

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 11/13/13
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: N/A

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 October meeting were approved. A motion to approve was made by Irene and seconded by Nan.

Public Comment on Agenda Items: N/A.

Items from Officers: As a follow-up item, Jean reminded Nan and Roman that they need to get fingerprinted. (Roman's were somehow lost.)

Finance and Development:

- A.** Financial Report – The Profit + Loss statement for October shows a net of \$5,264. Evelyn Atkins was hired as the new bookkeeper. Nan will meet with Judi and Evelyn to make sure Evelyn understands Sharon's reports. Jean will double-check what the audit says about hires without a contract; i.e., whether board approval is required.
- B.** Roman will forward the Square transactions to Nan. These need to be manually transferred to the regular business account. The VyStar account will be closed after Prosperity's switch to Ameris has occurred. Jean will change Judi's health reimbursement to come from Prosperity.
- C. Fundraising Plan/Annual Fund Campaign:** 100% of staff contributed to the Annual Fund. A total of \$23,215 was raised or pledged. The goal for the campaign was \$30,000. The Friends of SAPMS have proposed doing an online "blast" to raise additional funds from businesses and others. A "Grandparents Day" event was proposed. Nan and Carrie will begin working on grant possibilities. No one has volunteered to lead the Fish Fry event. Jean will be the lead on the Art Show. Irene said her office may be a possible location for the Art Show, to be held in conjunction with the First Friday Artwalk in April or May, 2014.

Facility:

- A. Current Facility:** No new needs identified.

- B. Future Long-Term Facility:** The city has a surplussed property south of SR 312 near the Allegro. This may be a possible site for a permanent school facility. Water and sewer lines need to be installed, and a sidewalk put in. Rob Matthews will do a site plan. The tenant would be responsible for maintaining the stormwater pond. A proposal can be made to the City Commission in January. Requests for both portables and a new building would be submitted. The ideal timeframe on this is 18 months, but staying at 7 Williams Street means more space would need to be sub-leased. Irene will meet with Scott Bebee to discuss future options.

Director's Report:

- A. Enrollment :** There are currently 46 students enrolled. Judi hopes to fill the two open slots before the next count in January.
- B. Recruitment and Enrollment for 2014-15:** For this year's Open Enrollment, applications for consideration will be sent to the school instead of to Jean's home address. The wording on the website will be kept the same, other than changing the dates.
- C. Electronic and Paper Communications:** The weekly electronic newsletter averages 76% readership.
- D. Parent Contracts:** Two families still need to complete these.
- E. Parent Education:** Nothing planned at this time.
- F. Open Houses:** Monthly open houses are on the last Tuesday of the month.
- G. Classroom Observation and Volunteers:** There are lots of visitors doing observation, including parents, prospective families, and Flagler College students.
- H. Studios:** Jenny Holbrook is offering a knitting studio. She has also volunteered to do birding.
- I. Music Program:** The music classes with Sue Cryan are going great. She is a good fit for the students.

Personnel: Judi placed an ad for a Montessori teacher on the AMS website; she will change the wording periodically.

Other DOE/SJCSD Requirements:

- A. Accountability Report:** This was turned in to the District on time. Once approved, it will be available online.
- B. Quarterly Meetings:** Jean will send the schedule to Board members.

Public Comment on Non-Agenda Items: N/A

Action Items:

Nan to meet with Judi and Evelyn to make sure Evelyn understands Sharon's reports.

Jean to double-check what the audit says about hires without a contract; i.e., whether board approval is required.

Roman to forward the Square transactions to Nan.

Jean to change Judi's health reimbursement to come from Prosperity.

Nan and Carrie to begin working on grant possibilities.

Rob Matthews to do a site plan for the city property off SR 312.

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

Minutes recorded and submitted by Carrie Morgan, Secretary.