

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 2/11/15

7 Williams Street, St. Augustine, FL 32084

Board Members:

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

Quorum present? Yes

Others present: none

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. January 14, 2015 meeting minutes- motion to approve with minor edits by Jean McDowell, seconded by Endo Pascasio, 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

Director's Report

- A. **Classroom Reports-** All classrooms have begun their studies of Australia and Oceania. UE students are in the process of deciding on their science project investigation question. Lorraine & Heather will each work with their third year students to put together a project.
- B. **Incident Reports Log-** There have been no new incident reports during the new calendar year. One should have gone home last Friday, when an UE boy kicked another student in the hand during a soccer game. The student who was kicked showed Ms. Judi her finger Monday morning. It was still swollen and bruised.
- C. **Health-**We have had only one case of chicken pox. No cases of head lice. There are the usual colds, viruses, and allergies making the rounds.
- D. **Parent Education-** Our Student Demonstration Night last week was hugely successful. The kids did a great job with the lessons and received rave reviews from parents. May do a repeat of this for the spring Parent education.
- E. **Personnel-** I am running ads on the American Montessori Society website and the North American Montessori Teacher Association website. Four resumes have been received. Judi will conduct phone interviews and follow up with in person school visits.
- F. **Consultation-** Kathy Graham spent the day at SAPMS on Tuesday. She observed each classroom and met with each teacher. She and Judi were able to spend two hours together. She will have a written report to us within two weeks.

- G. Enrollment- 2014-15**– Our current enrollment is back up to 60 students. This is FTE week, so this is the count the state will receive, which will keep our funding intact.

Strategic Plan

- A. AMS-** Not ready yet to apply to be accredited American Montessori Society because the school still needs green space and library among other developments that normally take many years to establish.
- B. Obelisk-** Upper Elementary will be participating in the Charter for Compassion artist creating model obelisk.
- C. Adopt a road-** in an effort to better support the community, and the neighborhood, Jean McDowell will look into seeing if we can adopt Williams Street.
- D. Competitive salaries-** Jean asked Judi if she thought the school is offering competitive salary and Judi said that she thinks that the salary offered by the school is competitive.
- E. Attracting a more diverse population-** Jean will look into the YMCA and the Calhoun Center to see if there are opportunities for the school to reach out into the community. Judi brought up that we would need to provide transportation in order to attract more diverse students.
- F. New family mentor-** Jean asked Judi to choose mentors for the new students.

Enrollment

- A. 2014-15**– Our current enrollment is back up to 60 students. This is FTE week, so this is the count the state will receive, which will keep our funding intact.
2015-16- 28 applications have been received thus far. The lottery deadline is February 28th.
- B. Lottery** is next meeting. Jean emailed lottery procedures and Enrollment facts. The board reviewed the lottery procedures and discussed individual roles during the lottery.

Finance and Development

- A. Financial Report-** Nan Nutt reported that she moved \$8,000 from the paypal account to our current account. Most of that money is from the gala from 2 years ago. Nan would like to reconcile the budget. She would like to sit down with Judi to research discrepancies that need to be adjusted and add line items. Nan moved to reconcile the budget and Endo Pascasio seconded it, all were in favor.
- B. Fundraising Plan 2014-2015**
 - a. Upcoming Meetings-** Thursday, February 12th at 6:00pm at Pacific Asian Bistro.
 - 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.

Facility

- A. Future Long-term Facility- Progress on 3 tracks**
 - a. Current Location with expansion possibilities-** Jean will follow up with Irene.
 - b. Existing 10,000-12,000 sqft facility.**
 - c. Raw Land**
- B. 2015-16 Facility**
 - a. Lease**
 - b. City Requirements**

Director Mid-Year Evaluation- Judi's mid-year evaluation was held Thursday, January, 22nd at 6pm. Jean will provide Judi with a copy of her evaluation and complete district requirements for year end.

Other DOE/SJCSD Requirements

A. Quarterly Meeting

- B. Governance Training and Fingerprinting** Public Comment on Non-Agenda Items- Endo is currently completing his governance training.

Action Items

- ***Jean**- look into adopt a road.
- ***Jean**- look into community outreach project with children at YMCA and Calhoun Center.
- ***Judi**- Choose mentors for new students.
- ***Nan**- reconcile financial report.
- ***Jean**- follow up with Irene on Mary Peck house and lease contracts.

Minutes submitted by deAnne Deleon, Secretary