

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 3/12/14
7 Williams St., St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Roman Pytel, Nan Nutt, Judi Dunlap, Jeannie Buskirk, Irene Arriola, Carrie Morgan

Quorum present? Yes

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

Review of Public Notice: The meeting was advertised in the *St. Augustine Record*, as well as on the school website and by email to the school community. The open enrollment period was also advertised.

Approval of Minutes: The minutes from the January meeting were not yet completed.

Public Comment on Agenda Items: N/A.

Items from Officers: N/A.

Lottery: The lottery for the 2014-15 school year was conducted according to SAPMS Lottery Procedure.

SAPMS Lottery Procedure

For 2014-15 School Year Lottery

1. Data from the applications has been entered into a spreadsheet.
2. Copies of all applications and supporting documentation are available in an Applicant file.
3. Each applicant has been assigned a three-digit code number.
4. The code numbers are written on wooden circle chips.
5. Applicants with siblings are written on the same chip.
6. Applicants have been divided into two piles: Group A for those with previous Montessori experience and Group B for those without.
7. Place all grade level chips for each group together.

8. An index card is made for each group with the following information: Group name, Grade, Number of Applicants, Number of Applicants to select from the group, a place to write the results as the chips are drawn.

9. Begin Lottery

1. Board Member – Jeannie Buskirk: Places chips into box

2. Board Member – Chip Drawer – Irene Arriola - Draws number from box and tells Secretary the number

3. Secretary:

1. Locates matching name from application spreadsheet

2. Writes Number and Applicant name on the Index card for that group

3. Notifies Chip Drawer to proceed.

4. Repeat a - c until no more chips remain in hat.

11) Check to ensure that all applicants have been listed whether in filled slots or on the waiting list.

Lottery Results 2014

First grade – 18 applicants in lottery /10 spots

- 5 with Montessori experience accepted
- 5 without Montessori experience accepted

Second grade – 12 applicants in lottery/no spots

- 2 with Montessori experience not accepted
- 10 without Montessori experience not accepted

Third grade – 2 applicants in lottery/0 spots Neither applicant with Montessori experience

Fourth grade – 7 applicants in lottery, one with Mont. Exp./ 0 spots

Fifth grade – 7 applicants in lottery/1 spot

- 1 student accepted, sibling of current student, no Mont. Exp.
- 6 students not accepted

Sixth grade – one applicant accepted for one spot/no Mont. Exp.

Finance and Development:

- A. Financial Report:** Nan reported that Evelyn sent three different Profit & Loss reports. Spending is about \$5000 lower than projected for the year. The FTE amount is lower than projected. The shortfall will be made up by the district later in the year. The due date for reporting to the district has been changed.
- B. Fundraising Plan:**
 - 1. Art Show:** Jean is working on this event. It is planned for May 2, to coincide with First Friday Artwalk. Irene will check on potential locations, including her office and the Ringhaver Center at Flagler College. Roman will contact John Depreter about doing art projects with the children.
 - 2. Other:** Grant possibilities need to be refined before moving ahead; e.g., instead of a broad category such as "Technology," a specific need should be identified, such as 10 computers.

Facility:

- A. Current Facility:** Some minor repairs/maintenance are needed. Judi will ask parent volunteers to assist.
- B. Future Long-Term Facility:** For 2303 US 1 North, Irene said the Notice of Intent is completed and needs Jean's signature. She will email to Jean to sign and fax back. Jean will email parents the pros/cons document she drafted. Roman and others will identify a contractor to do an estimate on the build-out for 2303 US 1. Roman will coordinate getting all the expense information on Williams St. vs. 2303 US 1. Frank O'Rourke is gathering data on expenses for acquiring land for a long-term facility. Frank has also agreed to field calls responding to the press release Roman drafted on the site search. Roman will send this to local radio stations.

Director's Report:

- A. Parent Education:** Judi is brainstorming with her staff on the next event.
- B. Classroom Reports, Upper and Lower Elementary:** Upper Elementary students will celebrate Pi Day on 3/14. Judi is hoping to get permission from the district for the 5th graders to take the math FCAT with paper and pencil, as the school does not have computers and it could be disruptive for students to take the test in a different setting. In Lower Elementary, there has been an increased focus on writing. Judi is very pleased with both Lower Elementary teachers.
- C. Administrative Needs:** Students will take the FCAT 4/22-29. Volunteer proctors will be needed.

Personnel

- A. Needs and Recruitment:** Judi will modify the AMS ad and re-post it over spring break. She is also following up with an applicant.
- B. Evaluations – Review and Progress:** The mid-term Director evaluation is completed. Judi has completed the teacher evaluations. Jean and Jeannie will complete Judi's teacher evaluation.

Board Visioning: Board members agreed that the sessions were productive and helpful. Jean will send out a draft of the Strategic Plan. Comments and edits should be sent to Carrie to be incorporated. The resulting document, once approved, will be made available.

Public Comment on Non-Agenda Items: N/A.

The meeting was adjourned at 7:45 p.m.

Action items:

Irene will check on potential locations for the Art Show.

Roman will contact John Depreter about doing art projects with the children.

Judi will ask parent volunteers to assist with minor maintenance/repairs at 7 Williams St.

Irene will email NOI to Jean for signature.

Jean will email parents the facility pros/cons document she drafted.

Roman and others will identify a contractor to do an estimate on the build-out for 2303 US 1.

Roman will coordinate getting expense information on Williams St. vs. 2303 US 1.

Roman will send facility search press release to local radio stations.

Jean and Jeannie will complete Judi's teacher evaluation.

Jean will send out draft strategic plan.

Carrie will compile comments/edits for strategic plan.

Minutes submitted by Carrie Morgan, Secretary.