

*May Sands Montessori School*  
*1400 United Street, #110 Key West, Florida 33040*  
**Meeting Minutes: May Sands Montessori Board of Directors**  
**June 28, 2017**

**Present:** Lynn Barras, Principal; Briana Castillo, President, Melissa Trader, Treasurer; Patrick Rice, Secretary; Nancy Brundage; Board Member; Jen Stefanacci; Board Member; Rob Hardman, Board Member; Amy Stotts, Parent Liaison  
**Absent (excused):** Alex Thommes, Vice President; Amy Bradshaw, Board Member

**Community Member:** Kristen Winters, PR committee member.

**Meeting called to order: 5:38 PM**

**Motion to Approve Agenda:**

- Nancy moved; Jen 2<sup>nd</sup>
- Unanimous approval

**President's Report:**

Election of Officers

- Discussion – all officers up for election every year
  - Alex (VP) is the only one who abdicates
  - Patrick, Melissa, and Briana agreed to stay on
  - Melissa nominated for VP by Briana
  - Unanimous for Melissa as VP – immediate term
  - Rice as Secretary approved
  - Rob Hardman nominated as Secretary by both Melissa and Briana
  - Unanimous for Rob as Treasurer

**Secretary's Report:**

- Meeting Minutes
  - Need meeting minutes from May 24, 2017 for July meeting approval
- Special meeting in May
  - Jen moved; Briana 2<sup>nd</sup>
  - Unanimous approval

**Treasurer's Report (Melissa):**

- Financial statements for comment
  - Some discussion of how to read statements
- Motion for approval
  - Patrick moved; Jen 2<sup>nd</sup>
  - Unanimous approval

**Principal's Report:**

- Discussed Finances and Budget SY 2018
- Discussed Salary scale and 3% increase
- No Conch class teacher, yet
  - Need applicants (only one currently)
  - Discussed relocation deposit and protectionary features
  - Discussed means testing to vet applicants
  - Discussed budget adjustments
    - Patrick - Motion to approve budget with amendment for \$10K for relocation to be paid back by payroll deduction as first and last month as priority (i.e. lien based)
    - Unanimous approval
- Draft lease discussed and approved
  - 15 year
  - First right of refusal for 400 bldg. property
- Discussed Performance Testing result
  - Results in Board Packet
- Staff laptops were delivered
- Miss Jamie is not coming back (PE teacher)

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- Will add to website employment opportunities

**Committee Reports:**

- Funding Committee
  - Exceed fundraising budget (about \$85K raised)
  - Lower family support
  - More community support
  - Discussed passing the torch to Jen Stefanacci
  - Jen Stefanacci discussed some possible events:
    - Back to community all KW schools fish fry/pig roast
  - Zombie Bike Ride tent
  - Holiday Bazaar
  - Discussed fundraising meeting venue
  - Annual 5K - Oct 14, 2017 – color run
  - Welcome letter
- Grants Committee
  - Not funded by Mote POR marine science grant
  - Looking to resubmit for other funding opportunities
  - Targeting a Grant Committee meeting for end of June
  - Amy Stotts – discussed a lottery winner (Jenny Stone) wanting to fund education opportunities. Discussed recycling the Mote POR proposal
- Facilities Committee
  - Developed a task force of parents to assist with the lease issue
  - Sent Letter to MCSB about lease renewal (Monday 5/22/2017)
  - Read the letter which requested a meeting between Facilities Task Force
  - MCSB approved draft lease yesterday (6/27/2017)

**Program Reports:**

- None

**Citizen Input**

- None

**Good of the Order:**

- Governance training for new applicants
  - Rob Hardman
  - Jeffery Snipes

**Meeting schedule**

- **Monthly meeting: July 2017- no meeting**
- **Next meeting:** Aug. 23, 2017 at 3:45 PM
- All School meeting on the Aug. 23 , 2017 at 6PM
- Sept. 27, 2017 at 5:30PM
- Nov. 1, 2017 at 5:30PM
- Dec. 6, 2017 at 5:30PM
- Jan. 24, 2017 at 3:45PM
- All school meeting on Jan 24, 2017 at 6PM

**Motion to adjourn:**

- Jen motion, Melissa 2<sup>nd</sup>
- Unanimous approval

May Sands Montessori Board Secretary,  
Patrick Rice