

St. Augustine Montessori Community, Inc.

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

Board Members:

Present: Jean McDowell, Jeannie Buskirk, Irene Arriola, Carrie Morgan, Judi Dunlap

Others present: Jae Bass, Teri Aboulafia, Marilyn Deprey, Keri Matthews

Quorum present? Yes

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

Review of Public Notice: Carrie placed a public notice ad with the *Record* for the 2013-14 Board meetings.

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

Public Comment on Agenda Items: Marilyn Deprey asked for clarification of pick-up/drop-off times and suggested a later start time for Board meetings.

Items from Officers: N/A.

Nominating Committee Report: The Nominating Committee will interview prospective Board member Nan Nutt on August 21 at 6 pm at Irene's downtown office.

Financial Report: Jean will email future financial monthly reports for Board members to review.

- A.** Audit: Kattell and Company are currently conducting the audit. The completed audit is due to the district by August 30. Jean and Judi provided the auditors with the requested documents.
- B.** Change of banks: An account for SAPMS was opened at Prosperity Bank. The school will participate in Prosperity's school fundraising program. A representative from Prosperity will attend the Community Meeting on August 28 to share information on the School Spirit program.

Finance & Development Committee Report: Keri Matthews reported that order forms for SAPMS t-shirts and magnets will be available at the Community Meeting. Donations to help fund the dome and required mulch will also be collected.

Facility:

- A.** 2013-14 Facility: Volunteers are being sought to help Rob Matthews put up the fence around the Upper Elementary playground the weekend after school starts. A school clean-up day will be held Saturday August 16. Judi reported that the Upper Elementary classroom on the second floor is ready to go. There is lots of storage space and the AC units are effective.

- B. **Future Long-Term Facility:** Irene and others continue to investigate potential sites for a larger, permanent facility.

Director's Report:

- A. **Enrollment** – A total of 48 students are enrolled, with six being added last week. Gina is working on the directory. The Community Handbook will be emailed to families. New parents are required to attend the Parent Class or complete an assignment if unable to attend (policy carried over from last year).
- B. **Personnel** – Judi hired an Assistant Teacher who is ESE certified. Christian Lewis will assist in the two Lower Elementary classrooms. The Staff Manual was distributed to all staff members. Judi presented Gina O'Brien's contract for approval. The Board voted to approve the contract, with Jean making the motion to approve and Carrie seconding.
- C. **Facility Layout, Classrooms** – The large rooms downstairs will house the Lower Elementary classrooms, with the Upper Elementary classroom upstairs. Gina will occupy the front office. Judi will have an office upstairs. Additional greenspace was added to the leased property and will be used as a playground for the Upper Elementary.
- D. **Pre-Opening Meeting** – A "meet the teacher" event will be held Thursday, August 15 from 10 to 1 pm. Those unable to attend Thursday may come on Friday.
- E. **Insurance** – The school's insurance policy will be carried by VanDyke Norman for the 2013-14 school year, at a savings of about \$3,000.
- F. **Volunteers in the Classroom** – Parents will be welcome to volunteer in the classroom starting in October.
- G. **Studios** -- Parents will be asked to volunteer for "Studio Fridays," during which students have an opportunity to work on ongoing projects.
- H. **Music Program** – Annette Danielson will be teaching music in the school on Thursdays. She will also offer afterschool music classes. A flyer will be sent home with information.
- I. **Community Meetings** – The first community meeting will be held August 28. Childcare will be available at the school for a small donation. Subsequent community meetings will be held in February and May 2014.

Parent/Family Involvement

- A. **Parent Input – Annual Survey:** The survey results were emailed to families.
- B. **Parent Teacher Organization (PTO):** Teri Aboulafia reported that PTO by-laws were drafted. The PTO will meet to approve the by-laws. At the September meeting, the Board will vote to recognize the PTO as a school support organization.

Other DOE/SJCSD Requirements:

- A. **Teacher and Principal Evaluation Systems** -- The school will use the Marzano system until a more Montessori-appropriate tool is acquired or developed.
- B. **Leadership Training** – Jeannie attended the District's Leadership Training and found it insightful. The focus was on the Student Success Act and Common Core standards.

- C. Quarterly Meetings – Jean requested that these meetings be attended by a Board member along with Judi.

Public Comment on Non-Agenda Items – N/A

The meeting was adjourned at 7:30 p.m.

Minutes recorded and submitted by Carrie Morgan, Secretary.