

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 01/11/16
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:05 pm by Jean McDowell.

I. Roll Call

Present: DeAnne Deleon, Rachel Cremona, Endo Pascasio, & Judi Dunlap

Absent: Irene Arriola, Joe Ryan

Quorum present? Yes

Others present: Andre Daniels, Jamie Shiels (by phone)

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

III. Approval of Minutes. DeAnne moves to approve both the December minutes. Rachel seconds and all are in favor.

IV. Public Comment on Agenda Items: None

V. Items from Officers: None

VI. Board Nominations

- Jean nominates Andre Daniels for a Board term from 2016 to 2019. Rachel seconds and all are in favor. Andre started immediately.
- Jean nominates Jamie Shiels for a Board term from 2016 to 2019. DeAnne seconds and all are in favor.

VII. Director's Report

A. Enrollment

- 92 - We just enrolled siblings, one in first and one in fourth grade. We have two Upper Elementary spots to fill before survey 3 at the beginning of February.
- ***Jean will send out an email to the community and to Facebook to say that we have 2 UE spots.***

B. Enrollment Forms

- The only significant change comes on the enrollment consideration form. The original form promised notification within two weeks. Judi changed this to three weeks, because the second week after the lottery is spring break. We will try to get the letters out the first week. These were all sent as an email attachment on Friday.

C. Classroom Reports

- Every class enjoyed an immersion week in their North America festival preparations. Many collaborative projects have been going on, and the children all seem to be enjoying this. Teachers are working on the first written progress report that will go home on 1/14. Judi reviews every child's report, before it is printed.

D. Incident Reports

- There have been only three incident reports since the December meeting. These were all in UE and involve the normal bumps and bruises.
- E. Parent Education
- Judi thinks we could do the Jenga Paradigm at the Community Meeting, as it's been two years, since we last did it.
- F. Personnel and Training
- Reviewed characteristics of 2nd plane of development at staff meeting. Judi has given Kim two books to read and a math album to use. She and Judi are working together on lesson plans and materials lessons.
- G. Service Learning
- Judi will start Roots & Shoots again. First activity is community mapping. Students will mark community maps to identify human characteristics, animal characteristics, and environmental characteristics. Next they will mark human resources, animal resources, and environmental resources. They will reflect on what they like about their community and what areas could be improved. From there, we will choose a need and develop an action plan.
 - ***Rachel will advise the Flagler students to coordinate with the teachers to schedule garden journaling with the students.***
- H. Special Events
- North America Festival just about to begin. We have a parent-visiting afternoon on 1/21.
- I. Contract of Commitment
- ***Judi will write emails to the parents to remind them that they can't return without fulfilling their commitments.***

VIII. Lottery

- The lottery will be held on April 4. Applications will be due on March 15.

IX. Finance and Development

- A. Financial Report
- We have \$29,000 in the bank.
- B. Fundraising Plan
- Annual Fund – We got \$8,715 for the Annual Fund for December.
 - ***Judi will include the list of families that have donated in the newsletter, and send the list of pledges and total donations so far to the Board.***
 - Growing Gardens of Success
 - Gala date has changed to February 27.
 - The next meeting is set for February 4.
 - Matthews Design is willing to sponsor.
 - Possible auction items: An experience at Flagler or Whitney Labs. Endo can do an art project with the kids.
 - Programs to list the auction items and sponsors.
 - Raffle. Cash prize to be donated by Dave.

X. District Requirements

- February 2 is the Board Workshop, which is held in preparation for February 9, which is when the School Board meets.
- Charter Renewal
 - Jean has finished The Review of Supplemental Questions and the Contract revisions.
 - ***Judi will figure a way to present some student performance data.***

XI. Facility

- HTA is raising the rent.
- We have come to an informal agreement with HTA regarding our green space.

XII. Non-Agenda Items

- A. ***Rachel will draft a letter to SAPMS parents clarifying the separation of SAPMS from the efforts of the ABLE School revival.***
- B. ***Jean will draft a letter of support and/or a petition for SAPMS' charter renewal, or ask for letters from friends of SAPMS.***

XIII. Action Items: See *Bold Italicized* Items

XIV. Adjourned at 8:03 p.m.

Minutes by Endo Pascasio, Secretary

Date Approved: