

## **St. Augustine Montessori Community, Inc.**

Board Meeting Minutes 6/11/14  
7 Williams Street, St. Augustine, FL 32084

### **Board Members:**

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

Quorum present? Yes

Others present: Carole Loughlin, Endo Pascasio, Sharon Fouracre, Stephanie Mealer, Michael Mann

**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 May meeting were approved with changes. The motion to approve was made by Jean and seconded by Nan.

**Public Comment on Agenda Items:** N/A.

**Items from Officers:** N/A.

**Strategic Plan:** Roman will send out a draft of the plan divided to show who is responsible for implementing each phase of the plan (e.g., Director, Board, etc.).

### **Board Members:**

- A. **Nomination and Election of deAnne Deleon:** Jean made a motion that deAnne Deleon be nominated to the Board of Trustees for a three-year term, from June 2014- September 2017. The motion was seconded by Nan.
- B. **SAMC Position Needs:** Carrie's term as Trustee and Secretary will end in August 2014 and she is not seeking re-appointment. A new parent member will be added to the Board. Terms will be staggered so that two of six terms will expire each year. Jean's term as President is 2012-2015. Roman's term as Vice-President is 2011-2014. The new parent will serve from 2014-2017. Nan's term as Treasurer will be 2013-2016. Irene and Jeannie's terms as Trustees are 2013-2016. Jean will send a revised draft of the Board Recruitment document for comment before sending out to the parent community. deAnne volunteered to serve as Secretary but was asked to hold off, as her skill set is broad and she may be able to better contribute in other ways. Leadership is also sought for the Facilities and Fundraising Committees. Judi volunteered to attend Fundraising meetings. Jean and deAnne both volunteered to act as Board liaison to the Fundraising Committee. Roman volunteered to take the lead on the current facility and be

Board Liaison for Facilities. The Future Facility lead will need to follow-up with the people who have taken on tasks/assignments.

**Finance and Development:**

- A. Financial Report:** Nan reported that for May, we are over budget for the salary line. There were three pay periods in May. The reimbursement on the 48<sup>th</sup> FTE is now being paid by the district. There are back payments for health insurance owed to Lorraine and this will be taken care of by Paychex and deposited separately from her salary. There is an issue of taxes that are owed on reimbursement of health insurance benefits. Nan motioned for SAPMS to cover the back taxes on health benefits to prevent staff from having to absorb the cost. Irene seconded. Roman was opposed to the motion.

Jean will close the account at Vystar and have the balance transferred to Ameris.

The payroll service has overpaid staff by one paycheck due to payroll services starting after the first pay period. The salary expenses and payroll tax will need to be reimbursed. Sharon Fouracre advised that a written statement be prepared to reflect the situation for the upcoming annual audit. Roman made a motion that the overpayment be documented and the overpayment amount paid back, with the understanding that if it creates a financial hardship, it can be paid back over time. Nan seconded the motion. The books will need to reflect the correction. Judi, Nan, and the accountant and bookkeeper will discuss a method to track payroll and prevent future similar problems.

A Budget Workshop is scheduled for June 18 at 3 pm. Trustees should provide past budgets, revenue estimates, a budget scenario for 2014-15, staff contracts, ESE, FTEs, and reserve numbers.

**B. Fundraising Plan:**

- 1. Fundraising Leads/Team:** Carole Loughlin volunteered to be the Fundraising liaison to the Board. A meeting will be held June 19 at 10 am to begin planning for next school year.
- 2. Capital Campaign Part B:** Jean will meet with Gerry Galloway on July 8 to discuss the “deep pockets” list of potential donors of money and/or land.
- 3. Grants:** A Grants Subcommittee needs to be formed.

- C. Annual Audit:** The annual audit will be completed by Kattell & Associates. Nan attended audit training in Gainesville last month. On June 23, Jean, Nan, and Judi will meet to prepare for the audit. Jean made a motion that SAMC engage in a contract with Kattell & Associates for \$4,100 to conduct the annual audit. Irene seconded the motion.

- D. SJCSO Audit Finding and Response:** The response will include a request for the audit not to label SAPMS as in “deteriorating financial condition.” Jean made a motion that a written response to the audit be drafted and submitted by the June 13 deadline. Nan seconded the motion and volunteered to draft the response. It will state that although there was about a \$20K shortfall in fundraising, expenses were \$6-7K below projection and the bottom line for the year will be very close to what was projected and approved by the district. Nan’s response will address all issues identified by the auditors.

**Personnel:**

- A. Contracts:** The personnel contracts are awaiting Jean's signature. Jean made a motion to approve Judi's contract in the amount of \$68K for 2014-15. Carrie seconded the motion.
- B. Evaluations:** End of year evaluations will be completed in August before school starts.

**Facility:**

- A. 2014-15 Facility:** A modular unit will be delivered on July 21 to serve as the Upper Elementary Classroom. Roman will try to make sure it is not carpeted. The first payment on the modular is due a week before delivery. The contractor will be paid upon completing the job. FPL may need to install a new transformer to accommodate the HVAC. Power may not be available until July 22 or 23. Installation of the deck connecting the modular to the classroom will be done by parent volunteers the week of July 22-27. Allen Deprey is trying to get the lumber donated. Permits with the City are being held up due to a stormwater issue. Irene will call Ruben to assure the City that no impervious surface is being added. Jim Vose, general contractor, is getting plumbing and electric estimates. Rob Matthews needs to send the site plan to the modular company. An application for right-of-way needs to be made with the City for closing the street during the hours the modular is being delivered. A courtesy call to the train depot next door should be made to provide notice of the road closure.
- B. Future Long-Term Facility:** No new discussion.

**Enrollment**

- A. New Parent Requirements/Contracts:** Six new families have enrolled their children.
- B. Waitlist and Numbers:** At this time there are 57 children enrolled, with one slot each open in first, third and fifth grade. Judi has calls out to waiting list families.

**Director's Report:**

- A. Classroom Needs:** Judi will be purchasing additional classroom materials.
- B. New Salary Schedule:** The district is requiring the implementation of a new salary schedule by July 1. Judi will draft a salary schedule to meet the new requirements.
- C. Community Meeting:** The first Community Meeting will be held on August 26 at 6 pm at the Main Library. As always, Board members are encouraged to attend.

**Parent Involvement:**

- A. Volunteer Hours:** All families but one fulfilled their service contract of 20 volunteer hours.
- B. 2013-14 Parent Survey:** Jean is working on the Parent Survey results. She will prepare charts and graphs to illustrate the responses.
- C. Friends Group:** Carole Loughlin will be the President of the Friends of SAPMS for 2014-15. She will email Judi/Jean a draft of their calendar of events for the next school year.

The meeting was adjourned at 8:10 p.m.

**Action items:**

- Jean will send a revised draft of the Board Recruitment document for comment before sending out to the parent community.
- Jean will close the account at Vystar and have the balance transferred to Ameris.
- Jean, Nan, and Judi will meet on June 23 to prepare for the annual audit.
- Nan will draft a response to the district audit to be submitted by June 13.
- Irene will call Ruben to assure the City that no impervious surface is being added with the installation of the modular.
- An application for right-of-way needs to be made with the City for closing the street during the hours the modular is being delivered. (Roman?)
- A courtesy call to the train depot next door should be made to provide notice of the road closure (identify who will call at July 9 meeting).
- Judi will draft a salary schedule to meet the new requirements.
- Jean will prepare charts and graphs to illustrate the Parent Survey responses.

Minutes submitted by Carrie Morgan, Secretary.