

St. Augustine Montessori Community, Inc.
Board Meeting Minutes
January 9, 2017
7 Williams Street, St. Augustine, FL 32084

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

- I. Roll Call. Present: Andre Daniels, Joe Ryan, Endo Pascasio, Jean McDowell, Jaime Sheils, DeAnne De Leon
Absent: Irene Arriola
Quorum present? Yes.
Others: Lielanie Aguilar, Kate Gardiner, Sara Bloomberg, Craig Dewhurst
- II. Review of Public Notice. The meeting was announced via email and newsletter.
- III. Approval of Minutes. *Andre moves to approve the December minutes. Joe seconds and all are in favor.*
- IV. Public Comment on Agenda Items. None.
- V. Items from Officers. None.
- VI. Director's Report
 - A. Enrollment is at 99 students. We lost one student the last week of school. We have been receiving multiple applications for enrollment since we returned for the 2017 school year.
 - B. Classroom Reports
 - a. The end of 2016 potluck was well-attended with a small performance at the end.
 - b. The garden beds are all complete. Nine cubic yards of soil all moved by the Upper El students in 2 days.
 - c. Science Fair has started. A parent volunteer comes in to work with the children weekly.
 - d. All classes have been diligently working away and researching for the European festival.
 - e. Lower El visited the Reptile Center in De Land and watched snakes being milked of venom to make serum.
 - f. All classes will be going to Blue Springs to see the manatees.
 - g. Community Meeting is set for January 25, 6 p.m.
 - h. Anecdotal Reports went out.
 - i. Ms. Jamie Bernstein will be hosting her art programs in the afternoons.
 - j. Mr. Frog will begin his family music classes in February.
 - k. One of our Upper El students has begun the new year in Mr Price's class instead of in Miss Melanie's class where he has been for the first semester.

After many conferences in the past month over a student, Jamie and the teachers decided it best to offer one last opportunity for a student to start the new year in Mr. Price's class. The parent agreed that this is the final effort and if there is any continued conflict then it is agreed that this is not the place for their child.

C. Incident Reports

- a. Six incidents all Lower EI. One child had 2 incident reports on the same day during a field trip. One for unbuckling while riding in a chaperone's car as well as taking items from other children's bags and then denying. The other incident for this child was during the field trip he repeatedly blocked the other children from being able to see an exhibit and used his body to push others. The teacher had to physically remove the child from the environment after several requests to comply. This same student then returned to school and fell into the pond at the end of the day during aftercare after being asked not to jump over the 'pond' multiple times. It was after this particular day that the mother chose to remove her child from the school. Charlene and Jamie have both had multiple phone calls, emails and conferences to explain the normalization process and Montessori philosophy and how we may all best support her son.

D. Personnel

- a. An assistant's father suffered a severe stroke over the holiday break preventing her from returning to us when school started. It is unclear at this time when she will be returning. We have wonderful and consistent subs/helpers this year. Jamie is not concerned with being able to fill the gaps in her absence.
- b. Jamie is working with Robin Howe on a proposal for a weekend retreat here at school for our teachers. Possible dates are on February 17 & 18 as there is a long weekend that week including an in service day.
- c. Sara will be at school with Jamie on Monday checking things out and further acquainting herself with our processes and culture in preparation for her time here.
- d. George Freeman sent the requirements of keeping up with the teachers' certification.

VII. Finance and Development

A. The Maker's Fest was held last December 11. Everyone thought it was a great event! The team had an exit meeting this morning.

- a. Tentatively, we earned around \$11,000.
- b. About 1,300 came through the door. Not including about 40-50 more unaccounted for (helpers, people who came in without tickets...)
- c. A survey for vendors and participants will go out to solicit feedback.
- d. The aim is to set the next one for about the same time. The team is checking with the Armory for availability.

- e. One of the concerns was setting up a separate account for the event. Can it be a 501(c)(3)?
 - f. Jacquelyn is willing to continue organizing the Maker's Fest, even after being a SAPMS parent, for a fee.
 - g. *DeAnne moves to add to the handbook to designate a certain number of parents' volunteer hours (5 or 6 hours) for the Maker's Fest. Jean seconds, and all are in favor.*
- B. Annual Fund
 - a. The goal is \$60,000. The latest figure is \$14,800.
 - C. Financial Report. ***DeAnne will send us the November Financial Report.***
- VII. Review of Policies
- A. Conflict of interest policy. ***DeAnne and Endo have yet to sign it.***
 - B. *Jean moves to accept Sara's resignation from the Board. DeAnne seconds and all are in favor.*
 - C. *DeAnne moves to approve the Maternity/Paternity leave policy with some modifications. Jean seconds and all are in favor.*
 - D. Strategic Planning regarding a third UE class. ***We will have a planning day on January 21 at 1:00 p.m. We can do Jamie's evaluation then, too.***
- VIII. Personnel
- A. Sara will be Acting Director when Jaime gives birth.
 - B. *Jean moves to approve Sara's fees for Consultation and as Acting Director (Sara left the room). DeAnne seconds and all are in favor.*
 - C. Director evaluation. Jean wants the teachers' inputs regarding suggestions for the school, as well. She will meet with the teachers on Wednesday to discuss this.
 - D. We have four upcoming interviews for Director. Ann's interview is on January 14.
- IX. Facility
- A. **Jean feels that it is not right that HTA is not putting up the money to repair the damages to the interior of the facility caused by Hurricane Matthew. We cannot go to the parents and ask for money to repair a privately-owned business building to then lease it.**
 - B. The roof is being repaired this week.
 - C. HTA is giving a donation of \$2,000 to repair the ceiling.
 - D. ***During the Strategic Planning we will discuss how to use the space ourselves, if we cannot lease it.***
 - E. ***Andre will set up a meeting with HTA after the Planning.***

Adjourned at 8:11 p.m.

Minutes by Endo Pascasio

Date approved: