The budget will need to be revised because the module is currently listed as an asset but SAMPS does not own it. Judi and Nan will revise it. The October financials also reflect 3 pay periods. In an effort to

reduce spending, Sharon no longer helps prepare financials. Evelyn our bookkeeper will prepare and submit our financial reports. Nan is filing for an extension for the 990.

B. Fundraising Plan 2014-15:

a. Fundraising Leads/Teams

- i. Leilani Pascasio has volunteered to be the Lead for the silent auction. The Limelight Theater was suggested by parents at the fundraising meeting but Jean and Leilani do not feel it will be a successful venue for a silent auction. Alejandro suggested doing a Celebrity Bar Tending Auction at the Ice Bar with teacher serving drinks. Jean liked this suggested and deAnne and Leilani will research it further. Leilani also suggested an event like the Colonial Quarter Review with magic as a family event.
- ii. Alejandro will get with Jean to provide information about the school to a restaurant owner that donates ATM profit to nonprofits.

b. Upcoming Meeting will be December 11th at 6pm at the school.

c. Annual Fund: the Annual Fund letter went out to all the families and was passed out to the board members at the meeting. So far 17 families (30%), 3 board members (50%) and 2 staff (30%) have made pledges. The current total is \$26, 150. Endo will get with Judi to create a Montessori visual progress of pledges for the families to see at drop off and pick up. Our goal is 100% participation. Nan will get with Carole about a Letter writing activity for families to write letters to their friends and families for donations.

d. The PowerPoint presentation was approved by the board with one edit about the lower elementary.

Facility:

- A. Irene and Frank looked thru all suggested properties but only 1 was worth pursuing if the school had the money to purchase it. Irene met with Scott to discuss his enrollment to see if he would be interested in SAPMS subleasing more of the property but he was not interested. Irene also met with Ed and Dave, the old jail landlords to discuss leasing the Mart Peck house. The house is 2000 square feet and they will be renovating it in January 2015. If SAPMS is interested in leasing the house for additional school space, we can tour it and have input on the renovations. Irene passed out architect plans of the house and will schedule a tour for the board.
- B. SAPMS will no longer be subleasing under Scott. Irene will talk to Ed about our own lease rates, including amounts with the Mary Peck house.

Other DOE/SJCSD Requirements

A. School Improvement Plan (SIP) Presentation Report

B. Quarterly Meetings: Judi attended the meeting and they would like unapproved minutes but Jeansaid that we will continue to provide them with minutes once they are approved. Scott asked Judi for reimbursement for computers.

C. Governance Training and Fingerprinting: Endo need to do his Governance training and fingerprinting. Judi need dates that the board members did their governance training (Nan, deAnne and Endo).

Director's Report

- A. Roman did an observation and would like more oversight of the director. It was suggested to Roman by the board to meet with Judi first. If he felt the issue was not resolved, the board could have a Special Meeting about oversight. Alternatively, the Board could discuss it now at the present meeting or at another regular meeting. Roman was not willing to provide details for the discussion at this time. The Sunshine Law was discussed and the need to have all conversations between the board members in the "Sunshine" and open to the public but that one board member to could talk to the director.
- B. **Enrollment:** All the board agreed that SAPMS should retain the 4 to 1 ratio of Montessori to non-Montessori students to retain an authentic Montessori education experience.
- C. **Classroom Reports:** Finishing up conferences. Lower Elementary is doing great. They are a very young first years so Heather has incorporated practical life to meet their developmental needs.
- C. **Incident reports:** There have been 18 incidents total.
- D. **Health:** No health problems.

The meeting was adjourned at 8:30 p.m.

Action items:

- Endo will get with Judi to create a Montessori visual progress of pledges for the families to see at drop off and pick up.
- deAnne and Leilani will research Celebrity Bar tending at the ice bar
- Jean will get with Alejandro to provide information about the school to a restaurant owner that donates ATM profit to nonprofits.
- Nan will get with Carole about a Letter writing activity for families to write letters to their friends and families for donations.
- Irene will talk to Ed about our own lease rates, including amounts with the Mary Peck house, and schedule and tour for the board.
- Endo need to do his Governance training and fingerprinting.
- Nan, deAnne and Endo need to get Judi dates that they did their governance training.
- Roman needs to schedule a meeting with Judi and then decide if there is a need for a Special Meeting.

Minutes submitted by deAnne Deleon, Secretary