

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 5/14/14
7 Williams Street, St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Roman Pytel, Nan Nutt, Judi Dunlap, Carrie Morgan

Quorum present? Yes

Others present: N/A

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 April meeting were approved. The motion to approve was made by Roman and seconded by Nan.

Public Comment on Agenda Items: N/A.

Items from Officers:

Items from President: Jean reminded Board members that the interview for prospective Board member deAnne DeLeon would be held the next day at 3 pm at the school.

Items from Secretary: Carrie had an additional item for the Fundraising discussion.

Finance and Development:

- A. Financial Report:** Nan reported that the school's finances had not changed significantly since the previous month. The \$5,000 deposit on the 2301 US 1 North property was sent but was subsequently returned and credited back into a different budget category. The reimbursement on the 48th FTE was still not being paid by the district. Judi said she expects this to be corrected by June. Judi will ask the auditors to look at this. The IRS notified SAPMS that the 501(c)(3) status was revoked due to failure to file Form 990 for the past three years. The forms were filed by the accountant in January 2014 and the IRS revocation was in error. Jean is waiting to hear back from the IRS with notification that the tax-exempt status has been reinstated. Board members agreed that it would be beneficial to hire a new accountant who is local and who will be more responsive. Nan suggested creating an annual accounting and regulatory calendar to follow up with the accountant to make sure required reports and documents are filed in a timely manner.
- B. Fundraising Plan:**
 - 1. Art Show:** The first annual Art Show was a big success. It was well-attended and generated \$2,840 for the school.

2. **Capital Campaign Part A:** The goal for this was \$30,000. Thus far, \$25,295 has been raised by donations from parents/families, Board members, faculty and staff. \$2,140 in unfulfilled pledges is still expected to come in. \$2,300 that was pledged is not expected to come in, based on unpaid pledges thus far. Of 38 families, 27 said they would contribute, with 25 families actually contributing. This is 66% of families, which is significantly short of the 100% goal.
3. **Capital Campaign Part B:** Jean still needs to get the list of potential “deep pockets” donors from Gerry Galloway.
4. **Ongoing Passive Fundraisers:** This includes the Target Red Card and I Give. \$2,715 has been raised thus far.
5. **Potential Fundraising Event for 2014-15:** Carrie was approached by new SAPMS parents Luis Abella and Julie Gintard, who have offered to put on a St. Augustine Ballet production as a school benefit. Carrie will coordinate this event next school year.

Facility:

- A. **2014-15 Facility:** Roman is working with two modular companies (Mod Space and Mobile Modular) to get the floor plan we want. Mobile Modular has agreed to build it. The Board approved a motion that SAPMS enter into a contract at a maximum of \$19,000 with whichever of the two companies can provide and deliver the modular by July 15. The motion was made by Roman and seconded by Jean. Roman will send the floor plan to Rob Matthews to begin the permitting process with the city ASAP. The Board approved the sub-lease for 7 Williams St. as submitted, with the request that Frank O’Rourke ask Scott to have ABLE buses do their drop-off/pick-up on Ballard Street. If this isn’t an option, proceed with the sub-lease as approved. Jean will ask Frank to speak to property owner Ed Swift about continuing our lease in the event that the ABLE school closes.
- B. **Future Long-Term Facility:** The Board approved a motion not to pursue the property at 2301 US 1 North. The motion was made by Roman and seconded by Carrie. The \$5,000 good faith deposit was made and has since been returned. The NOI was never submitted. Board members agreed that it is imperative that commitments made by Trustees based on Board decisions/votes be carried out. A group of parents is working on creating a brochure with a mock-up site plan to use for soliciting donations for a future long-term facility (money and/or land). Judi suggested reaching out to Chris Gallagher, a Sarasota architect who designs Montessori schools, to work on the mock-up. Jean will contact him.

Enrollment and Lottery Procedure for Future Years: There was a brief discussion about enrollment preferences used by other Montessori charter schools. Decisions about enrollment/lottery will be tabled until the August 2014 Board meeting.

Director’s Report:

- A. **Parent Education:** A hands-on workshop was held on May 8 and was attended by 10-12 parents.

- B. Classroom Reports, Upper and Lower Elementary:** Lower Elementary will have their final round of Discovery Ed testing in mid-May. The entire school is studying Asia and will conclude their studies with an Asia Festival on Tuesday, June 3 at 1:30 pm at the school.
- C. Administrative Needs:** Most families have completed their volunteer hours. There are a couple families who need only a few hours to fulfill the 20 hour commitment. These hours may be earned until June 12.
- D. Enrollment:** For 2014-15, there are 35 Lower Elementary students and 21 Upper Elementary students enrolled.
- E. Summer Camp Proposal:** Lorraine Myers has asked to hold a science camp at the school during the summer. The Board approved her request, provided that the school's insurance coverage will be in effect. Judi will confirm the insurance coverage. Nan made the motion to approve and Roman seconded.
- F. 2014-15 School Calendar:** Judi submitted the calendar, which was approved. The motion to approve was made by Carrie and seconded by Nan.

Personnel

- A. Needs and Budget:** The Upper Elementary candidate from Wisconsin withdrew her application based on her salary requirements. Judi would like to hire Kirby Belcher as the new Upper Elementary teacher. Kirby is getting Montessori-certified for UE this summer. The plan is for Judi to be in the UE classroom with Kirby in the mornings, and Chris Lewis will be Associate Teacher and spend afternoons in the UE classroom. The Board approved an annual contract amount of \$37,000 for Kirby, plus three annual payments of \$1,600 as reimbursement for her Montessori UE certification. The motion was made by Nan and seconded by Carrie. Due to a conflict of interest, Roman abstained from voting. The Board approved an Associate Teacher contract for Chris Lewis at \$26,500 for the next school year. Roman made the motion and Nan seconded.
- B. Evaluations:** Teacher and Principal Evaluations have been completed and submitted to the District.

Strategic Planning: Nan offered to edit the front material Jean drafted for the Strategic Plan. Jean intends to send the plan to parents via email on May 16.

Parent Involvement:

- A. Volunteer Hours:** See Administrative Needs above.
- B. New Parent Education:** Two classes are scheduled for new parents; one on May 31, and the second on August 4 and 6. Jean will represent the Board at the May 31 class to reinforce parent commitment to the school and to the Montessori method. Carrie will attend the August 6 class for the same purpose.
- C. 2013-14 Parent Survey:** The survey developed last year will be updated and used again. The District has some additional questions that will be added to the end of the SAPMS Survey. Jean will send the survey out to parents.

D. Community Meeting: The final Community Meeting will be held on May 21 at 6 pm at the Main Library. As always, Board members are encouraged to attend.

The meeting was adjourned at 8:30 p.m.

Action items:

Judi will ask the auditors to look at the FTE reimbursements.

Jean will get the list of potential “deep pockets” donors from Gerry Galloway.

Roman will send the floor plan to Rob Matthews to begin the permitting process with the city ASAP.

Frank O’Rourke will ask Scott if ABLE buses will drop-off/pick-up on Ballard Street.

Jean will ask Frank to speak to Ed Swift about continuing our lease in the event that the ABLE school closes.

Jean will contact Chris Gallagher about mock-up design for fundraising brochure.

Jean will send the Strategic Plan to parents.

Judi will confirm insurance coverage for Lorraine’s Science Camp during summer.

Jean will represent the Board at the May 31 New Parent Class.

Carrie will represent the Board at the August 6 New Parent Class.

Jean will send out the Parent Survey.

Minutes submitted by Carrie Morgan, Secretary.