

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 12/10/14

7 Williams Street, St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Nan Nutt, Irene Arriola, deAnne Deleon, Endo Pascasio and Judi Dunlap

Quorum present? Yes

Others present: Leilanie Pascasio

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

Review of Public Notice: The meeting was advertised on the school website, school newsletter and by email to the school community.

Approval of Minutes

- A. November 12, 2014 Meeting- Motion to approve with minor edits by Jean McDowell, seconded by Endo Pascasio, all in favor.
- B. November 17, 2014 Special Meeting- The motion to approve the minutes was made by Irene Arriola and seconded by Nan nutt.
 - a. Note: the final action item from Special Meeting minutes was not done and Roman Pytel resigned from the SAMC Board of Trustees.

Public Comment on Agenda Items: Leilani would like to speak about Fundraising.

Items from Officers:

- A. **Items from the President** –No current VP, would like to ask Endo or Irene if they would be interested. Also, adding to the agenda under the Director's Report, teacher search.
- B. **Items from the Vice President** – Position currently not filled.
- C. **Items from the Secretary**- None
- D. **Items from the Treasurer** – None

Follow-up to Special Meeting:

- A. **Board Policies, Procedures and Organization**- After reviewing the board policies and procedure, the board agrees that they are very thorough and there is no need for any changes. Although, it was said that more policy education is needed. Nan suggested a new board member orientation for new board members. This orientation would include highlighting important areas of the policies and procedures.
- B. **Staff Policies and Procedures**- After reviewing the staff policies and procedure, the board also agrees that they are very thorough and there is no need for any changes. Judi covers all of these policies and procedures in the beginning of the school year. Jean sent out an email to the staff and families of SAPMS reminding them of proper avenues for concerns or grievances.
- C. Jean also wanted to make it known that she, nor any other current board member, would have acted or violated a child's rights or allowed this to happen if we had had knowledge of it. Roman Pytel has resigned from the SAMC Board of Trustees. The current board all agree that this was wrong and

handled improperly. Jean spoke with everyone that was affected by the situation. The Director reprimanded the teacher involved with a formal reprimand for the breach.

Enrollment

- A. 2015-2016 Enrollment Materials-** The board review the Enrollment Facts for 2015-16, the Application for Enrollment Consideration and SAPMS Lottery Procedures. Judi brought up a concern about lack of definition for “prior Montessori experience”. Jean will add a definition as what qualifies as “prior Montessori experience” to the forms. All other enrollment and lottery processes will remain the same.
 - there are 2 non Montessori applicants to fill a possible opening in Upper Elementary, which is fine since the classroom will still be within the 4:1 ratio of students with Montessori experience to students without Montessori experience.

Director’s Report

- A. Classroom Reports-** Judi reported that they are finishing up Africa and working on the Winter Festival performance.
 - Judi expressed the need for her to do classroom observations but her current schedule did not allow for it. deAnne offered to reach out to a former colleague and well known Montessori consultant, Kathy Graham, to outsource the classroom observations. Judi and the board agreed that this would be a good addition to Judi’s own observations for them this year.
- B. Incident Reports Log-** Judi reported 3 additional incident reports, 2 bumps and one aggression.
 - Monday, December 15th at 4:00pm there will be a Special Board Meeting to vote on a student’s Permanent Dismissal from SAPMS. Irene will be on speaker phone, Endo will not be present and Jean will not be voting.
- C. Health-** Judi reported no current issues with head lice. A few cases of the Flu going around.
- D. Personnel-** SAPMS will need to start a search for possibly 3 additional teachers for the next school year to support the possible expansion into the Mary Peck house. deAnne offered to let her Montessori contacts know of the potential positions. Judi post job announcement for lower and upper separately.

Parent Involvement

- A. Parent Orientation Class Alternative Reports-** There is one family that didn’t attend Parent Orientation and has not turned in a report.
- B. Friends Group-** not in attendance.

Strategic Plan

- A. Implementation and Action Plan**

Finance and Development

- A. Financial Report-** There are a couple of line items that new to be adjusted, Judi and Nan will work on those.
 - Judi said we will get \$11,000 for supplemental academic instruction.
 - Received a refund of the 3 years of the payroll with Quickbooks. \$470 went into Vistar, which was previously closed but Nan will move the money and close the account again.
- B. Fundraising Plan 2014-2015**

- a. **Fundraising Leads/Team-** Leilani, the lead for the silent auction, reported that she researched Colonial Quarter as the silent auction venue. They will not charge us a fee for having the event there, just charge for the food. The food charge starts at \$20 a person but she can meet with the chef to try to lower the per person food cost. It holds 250 people in the court yard and there are building in case of inclement weather. There is a stage for music. Irene said she could check with her husband's band, Lonesome Bert & The Skinny Lizards, to see if they could play the event. The projected cost of the event tickets would be \$30 for early buy and \$35 after a certain date. The date currently available are 4/10, 4/17 and 4/18. Jean suggested sending out an email survey for event volunteers to choose the best date and then reserving it.
- b. **Upcoming Meetings-** Tuesday, January 13th at 6:00pm.
- c. **Annual Fund-** Nan reported the Annual Fund is currently at \$22,000, with Friends donation of over \$4,000 and Pledges of \$37,245. The board is at 100% and the families are at 50%. The goal is 100% participation.
- d. **Budget**
 - i. **Current 2014-2015-** Nan noticed that professional development is over budget and Judi doesn't think it should be so they will look into it further.
 - ii. **5- Year 2015-2020**

Facility

A. Future Long-term Facility- Progress on 3 tracks

- a. Current Location with expansion possibilities. After looking over the budget and projected figures, Jean thinks that if we are able to negotiate a lower rent price, we may be able to afford adding the Mary Peck location as an expansion to current facility.
- b. Existing 10,000-12,000 sqft facility. If we are unable to negotiate a lower rent rate, we will stay in the current location without expanding.
- c. Raw Land- Irene is looking at a reasonable 3 to 4 acres of land but even if we had someone donate the raw land to the school, we need to have the money for modulars.

Other DOE/SJCSD Requirements

- A. **Quarterly Meeting-** Jan. 21, April 15 and June 24th.
- B. **Governance Training and Fingerprinting-** Endo has had his fingerprints done and will plan on getting his Governance Training completed.

Public Comment on Non-Agenda Items

Action Items

- ***Jean-** Create a New Board Member Orientation.
- ***Jean-** will add a definition as what qualifies as "prior Montessori experience" to the Enrollment forms.
- ***deAnne-** will contact Kathy Graham to see if she would be interested in doing the classroom observations and see what her fees would be.
- ***deAnne-** will email her Montessori contacts to tell them of the potential positions to fill.
- ***Judi and Nan-** adjust line items in financials.
- ***Jean-** move Quickbooks \$70 from Vistar account and close the Vistar account.
- ***Irene-** check with her husband to see if his band will be available to play for the silent auction on 4/10, 4/17 or 4/18.

***deAnne-** will send out survey to see which date (4/10, 4/17 or 4/18) would be best for the core group of volunteers.

***Judi-** will look into professional development to see why it is over budget.

***Endo-** will do his governance training.

Minutes submitted by deAnne Deleon, Secretary