

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 1/8/14
7 Williams St., St. Augustine, FL 32084

Board Members:

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

Others present: Brandon Billingsley

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.

Approval of Minutes: The minutes from the November meeting were approved (the December meeting was canceled). A motion to approve was made by Roman and seconded by Irene.

Public Comment on Agenda Items: N/A.

Items from Officers: Jean added an item for Grants under the Finance and Development section.

Finance and Development:

- A. Financial Report** – Nan reported that the monthly financial reports remain difficult to understand. Judi is working with the new bookkeeper to bring her up to speed on the current budget. The accountant has not filed the Federal tax forms. Nan continues to follow up with Sharon on these. An effort will be made to find an accountant who is local. Jean will send Nan the names of the accountants that submitted bids for the audit. Judi will ask Dawn Posey at the district for names of potential accountants, as well as the name of the accountant who works with the ABLE school and the St. Paul School of Excellence.
- B. Fundraising Plan/Annual Fund Campaign:** 100% of staff and Board members contributed to the Annual Fund. 72% of SAPMS families contributed. There has been no activity on Part B of the Campaign, soliciting donations from local businesses.
- C. Grants:** Nan and Carrie worked on finding potential grants from a list started by Jean. Nan will pursue technology grants for computer equipment and Carrie is looking at grants for school gardens. Nan will email the current list of possibilities.

Facility:

- A. Current Facility:** It would be helpful to move the wooden sign from the fence to the signpost above the school entrance. Irene is in the process of discussing options for next year with Scott Beebe. A portable could be added to house the Upper Elementary class if the additional space

can be obtained in next year's sub-lease. Irene will meet with Mark Knight (City Planning & Zoning) to discuss what the city will require for placing a portable classroom at 7 Williams St. Irene will try to find out if there is a state law prohibiting younger elementary students from being in an upstairs classroom with an outdoor staircase. Judi has tried without success to get this information from the district.

- B. Future Long-Term Facility:** The site off SR 312 remains a possibility, but more information is needed. Rob Matthews will help determine the scope of the buried waste on the property.

Director's Report:

- A. Enrollment :** There are currently 48 students enrolled.
- B. Recruitment and Enrollment for 2014-15:** Six students have applied for enrollment consideration so far. Two Open Houses will be held for families of prospective students. The application deadline is February 28 for the lottery. Irene will contact the *St. Augustine Record* to see if they would print a press release about the open enrollment. It will also be advertised in the legal classifieds, as required.
- C. Health Issues Update:** There have been no new or repeat cases of head lice in January, after a widespread outbreak during November and December.
- D. Parent Education and Community Meeting:** The second Community Meeting will be held Tuesday, January 21 at 6 pm at the Main Library. A parent education activity will be incorporated. Board members are encouraged to attend.
- E. Montessori Curriculum Tracking**
 - 1. Work Plans:** The Lower Elementary students complete individualized work plans each week. The Upper Elementary students work according to a group plan.
 - 2. ESE Plans:** Six students currently have IEPs (two for speech, four for learning). Three students are in RTI (response to intervention), a district process during which interventions are implemented to address specific issues before specialized services can be initiated.
 - 3. Progress Reports:** These will be sent home Tuesday, January 14.
- F. Music Program and other activities:** The music classes with Sue Cryan continue to be a big hit with the students. A Europe Festival will be held Friday, January 17 at 1:45 pm to conclude the studies of Europe. Students have written research papers and will display their posters and artifacts. They will also bring traditional food to share. The unit on Asia will begin next.

Personnel

- A. Needs and Recruitment:** Judi placed an ad for an Upper Elementary Montessori teacher on the AMS website but it has not yet been posted. She will follow up with AMS.
- B. Evaluations:** Teachers will do self-evaluations. Judi will complete a mid-year evaluation on Lorraine, Heather and Chris at the end of January. Jeannie and Jean will complete the teacher evaluation for Judi. Jean will send the Director Evaluation tool for Judi to finalize. Board members will complete this portion of the Director Evaluation via email by the end of January.

Other DOE/SJCSD Requirements:

- A. Quarterly Meetings:** Jean sent the schedule to Board members. Judi is required to attend these meetings. Irene volunteered to attend the April meeting.
- B. Governance Training:** Irene and Nan still need to complete. Nan got her fingerprinting done but Roman still needs to repeat this (his were somehow lost).

Board Visioning Needs and Schedule: The Visioning Workshop will be held on two Saturdays from 8 am to noon, depending on Board members' availability. Jean will send out materials for advance reflection and completion.

Public Comment on Non-Agenda Items: N/A

Action Items:

Jean will send Nan the names of the accountants that submitted bids for the audit.

Judi will ask Dawn Posey at the district for names of potential accountants, as well as the name of the accountant who works with ABLE and St. Paul.

Nan and Carrie will continue to work on grant possibilities for technology and school gardens.

Nan will email Board members the current list of grant possibilities.

Irene will meet with Mark Knight to discuss city requirements for a portable classroom at 7 Williams St.

Irene will try to find out if there is a state law prohibiting younger elementary students from being in an upstairs classroom with an outdoor staircase.

Rob Matthews will help determine the scope of the buried waste on the SR 312 property.

Irene will contact the *St. Augustine Record* to see if they would print a press release about the open enrollment.

Judi will follow up with AMS on the employment ad that should be posted to the website.

Jeannie and Jean will complete the teacher evaluation for Judi.

Jean will send the Director Evaluation tool for Judi to finalize.

Irene and Nan will complete Governance Training.

Roman will repeat fingerprinting process.

The meeting was adjourned at 8 p.m.

Minutes recorded and submitted by Carrie Morgan, Secretary.