

## **St. Augustine Montessori Community, Inc.**

Board Meeting Minutes 06/09/15  
7 Williams Street, St. Augustine, FL 32084

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

### **I. Roll Call**

Present: Jean McDowell, Irene Arriola, deAnne Deleon, Endo Pascasio and Judi Dunlap

Quorum present? Yes

Others present: None

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

### **III. Approval of Minutes:**

Jean moves to approve the May 14, 2015 meeting minutes. Seconded by deAnne, all are in favor.

**IV. Public Comment on Agenda Items:** None

**V. Items from Officers:** None

### **VI. Director's Report**

#### **A. Classroom Reports**

- The teachers have cleaned and packed up the classrooms, made supply lists, and have given input on student class placement.

#### **B. Incident Reports**

- LE student intentionally kicked another student on the playground.
- UE student spoke disrespectfully to Mr. Chris.
- UE fifth grade student slammed a first grader into fence during a kickball game. Judi remarked that no report was written regarding this incident.

**C. Enrollment** – We have received a total of 65 applications with new ones still coming in.

- First grade – 20 new students enrolled
- Second – 11 returning / 8 new
- Third – 16 returning / 2 new
- LE Total: 58 / we need to enroll two more students
- Fourth – 7 returning / 6 new
- Fifth – 12 returning / 1 new
- Sixth – 9 returning / 1 slot still vacant
- UE total: 35 / we need to enroll one more student.
- Families leaving – 6

#### **D. Parent Education**

Judi conducted a lively New Parent Orientation class last Saturday. There were 19 attendees including three parents who enrolled midyear this year. Judi thinks everyone left feeling excited about their child's Montessori education. We have a child with a severe nut allergy enrolling. Judi will meet with the mom over summer.

#### **E. Personnel & Training**

- Melanie started at Seacoast on Monday with the Early Childhood Overview. Gwen will start next Monday.
- Each will return for a couple of midyear seminars and have visits from a field consultant during the school year.
- Seacoast Director, Gary Davidson approved our making payment on July 1, so it goes on next year's budget.

#### **F. Materials, Shelves, Furniture**

- Judi has ordered shelving from Cricket Custom Woodwork, a local company that produced last year's shelving.
- She has talked to teachers about furniture and materials needed.
- She will order those by July 1.

#### **G. Summer & Back to School Schedule**

- Judi will be in office daily through July 2, then take off until July 19.
- Gina will cover office while Judi is out. She can also start on getting new registrations into the database.
- Teachers return July 30.
- During the break, school keys will be left with Endo.

### **VII. Finance and Development**

#### **A. Financial Report**

- Judi notes that we were shorted on the FEFP
- Jean notes we were over-budget on just a few things.

#### **B. Fundraising Plan**

- The Fundraising Committee suggests that we move the Gala to the end of February.
- An email sent by Lielanie covers the other suggestions for the Gala.
- Jean stressed that we need a plan for all the fund-raising events and will give her suggestions when she reads the email.
- Jean said that we should just remove the Art Show from fundraising.

### **VIII. Facility**

- Jean said we need a repair list, what needs to be done.
- Judi suggested that we need a House and Grounds Committee to work with her on the improvements.

- Judi suggested that we pay for half of the cost of new sod for the field. Jean said we must insist that the field is a shared resource and that we should have a say in decisions about it.
- Judi said that we need a bigger place for community meetings next year. Jean said that Ed offered use of the HTA Welcome Center.
- Jean will meet with Lisa Rowell about possible land for the school.

#### **IX. Strategic Plan**

- Board Development
  - Joe Ryan is interested in joining the board.
  - Rachel Cremona is also interested in joining the board.
  - Jean says that we can have them join us in August, nominate them and do an orientation after that.

#### **X. Parent Communication & Input**

- Jean will send out the Annual Survey results to everyone.
- Irene thinks that on the whole the criticisms are constructive.

#### **XI. Meeting Adjourned at 7:00 p.m.**

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Endo Pascasio, Secretary