

St. Augustine Montessori Community, Inc.  
Board Meeting Minutes  
February 6, 2017  
7 Williams Street, St. Augustine, FL 32084

Meeting called to order at 6:16 pm by Andre Daniels.

I. Roll Call

Present: Andre Daniels, Irene Arriola, DeAnne DeLeon, Jean McDowell, Joe Ryan, Endo Pascasio

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

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

IV. Public Comment on Agenda Items. None.

V. Items from Officers. None.

VI. Director's Report

A. District and State Tasks

- a. Sara is uploading questions on Survey Monkey for a May survey.
- b. Accountability Report is due on the 25<sup>th</sup>.

B. Current Enrollment is 98.

C. The Community Meeting went very well with about half of all parents in attendance. The response to San Marco was very helpful. The whole community seemed happy and engaged. 32 parents volunteered and left their contact information to assist with the repairs on San Marco.

D. Parent Education.

- Open Houses are scheduled for February 16, and March 8.
- Tours and Parent Meetings with Jaime are conducted per request.

E. Classroom Reports

- Two new IEP plans written and existing plans were reviewed. All students are working well with Mr. Chris, and parents seem to be pleased with their children's progress.
- The European Festival was amazing with a great turnout!
- Ms Ellie has returned for Spanish, and Ms. Heather has returned for art.
- Testing begins this month, and the infrastructure has tested well.
- 26 students are enrolled in Art on the Go. The children have started doing a mural on the play yard fence.
- Mr Frog is beginning and after school Family Music program.
- Jaime is looking to add studios this month.
- Sara and Jaime are actively working with teachers on students that may be experiencing challenges. Sara is spending time observing the children, trying to find

out their passions. They will work on creating books and materials that these children love and will then present the books and materials to their peers.

- LE guides have need for more materials. Right now they are doing a good job of sharing between classrooms. Jaime has tried to incrementally purchase some.
- UE needs some more furniture.

#### F. Incident Reports Log.

- Four total, all LE. Two involved careless hands: Non recurring. Two involved disrespectful communication.

#### G. Personnel & Training

- Sara has completed some in-depth observations of the guides and their environment.
- Ms. Kim's training mentor came for a visit and was able to offer some insights.
- Robin Howe from New Gate School in Sarasota is AMS certified 6-12 and can run a workshop for SAPMS. Robin is down-to-earth and open to accommodations being in someone's home.
- Upcoming Events
  - UE Field Trip to Cummer Museum
  - Grandparent's Day
  - Field Trip to GTM Reserve
  - LE Field Trip to Cummer Museum
  - Parent Ed Night

### VII. Finance and Development

#### A. Financial Report.

#### B. 2016 – 17 Fundraising

The totals for the Annual Fund were off. We need someone in the office who is versed with working on spreadsheets. Jean suggests that **DeAnne, Lielanie, Sandi, Jamie, and Evelyn set up a meeting regarding bookkeeping**. Lielanie suggests that a separate account be set up for Fundraising.

##### a. Upcoming Meetings

##### b. Other Activities & Events

The committee met last week and discussed...

1. Doing the Equal Exchange catalog again, which brought in about \$3,500 when we last had it.
2. Yard sale.
3. Book sale.
4. Parents' night out. Whom to ask about permissions? The District can advise. **Sara will ask George and Denise about this**. Sara will check with insurance person.
5. Grant finders are what we need. We need people to regularly look for these grants and submit them to the board.
  - a. Jean made a list of projects to consider to write and hunt grants for. Categories: Facility Rehabilitation, Outdoor Education Facilities/ Environmental Education, Math Integration, Art Integration, Language, After-School Programs, Library, Peace & Anti-Bias Education.

### VIII. Facility

- 149 San Marco Building
- Smaller San Marco building. Kevin of First Coast Construction USA, a prospective parent, noticed some mold here. Irene says Rytech will come back for that as it is their responsibility. Irene wants to talk to Kevin.
- Ballard building
- Joe feels that taking a stance against the landlord does not seem like the best way forward. We should just get it done as fast as we can with what we can get from our volunteers. Endo feels the same way, and feels that HTA should give SAPMS some appreciation for the work that we can get done. DeAnne feels as Jean does: It does not seem right that we ask parents to pay for a privately owned building that we are then going to rent. Andre feels compromised in the same way, but is also hesitant about where going the other way will take the school. Irene feels that what should have been done was to get an attorney to look over the contract before we agreed to it. But she feels that HTA is one of the more decent landlords she's known. Joe feels that if we present a long-term vision and plan to HTA about what we plan, then they might be more accommodating. Jean makes a proposal to accelerate the planning for the Primary now. Do all of the work and improvements now to get the grants to start in 2018. And show HTA that we are committed to utilizing the space to generate income as soon as possible.

***The design process will be coordinated by Jean, Sara, Sarah Ryan, Joe, & Jaime.*** With these plans we can then go hunting for our sponsors and grants. Along with this planning, Irene feels that SAPMS will need a PR and promotions plan. Sara is willing to do the PR work, but she will need people to help her.

*Irene motions to move forward with the plan for the design process for the primary facility. Andre seconds the motion and all are in favor.*

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

X. Action items. ***See bold and italicized items.***

XI. Adjourned at 7:55 p.m.

Minutes by Endo Pascasio

Date approved: March 2, 2017