

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 2/12/14
7 Williams St., St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Roman Pytel, Nan Nutt, Judi Dunlap, Jeannie Buskirk

Quorum present? Yes

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 January meeting were approved with corrections.

Public Comment on Agenda Items: N/A.

Items from Officers: Nan asked about documentation and Sunshine law requirements. A brief discussion followed. Documents are available to the public at the school. The board is aware of Sunshine law requirements.

Finance and Development:

- A. Financial Report:** Nan will contact Sharon to have her drop all reports except Profit & Loss YTD, current month and net assets. Nan will also ask Sharon about coordinating Quickbooks entries. Judi and Evelyn have been updating the books, so Judi requested that Sharon check with her before making changes to the accounts when she submits reports to the district. Judi and Nan are working on the relationship with Ameris, which seems to still be in the process of merging records and services. The board would like to see the monthly bank statement from Ameris.
- B. Other Financial:** Jean will close the Vystar account. The board approved moving \$3000 from the ESE budget line item to equipment and materials.
- C. Fundraising Plan/Annual Fund Campaign:**
 - 1. Annual Fund A, Families:** Same as reported at the January meeting with 72% of families, 100% of Board and 100% of staff contributing.
 - 2. Annual Fund B, Community:** Efforts to identify and solicit large donors for funding are being discussed.
 - 3. Art Show:** Need to confirm location with Irene if using her office or seek out another venue. Jean has met with staff to identify art projects that the children might do and supplies that will be needed.

Facility:

- A. Current Facility:** Details about a future sub-lease with additional space for a modular classroom still need to be discussed with property owners and leasor.
- B. 2014-15 Facility:** Two options being considered for next year are remaining at 7 Williams St. (adding a modular for the Upper Elementary), and renting a facility at 2303 US 1 North. The Board approved a motion to submit a Notice of Intent and a \$5000 good faith deposit for 2303 US 1 North. Irene and Frank will draft the Notice of Intent. Irene recommends a 45 day due diligence period. Site plans are needed.
- C. Future Long-Term Facility:** Land owned by the City on SR 312 does not provide enough area for a school at our anticipated growth. A larger site is needed to order to commit to the expense of development. Facility committee members will discuss a list of potential raw land for future location for 2015 or later.

Director's Report:

- A. Enrollment :** There are currently 48 students enrolled. Judi will talk to Dawn Posey at the district about the FTE numbers, which are currently incorrect.
- B. Recruitment and Enrollment for 2014-15:** Judi received enrollment consideration forms for thirty-five students. The lottery will be conducted at the March 12 Board meeting.
- C. Health Issues Update:** All students have been free of lice.
- D. Parent Education:** A training session for parent volunteers will be held in March.
- E. Classroom Reports, Upper and Lower Elementary:** Students will participate in the Backyard Bird Count on February 14. The Lower Elementary needs supplies. A list has been posted in the weekly newsletter. An Asia event will be held during the last week of school.
- F. Administrative Needs:** Students will take the FCAT April 22-29. Volunteer proctors will be needed.

Personnel

- A. Needs and Recruitment:** An update to the AMS ad and an additional NAMTA ad will be placed.
- B. Evaluations – Review and Progress:** The Director self-evaluation based on annual goals to be completed for February 22. Teachers have conducted mid-year evaluations with Judi using Montessori instruments. Judi's mid-year teacher evaluation will be conducted with Judi and Jean.

Other DOE/SJCSD Requirements

- A. Teacher and Principal Evaluation Systems:** Judi will complete her self-evaluation and this will be discussed at the February 22 Strategic Planning Workshop.
- B. Quarterly Meetings:** Roman and Judi attended the quarterly meeting. Roman provided a report. There is a new format for financial reports.
- C. Governance Training:** Nan has completed her governance training.

Board Visioning

- A. Plan and Schedule:** This workshop will be held February 22 and March 8 from 8 a.m. until noon at Irene's office.

B. Process: As emailed by Jean to board.

C. Logistics: As emailed by Jean to board.

Public Comment on Non-Agenda Items: Danielle Billingsley sent Judi two links for fundraising: “Go Fund Me,” and “St. Johns Get on the Bus.”

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

Minutes submitted by Carrie Morgan, Secretary.