

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 10/8/14
7 Williams Street, St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Roman Pytel, Nan Nutt, and Judi Dunlap

Quorum present? Yes

Others present: Charlene, Leilani, Michael Mann

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

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

Approval of Minutes: The minutes from the September meeting were approved with minor spelling changes. The motion to approve was made by Nan and seconded by Jean.

Public Comment on Agenda Items: None.

Items from Officers:

- A. **Items from the President** –None
- B. **Items from the Vice President** - none
- C. **Items from the Treasurer** – added budget items to the agenda

Conflict of Interest Policy:

- A. Jean moved to approve the conflict of interest policy and seconded by Nan. Jean, Nan, Roman and Judi approved and signed the policy.

Self-guided assessment:

- A. Charlene, Daniels self-guided assessment was covered. Judi and Jean answer the questions.

Board Member:

- A. Jean nominated Endo Pascasio which was seconded by Nan. Endo started immediately, his term will be from 2014 to 2017
- B. Roman's term was changed to one year 2014 to 2015. To avoid having 3 board members terms ending in 2017 and to avoid having three parent board members in 2014.

Director's Report:

- A. **Enrollment:** Enrollment is 60 students the one open spot was filled with a 4th grader. Survey will be next week.
- B. **Incident reports:** There have been nine incidents total. Four have been standard bumps and bruises the other five were aggressive behavior incidences. Four the five were by one student. Roman

stressed the importance of communicating to another student and family that had behavioral issues when he observed the classroom.

- C. **Digital classroom:** \$928 will be received for the digital classroom. It will be used to purchase Cromebooks.
- D. **Health:** Parents must check the heads of the children to avoid lice issues.

Parent Involvement:

- A. **Parent Education:** Scheduled for October 15th focusing on math.
- B. **Newsletter:** The newsletter is an informative resource for parents and provides crucial information about school events, classroom updates and board information. All parent are responsible for reading the newsletter.
- C. **Parent Orientation Class:** Five families still need to complete the alternative reports. Jean will continue to notify the parents of their contractual obligations to meet this requirement.

Strategic Plan:

- A. **Implementation and Action Plans:** Jean sent out plans highlighting parent roles in the action plan and has not gotten any response.

Finance and Development:

- A. **Financial Report:** Nan discussed the lower balance. There seems to be a \$6000 discrepancy between what is being collected and what should be in state funding.
- B. **Budget:** Nan will send out the budget
- C. **Fundraising Leads/Team:** Jean appointed deAnne and Angela Thompson for the fundraising committee to carry out the board's fundraising plan.
 - a. Dana will co-chair the silent auction and she is looking for her co-chair.
- D. **The Annual Fund** letter is ready to be sent

DOE/SJCSD requirements: Judi and Jean met with the STCSD to submit teacher and principal evaluations for 2013-14. District staff encouraged SAPMS to get Montessori evaluations approved by DOE.

The meeting was adjourned at 7:51 p.m.

Action items:

- Irene, deAnne and Endo need to sign the conflict of interest policy.
- Jean will get the piano tuned.
- Judi will speak to the Friends group about child care during meetings
- Irene speak without Swift regarding the house
- Judi to email fingerprint information to Endo
- Nan to prepare the annual Fund letter
- Jean will email Endo about facilities and other board information

Minutes submitted by Roman Pytel and edited by Jean McDowell, retyped by deAnne Deleon