

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

Board Meeting Minutes 9/9/14  
7 Williams Street, St. Augustine, FL 32084

### **Board Members:**

Present: Jean McDowell, Roman Pytel, Nan Nutt, 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.

deAnne learned in the Charter School Governance Training that the meeting do not have to be advertised in the paper as long as it is well advertised in the school community. So we will no longer advertise in the paper, but continue to advertise on the school website, newsletter and email to the school community.

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

**Public Comment on Agenda Items:** No parents in attendance.

### **Items from Officers:**

- A. **Items from the President** – Jean would like to recognize founding and retired board members by planting a tree in their honor.
- B. **Items from the Vice President** - none
- C. **Items from the Treasurer** – none

### **Election of Board Members**

- A. Nan moved to reelect Roman to the board, Irene seconded, all in favor. Roman Pytell's new term is Sept 2014-2017.

### **Election of Officers**

- A. Irene moved to elect Jean McDowell as President, Nan seconded, all on favor.
- B. Jean moved to elect Roman Pytell as Vice President, Irene seconded, all in favor.
- C. Irene , moved to elect Nan Nutt as Treasure, Roman seconded, all in favor.
- D. Jean moved to elect deAnne DeLeon as Secretary, Irene seconded, all in favor.

### **Director's Report:**

- A. **Enrollment**

- Upper Elementary currently has 1 space open. Judi is going to contact the last family on the wait list to inform them that this space is available. If they are not interested, we can email our current families to inform them of the opening. The opening needs to be filled by Survey week, October 3<sup>rd</sup>.

**B. Classroom Reports**

- Upper Elementary currently has a very disruptive student that needs a lot of one on one time from the teacher. Judy is going to ask George for guidance with this situation.

**C. Incident Report Log**

**D. New Parent Montessori Orientation Follow Up**

- Jean will follow up with any new parents that did not make the new parent orientation.

**E. Volunteers Training**

**F. Music**

- Judy is waiting to hear back on music and will follow up.

**G. After School Programs**

- The school will continue providing Bricks for Kids and art.

**H. Health**

**I. Science Fair**

- Jean would like to organize a internal science fair with the help of Judy and Nan for the Upper Elementary. This year could be considered a training year for possibly participating in the district science fair next year.

**J. Piano**

- Irene donating a piano to the school. Judy is going to decide if it will go in the new building or upstairs, depending on the safety of getting it upstairs.

**K. Digital Education**

- All children must be tested on digital education. Judy will buy four chrome books for skill building to prepare the children for the test.

**L. School Cleaning**

**Parent Involvement:**

- A. Parent Education** – The math parent education was poorly attended so Judy would like to schedule another one in February but make it a student demo night and also a parents hands on.
- B. 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. Jean will email Endo Pascasio so see if he would be interested. deAnne will follow up with Rowell Family, who showed interest at the community meeting.
- C. Friends Group Report-** No one from the friends group in attendance at the board meeting but they met yesterday for planning. The board and staff are interested in receiving Friends events emails so they may participate when possible.

### **Strategic Plan:**

- A. Implementation and Action Plans** – Jean will email parents the Strategic Plan with parent responsibilities highlighted.

### **Finance and Development:**

- A. Approval of Annual Budget-** Jean moved to approve the annual budget, Irene seconded, all in favor.
- B. Financial Report** – Roman will follow up on the reimbursement on the software for \$507. Nan is going recalculate the modular cost to get an actual figure that was overspent. The total cost is \$25,998, when only \$12,000 was budgeted. But \$6,790 of that was lease cost. That leaves \$12-13,000 over budget when we are already running in a deficit. We will have to increase our fundraising goals from \$50,000 to \$60,000 in order to pay the bills.
- C. Bookkeeping and payroll services** - Judi will be switching payroll from Paychex to Evelyn, the accountant for a significant savings. Judi will ask Evelyn to switch all IRS forms and audit forms.
- D. Annual Audit-** The annual audit was approved and clean. The auditors said that if the audit was clean, we should not get audited by the district next year. Nan will email Mike Degutus to follow up with no district audit next year.
- E. Fundraising Plan 2014-15–**
  - Jean proposed 2 committees, one a fundraising committee and a facilities committee. Romans seconded, all in favor. Jean will email parents a description of the committees and attach the rules.
  - deAnne drafted a fundraising plan and the board will provide feedback. Once the board approves the fundraising plan, deAnne will send email to parents with a fundraising meeting.

### **Facility**

- A. 2014-15 Facility-** Jean submitted 3 potential tracks for the facility. Track 1- Staying at current location with 60 students max, reworking the budget to cut expenses. Track 2-Pursuing raw land real estate options. Track 3-Pursuing adequate built facilities. Currently we are on Track 1. Irene is going to approach Able for possible sublease of available space of neighboring school.
- B. Future Long-term facility**

### **Other DOE/SJCSD Requirements**

- A. Evaluations-** Draft by Friday
- B. School Improvement Plans (SIP)**
- C. Quarterly Meeting Schedule**
- D. Governance Training and Fingerprinting**

**Public Comment on Non-Agenda Items- N/A no public in attendance**

The meeting was adjourned at 8:20 p.m.

**Action items:**

- Judi will contact George for guidance with disruptive UE student.
- Judi will follow up with waitlist and or current families for opening space in UE.
- Judi will buy 4 Chrome books for digital education.
- Irene will contact Dr. Allen Depray to see if he would be interest in being the parent representative on the board.
- Jean will contact Endo Pascasio to see is he would be interested in being the parent representative on the board.
- deAnne will follow up with Rowell family to see if they would be interested in being the parent representative on the board.
- Jean will email parents the Strategic Plan with parent responsibilities highlighted
- Roman will follow up with the software company for the \$507 reimbursement.
- Nan will email Mike Degutus to follow up about no district audit next year.
- Judi will ask Evelyn to switch all IRS forms and audit forms.
- Jean will email parents a description of the 2 new formed committees and attach committee rules.
- Nan, Irene and Roman will send deAnne suggestions or comments of 2014-15 Fundraising draft.
- deAnne will schedule a Fundraising meeting.
- Irene is going to contact Able about subleasing additional space.

Minutes submitted by deAnne Deleon, Secretary.