

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 09/09/15
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:08 pm by Jean McDowell.

I. Roll Call

Present: Jean McDowell, Joe Ryan, Rachel Cremona, Endo Pascasio and Judi Dunlap

Absent: Irene Arriola, deAnne Deleon (attended via conference call)

Quorum present? Yes

Others present: Michael Mann

II. Review of Public Notice: The meeting was advertised via email to the school community. Jean made a note that we forgot to post it on the newsletter.

III. Approval of Minutes:

Jean moves to approve the August 12, 2015 meeting minutes. Seconded by Rachel, all are in favor. ***Endo will send the approved minutes to the parents and teachers. Jean will add the teachers to the parents email group.***

IV. Public Comment on Agenda Items: None

V. Items from Officers

- It was decided that for the convenience of the board members present, meetings would now be held on the first Mondays of each month.

VI. Board of Trustees

A. Membership

- Nan Nutt has resigned, having finished sending out the Annual Fund Thank You letters.
- Jean sent out notice that we are looking for parents who are interested in joining the Board. Jamie Shiels has expressed her interest.

B. Nominations

- Jean's term is up.
- Joe moves to nominate Jean to stay on as a Board Trustee for three more years (until 2018). Endo seconds, and all are in favor.
- Endo moves to nominate Jean to stay on as President of the Board until May of 2016. Joe seconds, and all are in favor.
- A Vice President is needed. Jean moves to nominate Endo for Vice President and Secretary for the year. Rachel seconds, and all are in favor.
- Jean nominates deAnne to be Treasurer for another year. Endo seconds, and all are in favor.

- Board Members:
 - Jean McDowell (2012-2018)
 - Irene Arriola (2013-2016)
 - deAnne DeLeon (2014-2017)
 - Endo Pascasio (2014-2017)
 - Rachel Cremona (2015-2018)
 - Joe Ryan (2015-2018)

C. Board Notebooks and Policies

- The Board signed the IRS Conflict of Interest Policy for Non Profits. This is done every year.

VII. Director's Report

A. Enrollment

There are currently 90 students enrolled, with a student moving from Ohio set to come the end of the month. Numbers break down as follows:

- First grade – 16
- Second – 18
- Third – 20
- *LE total:* 54
- Fourth – 13
- Fifth – 15
- Sixth – 8
- *UE total:* 36
- *School total* – 90
- Gwen – 16 Kirby – 15 Heather – 23 UE each 18

We received 78 applications so far this year, and have 4 kids on the UE waitlist.

Our target enrollment is 93 students.

B. Classroom Reports

- LE teachers presented a Big Bang lesson last week. They did this together. Children in all classes are working well. Judi has been in each Williams St classroom daily with extended observation weekly. Judi has been giving our LE intern a lot of support.
- UE classes doing well at Galimore. It is actually going better than Judi anticipated. It helps that the kids have a lot of room to spread out. Teachers have been very good sports about all the extra work presented by this location. UE students will attend Tapestry exhibit on Friday.

C. Incident Reports

- LE – four incident reports, one involved hitting, and the other three the usual tumbles and bumps.

- UE – four incidents reported, one involved two students getting bathroom floor wet, which caused another student to fall and hit his head.

D. Parent Education

- Judi is considering doing another Parent Education class on a Saturday in October. She believes people get much more out of the classes than they do with the independent reading.
- Judi has started to get books in for the parent/board lending library. She has a parent lined up to put the envelopes and cards in the books. Once that is accomplished, we will open the library.
- Judi has scheduled the first morning “Montessori Chat” for September 23 at 8:30.

E. Personnel & Training

- Judi will distribute and give the first assignment from Paul Epstein’s Observer’s Notebook at the Wednesday staff meeting. Teachers will hand in their goal sheets at the meeting as well. Judi has also started individual meetings with teachers.
- One of our new employees has failed the math portion of the teacher certification exam. This is problematic as we need two certified teachers in the classroom where she assists. She will retake the math test.

F. Special Events

- Our first special event is the International Day of Peace on Monday, September 21. We will gather at the school at 10:00 then hold a Peace March to the mission.

VIII. Finance and Development

A. Financial Report

B. Budget

- Jean moves to approve the 2014-2015 budget. Endo seconds, and all are in favor.
- Jean moves to approve the 2015-2016 budget. Endo seconds, and all are in favor.

C. Fund Raising Plan

- Annual Fund goal is \$50,000.
- Gala goal is \$20,000.
- Yard sale goal is \$2,000.
- Other fund-raisers goal is about \$3,000.
- Letters for Annual Fund will be sent out by the first week of October.

IX. Facility

- The Mary Peck House will be ready by the end of September.

X. Strategic Plan

- **Diversity** is one of our main concerns. We have to work on/investigate providing transportation for SAPMS students. ***Jean will look for somebody to work on this.***
- **Service Learning** is ideally student initiated. We can look into facilitating the children with this. ***Rachel will inquire about possible programs for the kids.***
- **Website.** Jacqueline Zeichner will work on the redesigning of the website.

XI. District Requirements

- The District will meet with the charter schools on September 30 to give us some guidelines in renewing our contracts.

XV. Adjourned at 8:00 p.m.

Endo Pascasio, Secretary