

St. Augustine Montessori Community, Inc.
Board Meeting Minutes
December 5, 2016
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:09 pm by Andre Daniels.

- I. Roll Call. Present: Andre Daniels, Sara Bloomberg, Joe Ryan, Endo Pascasio, Irene Arriola, Jaime Sheils
Quorum present? Yes.
Others: Frank O'Rourke, Bettina Malhotra
- II. Review of Public Notice. The meeting was announced via email and newsletter.
- III. Approval of Minutes. *Irene moves to approve the November minutes. Joe seconds and all are in favor.*
- IV. Public Comment on Agenda Items. None.
- V. Items from Officers
 - A. Conflict of Interest Policy. ***Endo and DeAnne still need to sign it.***
- VI. Director's Report
 - A. District and State Tasks
 - Mr Chris and Jaime are currently completing a tech survey to ensure we have the needed equipment for testing.
 - They recently received training from George on writing IEPs.
 - Jaime is also completing an additional plan for the district that is similar to our School Improvement Plan written a few weeks ago. Jaime will present a draft soon. Jaime proposes to submit this 'Plan for Improved Student Performance' (PISA), instead of a Corrective-Action-Plan, to the District. *Joe motions to approve sending this Plan. Irene seconds and all are in favor.*
 - At the end of this week, a district mental health counselor is coming in to guide the Upper EI teachers, Chris, and Jaime on navigating and best supporting our student that is in crises right now at home.
 - B. Current Enrollment. We currently have 99 students enrolled. 1 lower EI application to begin in January, if we still have space. We have 2 interested families touring this week for the Lower EI opening as well.

- C. Student Narrative Reports
- Jaime proposed to add two additional narrative reports to the original schedule, making it a total of four for the school year. *Andre motions to approve of this change. Irene seconds and all are in favor.*
 - Narrative Reports will be sent home December 12 and student led conferences will be scheduled for that same week. Other anecdotal narratives will go home with optional conferences by request in March followed by the second semester report and conferences in May.
- D. Classroom Reports
- Lower El took a field trip to the Fountain of Youth recently. They are also planning a trip to the Cummer this month. They are planning a trip to the Kennedy Space center in January.
 - Upper El continues to "go out" to the Fort or library park.
 - Mr Price adopted a corn snake and his class is enjoying getting to know "Kernel Sanderss".
 - Music and Spanish are going very well and gardening has found its groove. We plan to have soil delivered soon to fill our garden beds. Our school has been certified through the National Wildlife Federation as a Schoolyard Habitats Site.
 - Our Thanksgiving celebration went very well. We had quite a houseful and feast! Upper El served all of our guests before sitting to eat.
 - Upper El continues to have some students with increased needs this year. Many families going through transitions at home and the effects overflow to school.
 - All classes are working on their Maker's Fest contributions.
 - Classes are studying Europe for our upcoming festival in January.
 - UE and LE are starting to prepare for the Science Fair.
 - Parent Ed. Student demo nights will start tomorrow.
- E. Incident Reports Log. We've only had four incident reports since last Board Meeting. Two were for the same incident just one party being the offender and another being the offended. All nonviolent.
- F. Personnel & Training
- Jaime will have a proposal/plan for consulting services provided by Sara Bloomberg by end of week to be voted on at the next meeting.
 - We have an assistant teacher that is nearing her 10 personal day allowance. Jaime has communicated with the assistant that she is nearing her paid days and that a day's pay will be deducted each time she is absent from here forward. ***We need a policy to address this.***
 - We have a lovely new volunteer, Miss Ann Solomon. She helps in Miss Kim's class twice a week. The other teachers also love to have her as a substitute.

- G. Enrollment Procedures
 - *Irene moves to approve the new wording accommodating the Minority preference to the Enrollment Form. Joe seconds and all are in favor.*

- VII. Finance and Development
 - A. 2016 – 17 Fundraising
 - Maker’s Fest is all set for this coming Sunday.
 - The Holly Jolly Trolley Tour was almost fully booked and was touring as this meeting was happening. After the tour the families came in for a hot chocolate, apple cider, and cookie sale.

- VIII. Facility
 - A. Additional classroom. Jaime noted that we have yet to ***discuss where to put a new UE class.***
 - B. 149 San Marco Building
 - a. Agreement on Lease interpretation. Frank and Irene feel that we are lucky to have this location (a lot of work and consideration went into finding it) and to have HTA as our landlord and so we should tread lightly in dealing with the situation. Andre thinks we should have an attorney look the lease over. Frank says that whatever we decide to do about the buildings, time is of the essence.
 - b. Moving Forward. Do we have parents who are contractors that can volunteer to do the work?

- IX. Public Comment on Non-Agenda Items. None.

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

- XI. Adjourned at 7:13 p.m.