

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 5/14/15
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:00 pm by Jean McDowell.

I. Roll Call

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

Quorum present? Yes

Others present: None

II. Review of Public Notice: The meeting was advertised on the school website, school newsletter and by email to the school community.

III. Approval of Minutes:

Irene moves to approve the April 8, 2015 meeting minutes. Seconded by Jean, all are in favor.

IV. Public Comment on Agenda Items: None

V. Items from Officers:

- A. Jean nominates deAnne to replace Nan Nutt as Board Treasurer. Irene motions to accept, and Endo seconds. All are in favor.
- B. Irene nominates Endo to replace deAnne as the Secretary. deAnne seconds. All are in favor.

VI. Director's Report

A. Classroom Reports

- LE enjoyed a trip to Treaty Park for nature studies.
- UE is going to Whitney Lab next week and LE & UE are going to Alligator Farm at the end of the month.
- It is the final round for studios: Kickball, Mosaics, Polynesian Dancing, & Sculpture.
- Didgeridoo Down Under is booked for the Australia Festival. A presenter will come with didgeridoos, Australian artifacts, and Aboriginal art for an hour-long presentation. Judi has seen this presentation at other schools, and it is excellent.
- LE completing required (for VAM) Discovery Education testing.

B. Incident Reports

- Nine additional reports since last month
- Six involved normal playground bumps and bruises
- Two involved fights between UE boys
- One involved a children's sinus medication pill that was passed from one child to another

C. Health

- There are a few additional reported cases of strep throat.
- Many cases of upper respiratory infections, fevers, and upset stomachs.

- One student was diagnosed as suffering mild seizures.
- One possible diagnosis of PANDAS (Pediatric Autoimmune Neuropsychiatric Disorder Associated with Streptococcal bacteria).

D. Parent Education

- Student Demonstration Night was on Wednesday, 5/13. It was well attended by parents and siblings, alike.
- Judi has repeatedly reminded people of the need to attend to fulfill their Contracts, by email, in the newsletter, and in person. *Jean is asking Judi to send a list of the people that need to be reminded.*

E. Personnel

- All returning staff members have signed contracts. Judi has hired two teachers, one for UE and one for LE, to send to training.
- We still need two assistant teachers.
- Gina O'Brian has resigned as office manager, but has agreed to continue to come in 9-11 a.m.
- Mr. James has been hired to come in at noon to help.
- We still need an office assistant.

F. Enrollment

- We have received 12 new applications since lottery.
- Parents have received email reminders regarding new parent orientation. Thirteen are planning to attend June session and eight have responded for July sessions. This includes three families who enrolled midyear.
- Registration papers are ready to mail to all incoming families.
- Since Intent to Remain forms have gone out a second grade student and a fifth grade student will now be attending other schools for the 2015-16 school year.

G. Calendar Adjustments

- Teacher planning days were adjusted.
- Judi comments that Senate House Bill 7069 will delay release of Florida school grades and teacher evaluation to after September 1.
- Jean motions to approve the 2015-2016 calendar. Irene seconds, and all are in favor.

VII. Finance and Development

A. Financial Report

- Nan Nutt reported that we have reached our fund-raising goal of \$62,000 from pledges, donations, the gala, and others. Jean notes that at some point, before next year's fund-raising committee meeting, we will have to parse this out to determine exactly how this amount was raised.
- Nan said that our expenses are significantly under budget.

- ***Nan will send out Thank You notes after school.***
- ***Jean will give Judi the list of donors for acknowledgement in the newsletter. And she will mention the Annual Fund again, as a reminder, at the community meeting.***

B. Silent Auction

- Total raised was \$12,000.
- Everyone had fun in spite of the deluge. The band was great. Jean thought it was the best one yet.
- ***deAnne will set an exit meeting for the committee for Thank You letters, etc.***
- Jean suggests that sponsorship possibilities be discussed for next year.

C. Budget Workshop

- Judi suggests a new line in the budget for Yearbooks.
- ***Judi will ask McKenzie about what is required to get the Capital Outlay Fund.***
- Judi thinks we will be spending less than allocated for Substitute Teachers, and for Montessori Compass.
- Jean wants to look into providing Health Insurance and Retirement for teachers in 2016-17, if we are able to do 96 students next year.
- Judi reminds us that we will not be getting anything from the district for one month, June 23- July 23.
- Irene moves to approve the 2015-2016 budget. deAnne seconds, and all are in favor.

VIII. Facility

A. Lease

- The lease agreement for SY 2015-16 (July 1 – June 30) was signed and witnessed.

B. Utilities

- ***Irene will ask Corey to figure out the water bill for 7 Williams.***

IX. Strategic Plan

- Goals for 2015-16: Jean will send us the plan. Board should give feedback.
- Board Development. A possible candidate for the Board is Rachel Cremona, an anthropologist from Flagler College. ***Jean will meet with her.*** Another possibility is Joe Ryan, from Whitney Labs.

X. Parent Communication

- ***Jean will send out the Annual Survey.***
- ***Jean will send out the Community Meeting Agenda.***
- ***Jean and Judi will email announcements regarding the new lease, new teachers, and new teacher assignments.***

XI. Public Comment on Non-Agenda Items: None

XII. Action Items: See *Bold Italicized* Items

XIII. Meeting Adjourned at 800 pm.

Minutes submitted by Endo Pascasio, Secretary