

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 9/11/13
7 Williams St., St. Augustine, FL 32084

Board Members:

Present: Jean McDowell, Irene Arriola, Carrie Morgan, Roman Pytel, Judi Dunlap

Others present: Nan Nutt, Teri Aboulafia, Keri Matthews, Carole Laughlin

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 August meeting were approved with one change. A motion to approve was made by Irene and seconded by Roman.

Public Comment on Agenda Items: Keri Matthews informed the Board that free mulch for the area around and under the dome can be obtained from Tree Medic. Judi said the mulch needs to be cut finely for appropriate safety. Keri will provide additional information.

Items from Officers: N/A.

Election of Board Members

- A. Nan Nutt, new nominee:** The Board happily approved the nomination of Nan Nutt. The motion to approve was made by Jean and seconded by Irene.
- B. Jeannie Buskirk and Irene Arriola, Renewing Nominees:** Jeannie was re-elected to the Board. The motion was made by Jean and seconded by Roman. Irene was re-elected to the Board. The motion was made by Carrie and seconded by Roman.

Election of Officers

- A. President:** Jean was re-elected as Board President. The motion was made by Irene and seconded by Carrie.
- B. Vice President:** Roman was re-elected as Vice President. The motion was made by Irene and seconded by Nan.
- C. Secretary:** Carrie was re-elected as Secretary. The motion was made by Jean and seconded by Roman.
- D. Treasurer:** Nan was elected as Treasurer. The motion was made by Jean and seconded by Roman.

Financial Report: The August financial report will be sent to the district by the September 15 deadline.

- A. Audit ending June 30, 2013:** Kattell and Company completed the audit. Jean and Judi concurred that it was a very positive experience working with them. The school's balance for the 2012-13 school year was approximately \$5,000, with total cash of \$66,000 in the bank. See audit report for findings. A procedure for more streamlined oversight of deposits will be adopted.
- B. Approval of Final Budget for 2012-13:** The Board approved the audit and approved p. 16 of the audit report, which ratifies the final numbers as the final budget. The motion was made by Roman and seconded by Irene.
- C. Change of banks:** Roman will switch the "Square" over to Prosperity Bank. He will also change the deposit for Judi's health insurance reimbursement to come from Prosperity.
- D. 2013-14 Budget:** The Board approved the 2013-14 budget. The motion to approve was made by Irene and seconded by Nan.
- E. Fundraising Plan:** The draft fundraising plan will be sent out to parents for comment and to gauge interest/commitment for the ad hoc committees to be formed to work on each element of the plan. Each ad hoc committee should include a Board member. The draft plan was approved by the Board. Motion to approve was made by Jean and seconded by Nan.

Facility:

- A. Current Facility:** Irene is having the front door painted. Roman will ask Kristen for help creating a vinyl or metal sign to hang in front of the school where the ABLE sign used to be.
- B. Future Long-Term Facility:** Irene reported that efforts to secure a larger, permanent facility will focus on the acquisition of land where portable classrooms can be used. The cost of doing this is more predictable and static than renovating an existing site. Due to the recent upward trend in commercial real estate, there is also the possibility of older buildings becoming available as newer ones are now more commercially viable. A bank loan should be possible to acquire after the school's second year.

Principal Evaluation Calendar: Jean will email this to Board members. She and Judi are meeting with District representatives on September 16 to discuss 2012-13 and upcoming evaluations.

Director's Report:

- A. Enrollment :** A total of 48 students are enrolled, with a new first grader just added. The parent directory is to be used for parents and is not to be shared. Any paper communications need to go through Judi. Paper communications will be offered to parents who do not use email. Gina is tracking the Parent Contracts. Four families will need to complete the make-up assignment, as they were unable to attend the required Parent Classes.
- B. Personnel:** Judi proposed switching payroll services to PAYCHEX. Health insurance reimbursement was offered to teachers. Heather declined. Lorraine will start receiving the reimbursement in October. Judi currently receives it. For the 2014-15 school year, the Director will seek a lead and associate teacher for each classroom, an ESE teacher and an office assistant.

- C. Facility:** The newly installed fence gate has a broken latch from ABLE students misusing it. Staff will open the gate before school and after school. Otherwise it will be locked. A smaller copier has been purchased for the front office.
- D. Open Houses:** Monthly open houses will be held beginning in September.
- E. Insurance:** The school's new insurance policy is in place.
- F. Volunteers in the Classroom:** Parents will need to complete a background check to be eligible for classroom volunteering. Gina is collecting these. Teachers will request specific help from parent volunteers.
- G. Studios:** "Studio Fridays" are ongoing. The next session will begin in November.
- H. Music Program:** Annette Danielson and Sue Cryan will be teaching music in the school every Thursday, starting September 19.

Parent/Family Involvement

- A. Friends of SAPMS:** Carole Loughlin presented a report on the goals and intentions of the parent group, which will be called "Friends of SAPMS." A community service component will be added to the group's activities.

Other DOE/SJCSD Requirements:

- A. Teacher and Principal Evaluation Systems:** See previous, page 2.
- B. Quarterly Meetings:** Waiting to hear from District staff on the calendar for these.
- C. Governance Training:** Nan will need to complete the required training (a 4-hour online course). Current Board members will need to complete a 2-hour refresher course by June 2015.

Public Comment on Non-Agenda Items: N/A

Action Items:

Keri Matthews will provide additional information on donated mulch.

A procedure for tighter oversight of deposits will be adopted.

Roman will switch the "Square" over to Prosperity Bank. He will also change the deposit for Judi's health insurance reimbursement to come from Prosperity.

Jean will send the draft fundraising plan out to parents for comment.

Irene is having the front door painted.

Roman will ask Kristen for help creating a vinyl or metal sign to hang in front of the school.

Jean will email the Principal Evaluation Calendar to Board members.

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

Minutes recorded and submitted by Carrie Morgan, Secretary.