

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 1/14/15

7 Williams Street, St. Augustine, FL 32084

Board Members:

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

Quorum present? Yes

Others present: Michael Mann, Lisa Rowell

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

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

Approval of Minutes

- A. December 10, 2014 meeting minutes- motion to approve with minor edits by Irene Arriola, seconded by Endo Pascasio, all in favor.

Public Comment on Agenda Items: Michael Mann to speak about real estate location, in necessary.

Items from Officers:

- A. **Items from the President** –None
- B. **Items from the Secretary**- None
- C. **Items from the Treasurer** – None

Director's Report

- A. **Classroom Reports**- Judi Dunlap reported that Africa projects were successful. Each class highlighted a country in Africa and they had a good turnout. Now they are moving on to studies about Antarctica.
- B. **Incident Reports Log**- Judi reported that there has been 22 incident reports for the school year. None so far for 2015.
- C. **Health**- Judi reported no current issues with health.
- D. **Parent Education**- Judi reported that the next Parent Education evening will be Student Demonstration Night the first week in February. She said that this was one of the most popular parent educations and parents are always impressed with the students giving demonstrations.
 - a. **Community Meeting**- is scheduled for Wednesday, January 28th at 6:00 pm at the school. Childcare will be provided upstairs. Judi and Jean will create an agenda for the meeting, including an ice breaker game.
- E. **Personnel**- SAPMS has started a search for additional teachers for the next school year to support the expansion into the Mary Peck house. The current need will be 1 teacher for upper elementary and 1 for lower elementary.

Enrollment

- A. **2015-2016 Enrollment Period**- Applications for enrollment consideration for the 2015-16 school year will be accepted through February 28, 2015, to be eligible for the lottery. The first Open House was

held Monday January 12th at 5:30pm. There were 11 families who attended, but 5 were not eligible yet. There were lots of questions and a good video. Jean McDowell is going to send out email to the parents to see how they heard about the Open House. Jean and Nan are going to put up flyers for the next Open House, scheduled for Thursday February 19th at 5:30 at the school. Jean is also going to look into a community outreach at the Boys and Girls Club. deAnne will reach out to Teri Aboulafia to see if she would be interested in leading a community outreach group to offer art projects at the farmers market.

- B. **2014-15 Enrollment-** Lost 3 students last semester, one 6th grader, one 3rd grader and one 4th grader. Two were replaced with a 2nd and 4th grader. Still have an opening for a 5th or 6th grader.

Finance and Development

- A. **Financial Report-** Nan Nutt reported that the financials are in better shape. \$31,000 from fundraising of \$62,000 budgeted. Judi worked with Evelyn to balance income to expenses. Conference costs were a little under and the meals and fieldtrips fees were a little over. Line item for professional services is for the music teacher. There are a couple of line items that need to be adjusted, Judi and Nan will work on those.

-Paying Evelyn and Paychecks is probably pretty even, not much cost savings.

-Nan reported that the payroll taxes have all been mailed.

B. Fundraising Plan 2014-2015

- a. **Upcoming Meetings-** Thursday, February 12th at 6:00pm at Pacific Asian Bistro.
- b. **Annual Fund-** Nan reported the Annual Fund is currently at \$24,500 received and pledges of \$35,000. The board is at 100% and the families are at 50%. The goal is 100% participation.
 - i. Currently the board has agreed that the Tree of Life is not a current project. We will table it for another time, because, while examples are beautiful, we currently don't have a good space for one.
- c. **Budget**
 - i. **Current 2014-2015-** Nan sent out a budget reconciliation out via email.
 - ii. **5- Year 2015-2020**

Facility

A. Future Long-term Facility- Progress on 3 tracks

- a. **Current Location with expansion possibilities-** Irene will email mock up plans for the Mary Peck location. Jim Voss is contracted and Les Thomas is the architect on the project. Jean requested steps to signing a lease. Irene is going to call Ed0 to discuss lease rate of 12.4% per square foot and to sign lease for the new building.
- b. **Existing 10,000-12,000 sqft facility.**
- c. **Raw Land**

Director Mid-Year Evaluation- Scheduled for Thursday, January, 22nd at 6pm. All board members need to fill out forms emailed by Jean before the evaluation.

Other DOE/SJCSD Requirements

- A. **Quarterly Meeting-** Jan. 21, April 15 and June 24th.
- B. **Governance Training and Fingerprinting** Public Comment on Non-Agenda Items

Action Items

- ***Jean**- send out email to parents who attended Open House to see how they heard about it.
- ***Judi & Jean**- create an agenda for Community Meeting.
- ***Jean**- look into community outreach project with children at Boys and Girls Club
- ***deAnne**- contact Teri about community outreach project at Farmers Market.
- ***Irene**- email mock up plans on Mary Peck house.
- ***Irene**- call Les to start process for Mary Peck house.
- ***All board members**- fill out mid-year evaluation for Judy.
- ***All board members**- bring binders to next meeting if you have one, and add list of policies.
- ***Nan**- adding whistle blower document to binder.

Minutes submitted by deAnne Deleon, Secretary