

Saint Augustine Montessori Community, Inc.

Meeting of the Board of Trustees

May 8, 2017

St. Augustine Public Montessori School

7 Williams Street, St. Augustine, FL 32084

The meeting was called to order at 6:16 p.m.

I. Roll Call: Andre Daniels, Jean McDowell, Endo Pascasio, Joe Ryan, Jamie Lee Sheils, Irene Arriola.

Others present: Kate Gardiner, Lielanie Aguilar, and George Freeman.

II. Review of Public Notice. The meeting was announced via community email.

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

IV. Public Comment on Agenda Items. None.

V. Items from officers. None.

VI. Director's Report.

- Enrollment.
 - The 2 new students that came from a Seattle Montessori are adjusting very well.
 - Enrollment for next year is up. We have 31 incoming 1st years, six 2nd years, and eight 3rd years.
 - Enrollment packets will be sent this week. New families have been invited to observe and/or have their child attend.
- Classroom Reports
 - All classes have been working in their Asia research and integrating the studies through the curriculum.
 - LE is doing math lessons well above their age.
 - Progress reports and conferences are finishing up this week.
 - Some families observed 'screen-free week' this week and shared great feedback.
- Incident Reports
 - Five incidents: An UE student had written inappropriate language; two LE incidents involving physical contact (same two kids involved in both); one LE was repeatedly pestering others.
- Personnel
 - Jamie's contract ends May 31. Ann's starts July 5.
 - Jamie and Jean met with the assistant teacher whose contract will not be renewed.
 - They also interviewed potential guides for the new LE classroom and proposed a contract to Sabrina.
 - Jamie and Jean will be meeting with Kelsey this week to firm up her role.

- They will also meet with the current volunteer in Ms Kim's class, to prepare her to be an assistant next year.
- The staff completed the review and edits for the handbook and calendar. These edits have been sent to Ann for review.
- Parent Education and Requirements
 - Five families have not completed their volunteer hours. Jamie has spoken with these families and some may not be able to complete their hours by school end.
- Parent-Teacher Relations
 - Danielle Billingsley organized teacher appreciation week. The school community presented the staff and teachers daily treats.
- Meeting with HTA
 - Andre and Jamie met to discuss and plan for the HTA meeting. He sent all details of that proposed request to the board.
- Fund raising
 - Andre and Jamie also met with the fundraising committee and Jacqueline, separately. Jacqueline has stepped away from MakersFest. The fundraising committee is meeting this week to solidify plans moving forward.
 - A reminder of annual fund was emailed last week. Jamie will print and send home a paper copy of the letter this week.

VII. Facility

- Ballard building
 - *Jean makes a motion to approve the engineering estimate and contract to get the walls and support assessed in the concrete building. Joe seconds and all are in favor.*
 - Sara and Jamie came up with a timeline and Jamie is diligently working carrying out the multiple steps along with our contractor and volunteers.
 - Rytech put the air scrubber in today.
 - **Andre and Sara will meet HTA on Friday.**
- San Marco building
 - Irene and Frank are still working with the ARC. She is meeting with the City(?) on June 6 regarding use-by-exception. Andre may join her.
 - Sara and Jamie are meeting with Kevin tomorrow about tearing out the ceiling, etc...
- Williams
 - If the sublease on the San Marco pushes through, Jean notes that we will need to begin planning how to make the Primary classroom in the Williams building.

VIII. Community

- Handbook
 - *Jean motions to approve of the changes to the calendar and handbook for SY 2017-18. Joe seconds and all are in favor.*
 - **Jean will do some changes to the handbook regarding the board, remove the detail on pickup, and add the parents' contract in.**

IX. Personnel

- Contracts
 - *Jean motions to approve the contracts of Ann Johnson, Sandi Wages, Christian Lewis, Kimberly Luce, Jennifer Harley, Charlene Erale, Melanie Knezich, Ben Price, Kelsey Girard, Sara Bloomberg, Ann Solomn, and Sabrina Derome. Joe seconds and all are in favor.*

X. Fundraising

- Kate says that there should be two aspects to our fund-raising: 1) The usual efforts, and 2) the corporate 'match-your-donation' soliciting.
- Endo said that Jen Cato is willing to talk to parents regarding 'pass-the-hat' fundraising for every SAPMS event.
- Lielanie thinks we should make a fundraising annual plan and calendar. Jean suggests that Kate and Lielanie come up with the parents' group name ('Friends of...', e.g.) and the Fundraising plan and just submit it to the board for approval.
- As Jacquelyn has rejected our counter to her proposal, Kate is recommending LaKay Cornell, with whom she has worked before, as Events Manager for the next Maker's Fest. Kate will still chair the event. LaKay has submitted a proposal which the board will review.
- Kate will give Andre a list of what she needs from Jacquelyn in turning over the website, Facebook page, and online tools for Maker's Fest.
- Kate also suggests having a disclaimer for voluntary work and services, for corporations as well as for parents, to remind everyone that these services are not compensated by SAPMS in any way. ***Andre will look into the wording that we can include in the handbook.***

XI. Goals and Priorities for 2017-18

- ***Board will go through the priorities and provide feedback.***

XII. Action Items. ***See bold and italicized items.***

Adjourned at 8:12 p.m.

Minutes by

Endo Pascasio, Secretary

Date Approved: June 5, 2017