

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 08/12/15
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:08 pm by Jean McDowell.

I. Roll Call

Present: Jean McDowell, Irene Arriola, deAnne Deleon, Joe Ryan, Rachel Cremona, Endo Pascasio and Judi Dunlap

Absent: Nan Nutt

Quorum present? Yes

Others present: Lielanie Aguilar, Michael Mann

II. Review of Public Notice: The meeting was advertised via email to the school community. Jean made a note that we forgot to post it on the newsletter.

III. Approval of Minutes:

Irene moves to approve the June 9, 2015 meeting minutes. Seconded by deAnne, all are in favor.

IV. Public Comment on Agenda Items: None

V. Items from Officers: None

VI. Board of Trustees

A. Resignation from Nan Nutt

- Nan has not resigned, pending release of Annual Fund Thank You letters.

B. Nominations

- Jean nominates Rachel Cremona to join the board. Irene seconds, and all are in favor.
- Jean nominates Joe Ryan to join the board. Irene seconds, and all are in favor.
- Jean will email the call out for parents who may want to be part of the board.

C. Board Notebooks and Policies

- *Jean will email a link to the Code of Conduct to parents.*
- *Judi will add a section about Attending Conferences for next year's Parent's Contract.*
- Irene moves to approve 2015-16 Staff Handbook, deAnne seconds. All are in favor.
- Jean would like the Teacher's Contracts included in the Board Notebook.

VII. Director's Report

A. Enrollment

- Judi has spent a great deal of time the two previous weeks trying to enroll new students. The LE waitlist has been exhausted and we've had people coming in via word of mouth.

Current numbers:

- First grade – 16
- Second – 19
- Third – 18

- *LE total: 53 (target: 57)*
- Fourth – 14
- Fifth – 14
- Sixth – 8
- *UE total: 36*
- *School total – 89*
- We had 2 no shows.
- ***Jean will send out public notice that we have a few openings left in LE.***

B. Classroom Reports

- Judi has spent time in every classroom, and they all look great. She has heard from LE parents, both returning and new, that their kids had a great first day and they love school! Everyone is starting the year with grace and courtesy and classroom procedures.
- No Incident Reports.

C. Parent Education

- 19 parents attended the second New Parent Orientation.
- Teachers have entered their students in Montessori Compass. The goal is to give parents access to their child's goals and correlated standards. Lorraine took a leadership role in making this happen.

D. Personnel & Training

- Judi has handed out the Teacher Goal Setting Plan at staff meeting. Staff will have a month to identify their goals and complete the plan. Judi and the teachers will set up check points throughout the year. They will also start a list of materials presentations to practice at meetings and set up a calendar to take turns sharing readings concerning Montessori education.

E. Materials, Shelves, Furniture

- The four shelves on casters ordered for the Galimore Center have been either lost or damaged in transit. They are now out of stock and so can't be reordered. A full refund has been issued.
- All other shelves Judi has investigated has a shipping date 2 to 3 weeks out. Meaning we wouldn't have them for another month or longer.
- Since they don't have to move the shelves, Judi think it makes sense to just stick with what we have and save \$1200. We can always buy another plastic shelf if needed.
- There are a few more basic materials to buy that are missing. Judi asked the teachers to inform her last spring about missing materials, but that didn't happen.
- ***Judi will create an inventory of all materials.***

F. Workman's Compensation

- Our first claim: A teacher fell and needed stitches.

G. Other Concerns

- Judi is concerned about the childrens' safety when a neighboring building is scheduled for demolition. ***Irene will find out about possible exposures to lead, asbestos, and encounters with rats.***

VIII. Finance and Development

- A. Jean moves to make the change to our Insurance policy coverage to 93 students (up from a coverage of 90 students) in case we get our capacity enrollment. DeAnne seconds, and all are in favor.
- B. The 2014-15 Audit will be on August 18, 2015.
- C. ***Jean needs to go to the bank with deAnne to get a credit card.***
- D. Fundraising Plan
 - ***deAnne and Lielanie will meet to draft a fundraising plan before the first community meeting on August 18, 2015.***
 - ***Prepare a list of activities and the sign-up sheets.***

IX. Facility

- Jean says that we need to extend the lease on the modular a further 9 months (from the original 14 months) with the same terms. Irene makes the motion to extend, Endo seconds, and all are in favor.
- ***Judi and Jean will tell the auditors that we will capitalize on a 3-year depreciation rate for the modular.***

X. Strategic Plan

- ***Judi and Jean will go over the 2015-16 Goals and submit it to the board via email for approval.***
- Judi will buy the lead teachers copies of Paul Epstein's 'An Observers Notebook'.
- Montessori Compass is for parents to keep track of their children's progress.
- Parent Committees. Judi would like some committees, like House and Grounds, to help conduct other school business.

XI. District Requirements

- The pre-opening visit was conducted.
- Charter Renewal. ***Jean will email the District about what the process will be.***

XII. Public Comments

- Michael Mann suggests that we let the public know that there are programs to help families get an early Montessori education. Jean says that she does let families know, but that currently SAPMS has no such program.

XIV. Action Items: See ***Bold Italicized*** Items

XV. Adjourned at 7:53 p.m.

Endo Pascasio, Secretary

Approved by

Date: _____