

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 10/05/15
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:09 pm by Jean McDowell.

I. Roll Call

Present: Jean McDowell, Joe Ryan, deAnne DeLeon, Irene Arriola, Endo Pascasio and Judi Dunlap

Absent: Rachel Cremona

Quorum present? Yes

Others present: Brian Fusch

II. Review of Public Notice: The meeting was advertised via email to the school community.

III. Approval of Minutes:

Irene moves to approve the September 9, 2015 meeting minutes. Seconded by deAnne, and all are in favor.

IV. Public Comment on Agenda Items: None.

V. Items from Officers

- Jean has received a letter of interest from Jamie Shiels in joining the Board.

VI. Board Notebooks and Policies

- Irene and deAnne signed the IRS Conflict of Interest Policy for Non Profits (signed every year). Everyone else had signed it previously.

VII. Director's Report

A. Enrollment

We are fully enrolled with 94 students. Judi decided to add one additional student above the 93 discussed at last meeting, when a student with three years Montessori experience applied. All lower elementary applicants have had the opportunity to enroll this year. The Upper Elementary waitlist has not changed due to maximum capacity for those classes. This number will be reflected in the state survey and will be the basis of our payments through February, when the next state survey occurs.

B. Classroom Reports

Each classroom enjoyed watching the butterfly metamorphosis with the butterfly eggs purchased for each classroom. UE students have collected tadpoles, dragonfly nymphs, and other small water creatures in the flooded areas around the Galimore Center. They have started a Wednesday afternoon PE program, where students may choose yoga or team sports. LE classrooms are becoming normalized, although each one has a student who causes regular disruptions.

Judi has hired a music teacher who will start next Tuesday. He will do one 30 minute class for each classroom. He would also like to use the room at night for family music classes.

C. Incident Reports

There were 15 additional reports since last month, seven in UE and eight in LE. None involved aggression, but half of them did involve disruption in the class. Of the seven in UE, three involved the same student. And in LE, three of the reports involved the same student.

D. Parent Education

We had our first Montessori Morning the end of last month. Eight parents attended with half new and half returning parents. Judi gave a general overview of the Montessori Method and answered questions as we went along. The group requested some math material presentations for next month. We have a Parent Education evening coming up on 10/21. We have not yet decided on a topic. Jean suggested covering Montessori-at-home. Judi is looking at October 24 for another New Parent Orientation.

E. Volunteer Training

This will be on Wednesday, October 14. Judi will cover basic guidelines for any classroom like what to do if a child misbehaves, confidentiality, no rewards. Teachers cover the specifics of how the parent can assist in the classroom.

F. Parent Teacher Student Conferences

These are coming up the end of October. Students lead conferences as much as they are able. Parents will receive a print out from Montessori Compass showing what lessons their child has received. They also include basic information regarding the different parts of the curriculum.

G. Personnel and Training

We have received a \$3000 refund from Seacoast Center. Our new teacher and exiting teacher will co-teach for two weeks starting October 19, then do conferences together. ***Judi will send an email to the parents of the affected LE class for a meeting to get to know the new teacher. Judi will ask the outgoing teacher for a repayment plan for training costs in writing.***

The DOE has told our new associate teacher that she has a temporary certificate, and that they are waiting for fingerprint results. She was previously fingerprinted, but not with the code for teachers.

Lead teachers have all registered for the Montessori Foundation conference in November. This will provide in-service training with Montessori leaders from around the country as well as a chance to network and interact with other Montessori educators.

H. Special Events

- Volunteer training 10/14 2:30
- Parent Education Evening 10/21 6:15
- Parent visiting afternoon 10/22 2:30

VIII. Finance and Development

A. Financial Report

- ***DeAnne will coordinate with Evelyn about getting a Report ready for the adjusted schedule of the Board meetings.***

B. Budget

- ***Judi will ask the School District Accounting Department about the reduction of the Capital Outlay Funds***

C. Fund Raising Plan

- **Annual Fund.** *Jean will print the packets. DeAnne will mail the Annual Fund letters out as soon as possible.*
- **Fund Raising Meetings.** *DeAnne will adjust fund-raising meeting schedules to coordinate with the rescheduled Board meetings.*

IX. Facility

Galimore Center

- Rent has been paid.
- *Jean will write a 'Thank You' letter for Jim Piggott.*

Mary Peck House

- The power is on. The water is on. Fire inspection (the last inspection) is done.
- We expect to get the Certificate of Occupancy soon.

7 Williams

- Judi thinks that drop off and pickup should be done on Ballard Ave for the rest of the year.

2016-2017 Needs

- Irene suggested that we start to formulate our proposal/response to HTA on when to and what to make in our commitments to renting the Ballard Ave properties.
- Joe asked about actual demand for the extra class space. Jean and Judi said that adding an additional class of 18 could be sustainable as early as the 2016-17 school year.

X. Strategic Plan

- **Service Learning.** *Jean will send the Board her list of ideas for suggestions and feedback.*

XI. District Requirements

- **Charter Renewal.** *Jean will email the District to inquire about the requirements and the peculiar timeline of the Charter Renewal.*
- *Jean and Judi, and Board members will go over the Charter Application for possible edits. We will go over these in the next Meeting.*

XV. Adjourned at 7:38 p.m.

Endo Pascasio, Secretary