

St. Augustine Montessori Community, Inc.

Board Meeting Minutes 07/18/16
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:44 p.m. by Andre Daniels.

I. Roll Call

Present: Andre Daniels, DeAnne Deleon, Endo Pascasio, Joe Ryan, & Jamie Shiels

Present via teleconference: Jean McDowell, Irene Arriola

Absent: Rachel Cremona

Quorum present? Yes

Others present: Jacquelyn Zeichner

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

III. Approval of Minutes. Joe moves to approve the June minutes. Andre seconds, and all are in favor.

IV. Public Comment on Agenda Items. Jacquelyn will speak about fund-raising ideas.

V. Items from Officers: None

VI. Director's Report by Jamie.

- Current enrollment is 100. 45 UE and 55 LE. 11 on the wait list. A couple of families are not returning. One is moving away. One is going through a family crisis.
- Three families came to see their test scores.
- Before this meeting, the Board members present did an inspection of the construction the School is undergoing. Everything is well under way.
- Most of the teachers are almost done with training.
- Jamie met with the Kathy Graham, the consultant who came by winter of 2015. Kathy will work with us to help bring Montessori authenticity. She feels very good about what is happening at SAPMS. Kathy is also a Teacher Trainer. Jamie will send a proposal for Kathy to help train our teachers.
- Meet-and-Greets were held at Jamie's house for Ms. Jennifer and Mr. Ben and were well-attended.
- Classroom usage. What was Judi's office, upstairs, will be a teacher's break room. The Director's office will be relocated to the front of the building. This area will also have a lending library for the children. The rear of that room will be the new space for Mr. Chris. The center space will be a space for Art and Language choices.
- Parents came in to help paint the Ballard building. Trims are still needed. Improvements are still on-going.
- Jamie did a School Improvement Plan training last week with the District. Jamie will present to the School Board in September.
- Audit will be done on the first week of August.
- There will be an Open House (Meet the Teacher) and a New Parents' Meeting on August 8, the day before school opens.

VII. Finance and Development

- Financial Report
 - We are where we were last year.
- Insurance
 - Additional insurance will be needed for the San Marco and Ballard buildings. The figure has not been determined.
- ***Budget meeting is still something we have yet to do. We will finalize the proposed budget after Irene, Frank, and Jamie meet over the prospects of San Marco.***
- Fundraising.
 - Annual Fund has to get started sooner.
 - Fund Raising Event. The idea is to conduct just one big sponsored event so as not to keep drawing on our sources and resources, including a limited manpower base. Jacquelyn has a couple of suggested events:
 - Makers Festival. Vendors who make their own products. From drinks, to food, to arts and crafts. Have a website for the event for the vendors' additional exposure. Require parents to allow at least 5 hours of their service hours for this family-friendly event. We could have bands and musicians playing. Craft stations for kids like mosaics, print-making, etc. Possibly in early November, after Halloween and before Nights of Lights. Ask HTA to sponsor trolley rides to and from parking areas.
 - Farm to Table Event. A fun dinner event for the family. The kids could learn to make a dish. Local farms and restaurants could be involved. Irene has a magazine connection that may be able to help with PR.
 - Eva Nagorski submitted a proof-of-concept video. ***The Board will collate feedback on it for the fund raising committee meeting.***
- Annual Goals. We will revisit these after the meeting for the Budget.

VIII. Facility

- San Marco. Irene has the signs for San Marco. ***Frank and Irene will discuss with HTA about possible parking spaces.***
- ***Irene wants to propose to our landlord to put the rent for San Marco on the back end of our lease.***
- Fund-raising ideas for the new green space: A Giving Tree; Paving blocks; Bench Sponsors, Garden boxes, etc.
- Parents will be asked to come in to help paint the Ballard building.

IX. Public Comments on Non-Agenda Items

Jacquelyn suggested that we have an event closer to School days where all the Board members are present to reassure the families that we are still here and are working to make the School better. This is to allay fears and unverified talk about what has been happening. It could be the Open House.

X. Action Items. See ***Bold and Italicized*** items.

XI. Adjourned at 8:02 p.m.

Minutes by Endo Pascasio, Secretary

Date Approved 8/9/2016