

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 3/11/15

7 Williams Street, St. Augustine, FL 32084

Board Members:

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

Quorum present? Yes

Others present: Yes, potential parents for Lottery, see sign in sheet.

Proceedings: Meeting called to order at 6:04 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. February 11, 2015 meeting minutes- motion to approve with minor edits by Endo Pascasio, seconded by Jean McDowell, all in favor.

Public Comment on Agenda Items: none.

Items from Officers:

- A. **Items from the President** –None
- B. **Items from the Secretary**- None
- C. **Items from the Treasurer** – None

Lottery

- A. **Lottery Procedure**- Attached.
- B. **Enrollment Numbers 2014-15**
- C. **Conduct Lottery**- Attached lottery procedures were followed. Jean will draft contingency acceptance letters to be emailed and mailed to parents. Gina will maintain the waitlist.

Director's Report

A. Classroom Reports

- a. Continuing with Australia/Oceania.
- b. Lisa Rowell brought gopher tortoise to visit LE to compliment study of parts of reptile.
- c. UE discussing compassion to prepare to decorate obelisk.
- d. Field day planned at Treaty Park.
- e. UE completed FSA writing assessments last week. Luckily we were able to give paper & pencil assessments as there were massive failures with the computers. SAPMS computer based testing starts April 14. SAPMS' district assessment coordinator says to plan for computer failure.

B. Incident Reports

- a. There have been five reports in past month – 3 in LE, 1 in UE.
 - i. 1 in Soccer Studio where a child was hit in the head with the soccer ball and lost consciousness. Kirby called 911 and Lorraine rode in ambulance with the child, who was taken to Flagler Hospital. Child had a mild concussion. All procedures were followed and executed well.

C. Health

- a. SAPMS has had a fifth reported case of chicken pox this week, the Health Dept has deemed that the school is transmitting a communicable disease. The Health Dept. required SAPMS to ask

unvaccinated student to stay home for the next 3 weeks. Judi is meeting the Health Dept tomorrow.

D. Personnel

- a. Judi has done preliminary interviews with 4 teachers. Three seem sincerely interested and the fourth is just fishing. Judi plans to set up formal video interviews over the break.

E. Classroom Needs

- a. SAPMS has some, but need more test proctors.

Finance and Development

- A. **Financial Report-** Nan Nutt reported that the net assets are \$56,000 cash, \$42,000 from fundraising, \$9,000 from Paypal. Nan passed out a copy of changes made to reconcile the budget. Additional line items in yellow, changes in blue.

B. Fundraising Plan 2014-2015

- a. **Upcoming Meetings-** Monday, April 30th at 6:30pm location to be determined.
- b. **Annual Fund-** Nan reported the Annual Fund is currently at \$24,500 received and pledges of \$35,000. The board is at 100% and the families are at 50%. The goal is 100% participation.

C. Budget

- a. **Current 2014-15**
- b. **5-year 2015-2020**

Facility

A. 2015-16 Facility

- a. **Lease-** Jean does not have the final lease for the modular. Judi will look to see if she has a copy. The city is requiring Ed Swift to get a survey for the school.
- b. **Building and parking-** The school may be able to use the overflow parking lot for evening events and meetings.
- c. **City Requirements-** The school needs to have FPL come out to evaluate school electric usage for the new lease.

Strategic Plan

- A. **Enrollment-** It may better achieve our vision for SAPMS to look at opening 3 to 6 year old classrooms instead of adolescence classrooms. Nan will research further about VPK as a possibility.
- B. **Facility Needs**
- C. **Board Members**

Action Items

- ***Jean-** draft contingency acceptance letters from lottery to be emailed and mailed to parents.
- ***Judi-** set up formal video interviews over the break.
- ***Judi-** contact FLP to evaluate school electric usage.
- ***Judi-** Look for final modular lease.
- ***Nan-** research further about VPK.
- ***deAnne-** follow up with Kathy Graham on report.

Minutes submitted by deAnne Deleon, Secretary