

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 10/9/13
7 Williams St., St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Carrie Morgan, Roman Pytel, Nan Nutt, Judi Dunlap

Others present: Melissa McCarrell-St. Vincent, Stephanie Massey, Jennifer Cato, Oscar Cato

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 September meeting were approved with changes. A motion to approve was made by Roman and seconded by Nan.

Public Comment on Agenda Items: N/A.

Items from Officers: N/A.

Parent Class Makeup Submissions and Reports: Three families who were unable to attend the Parent Education classes submitted reports and questions. There is one family remaining who will be asked to attend the Parent Education class on October 29.

Financial Report: The September financial report will be sent to the district by the October 15 deadline.

- A.** Federal Form 990 still needs to be submitted for last year and this year. Nan will ask Sharon to file these with a deadline of the November 13 Board Meeting. Members agreed that a new bookkeeper should be hired, preferably someone local. Expectations will be made clear when hiring the new person, e.g., monthly financial reports should be submitted in time for Board meetings. The PAYCHEX service has started but Judi has had some difficulty accessing it online.
- B. Fundraising Plan/Annual Fund Campaign:** Families have until October 18 to submit their contributions/pledges. Thus far, 20 families have responded to the request for volunteering on a fundraising project. Lead people need to be identified for each project. Roman will talk to the parents who volunteered for the Fish Fry to determine who will lead.

Facility:

- A. Current Facility:** No new needs identified.
- B. Future Long-Term Facility:** The Facilities Committee will meet to discuss their list of potential properties. The Old Lewis Speedway site is still a possibility.

Principal Evaluation Calendar: Board members will participate in a conference call on October 16 to begin discussing this year's Principal Evaluation. A meeting will be held November 6 to identify goals for the 2013-14 school year.

Director's Report:

- A. Enrollment :** A second grade student left the school. The slot will be filled from the waiting list. Paper communications were offered to parents; four families would like to receive them. One remaining family needs to complete the make-up assignment for missing the Parent Education classes.
- B. Open Houses:** Monthly open houses are on the last Tuesday of the month.
- C. Classroom Observation and Volunteers:** Parents may observe in the classroom. Morning is the best time. Arrangements should be made with the child's teacher.
- D. Studios:** Studios will be moved to Tuesdays.
- E. Music Program:** Upper Elementary students will be learning recorder during their weekly Music session.
- F. Montessori Curriculum Tracking:** The school is using Montessori Compass, a tool which ties the Montessori curriculum into lessons. Parents will be able to access it online to see what the students have been working on.
- G. Personnel:** The Board approved putting a moving stipend in the budget to cover expenses related to Lorraine Myers' move to St. Augustine from Jacksonville. The motion was made by Carrie and seconded by Roman.

Parent/Family Involvement

- A. Friends of SAPMS:** Teri Aboulafia recently emailed a report on the activities of the Friends group. Board members and parents received the email, sent September 30.

Other DOE/SJCSD Requirements:

- A. School Improvement Plan (SIP) and Presentation:** Judi will present the SIP on October 15. Board members are encouraged to attend.
- B. Teacher and Principal Evaluation Systems:** See previous.
- C. Quarterly Meetings:** Waiting to hear from District staff on the calendar for these.
- D. Governance Training:** Jean will contact Kathleen Schoenberg to add Nan for the Governance Training.

Public Comment on Non-Agenda Items: N/A

Action Items:

Nan will ask Sharon to file 990 forms by November 13.

Roman will talk to the parents who volunteered for the Fish Fry to determine who will lead.

Jean will contact Kathleen Schoenberg to add Nan for the Governance Training.

The meeting was adjourned at 8:00 p.m.

Minutes recorded and submitted by Carrie Morgan, Secretary.