

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 11/02/15
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, and Endo Pascasio

Absent: Judi Dunlap

Quorum present? Yes

Others present: Lielanie Aguilar

II. Review of Public Notice: The notice of meeting was advertised via email to the school community.

III. Approval of Minutes

IV. Public Comment on Agenda Items: None

V. Items from Officers: None

VI. Director's Report

A. District & State Tasks for October

- Judi presented the School Improvement Plan to Dr. Joyner & the School Board. Jean and Endo were in attendance and thought it went very well.
- Judi finished Survey 2, a four-part survey that includes demographics, payroll, experience, and benefits. It is a spreadsheet format completed in alphabetic and numeric codes.
- Judi finished the Charter school accountability report. It is to be posted on the DOE School Choice website and also the school website.

B. Enrollment

C. Current - 93 Classroom Reports

- All teachers have conducted parent/teacher/student conferences. By all reports they went well.
- Carol and Gwen did theirs together, and Carol is ready to step in on Monday, 11/2.
- LE east classroom is dealing with a disruptive student. UE students and teachers are very happy with the MP house. Scott has provided space for them to eat lunch on the ABLE campus.

D. Incident Reports

- Six new reports in LE. Two involved aggression.
- Six new reports in UE. One involved aggression.

E. Parent Education

- We had a successful presentation of the Montessori geography & history curriculum with a great turnout.
- Eight new parents attended a New Parent Orientation last Saturday. There are an additional eight families who have not participated. Judi has sent them the attendance policy and written assignment.

F. Personnel & Training

- All lead teachers will attend the Montessori Foundation conference in Sarasota next weekend.
- Our meeting schedule has been disruptive to meetings, parent ed set up, and conferences.
- DeAnne suggested having the assistant teachers substitute for the head teachers so that they can conduct '**Level Meetings**'.

VII. Finance and Development

A. Financial Report

- We do not have a financial report for this month. DeAnne and Judi discussed starting to post them a month behind since we moved Board meetings earlier. If there are any issues that should be discussed at the meetings, the Board will be notified by email beforehand.

B. Fundraising Plan

- Annual Fund
Jean will try to send the letters out this week, and a digital package the week after.
- Gala
 - Lielanie presented a couple of venues, but we decided to go with The Colonial Quarter (last year's venue) with a tentative date of February 20.
 - Suggestions for Sponsorship values: Sponsors might be given a dedicated 'Thank You' poster from SAPMS for their office.
 - ***Jean will start an email out to ask for our ideas about the values we might offer Sponsors in return.***
 - The next Fundraising Committee meeting is scheduled for the first week of December right before the Board meeting.
- Yard Sale
It will be conducted at the ABLE campus as it had already been before. Monique is the organizer and seems to have everything going on schedule.

VIII. Facility

- A. HTA has presented a tentative plan for SAPMS use of their buildings next year and are open to our suggestions. ***Jean will draft an email expressing the Board's ideas for SAPMS' proposed plans for these spaces in response to HTA.***
- N.B.: For future Board meetings, Irene suggested that we put 'Facility Planning' before 'Current Facility' in the Agendas.

IX. Strategic Plan

A. Service Learning

- Jean would like to get started on child-led service learning this year. ***Jean will email Judi about this.***
- Rachel mentioned some Flagler students who are interested in starting an herb garden with SAPMS kids.

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

XI. Adjourned at 7:23 p.m.

Minutes by Endo Pascasio, Secretary

Date Approved: December 7, 2015