

Key West Montessori Charter School
1400 United Street, #110 Key West, Florida 33040
Meeting Minutes: KWMCS Board of Directors
June 23, 2016

Presidential Request: Briana called meeting to order and asked for a motion to approve Board Attendance policy before calling role.

- Discussion
 - Excused = call in before
 - Unexcused = no call; no show
 - Three Unexcused = Board review of membership status
- Motion by Ed, second by Melissa
- Unanimous board approval of Board Attendance Policy.

Present: Lynn Barras, Principal; President; Briana Castillo, Vice President/Treasurer; Patrick Rice, Secretary; Layla Barr, Board Member; Melissa Trader, Board Member; Amy Bradshaw, Board Member; Ed Dawicki, Board Member; Nancy Brundage, Board Member.

Absent (excused): Jen Doll: Board Member, Alex Thommes; Board Member; Leslie Concepcion; Board Member.

Instructional Program Report:

1. Lynn discusses Standardized Testing
 - a. Mentioned that a cohort must be 10 or more students and there not enough in 7th and 8th grades.
 - b. Test Grade Scale 1-5 (1 = Summer school; 3=passing; 5 = best score)
 - c. English
 - i. Grade 3 = 1st in district for English and Language Arts
 1. 76% scored level 3 up
 2. State Average = 54%
 - ii. Grade 4 = 6th in district
 1. 68% scored level 3 up
 2. State Average = 52%
 - iii. Grade 5 = 4th in district
 1. Score = 64%
 2. State Average = 52%
 - iv. Grade 6 = 1st in District
 1. Score = 87%
 2. State Average = 52%
 - d. Mathematics
 - i. 3rd Grade = 10th in District
 1. Score = 53%
 2. State Average = 61%
 - a. There was some discussion on why this was happening and how to fix the problem(s):
 - i. Homework not explained in class.
 - ii. Suggestion is group work, homework review,
 - iii. Kahn academy - an online system which models what they see on the standardized tests.
 - iv. New teacher??

- ii. 4th Grade = 8th in District
 - 1. Score = 60%
 - 2. State Average = 59%
- iii. 5th Grade = 2nd in District
 - 1. Score = 79%
 - 2. State Average = 55%
- iv. 6th Grade = 1st in District
 - 1. Score = 86%
 - 2. State Average = 50%
- v. 7th Grade
 - 1. Score 92% (Algebra honors)
 - 2. 7/10 scored 3 or higher
- vi. 8th Grade
 - 1. Score = 62.5% (Geometry honors)
 - 2. 5/8 scored 3 or higher
- e. EOC Civics
 - i. 7th and 8th grades all scored 3 and up except 1 student (Total = 18 students)

President's Report:

1. Briana discussed governance training for all board members
 - i. Mandatory
 - ii. Good for 2 yrs
 - iii. Online for being a member of a board (public)
 - iv. Secretary maintains records
 - v. Fingerprinting – Level II
 1. Expire after 5 yr
 - Cost = \$85
 - There was some discussion about less expensive alternatives
2. KWMCS Lease (Briana and Lynn)
 1. There was a meeting with MCS D Superintendent Mark Porter to discuss concerns with KWMCS charter and lease
 2. On record for concerns:
 - i. Porter said new building means that we don't need bldg. 1, 2, 3.
 - ii. KWMCS conveyed to Porter we have a waiting list for students
 - iii. Porter replied currently space limited for public school students
 - iv. There was discussion about Porter's perception of KWMCS and acceptance as a public school.
 - v. Conclusion – President and Principal requested permission to contact and set meeting with Susan Cardenas (Lawyer) to work on strategy to execute lease and charter
 1. Current situation is that we are currently working with MCS D lawyer, Pat Lefere.
 2. MCS D thinks no cost lease unfair
 3. Suggested compromise by reduced maintenance cost.
 - vi. Board agreed to Briana and Lynn to discuss expansion of Susan Cardenas role for Charter and Lease

Secretary's Report:

1. The minutes from the June meeting were presented. With a motion from Melissa and a second from Nancy, the minutes were voted upon and unanimously approved.

Treasurer's Report (Melissa):

1. Treasurer Report – all looking good
 - a. Past budget used to guide proposed budget
 - b. Layla said no Mangia Mangia funds in budget plus art auction, etc. in financial report
 - i. Annual Fund Match was anything above \$50
 - ii. Some families donated much more than \$50
 - iii. Est \$1700 raised over ask and to be matched
 - c. Motion to approve report
 - i. Ed moved
 - ii. 2nd Layla
 - iii. Unanimous OK

Principal's Report:

1. Draft budget – Adjustments
 - i. Loyalty in Service (5100127) from \$1500 to \$1900
 - ii. Loyalty in Service (5100157) from 0 to \$900
 - iii. Loyalty in Service (5200137) from 0 to \$400
 - iv. Loyalty in Service (6100167) from \$900 to \$700
 - v. Training (6400293) allocate \$3000
 - vi. Loyalty in Service (7300167) from \$3500 to \$3700
 - vii. Hospitality (7300792) reduction \$3500 to \$1500
 - viii. Rent (7400360) estimate \$24,944
- b. Motion to approve budget
 - i. Ed moved
 - ii. 2nd Patrick
 - iii. Unanimous approval
- c. Lease renewal – info only
 - i. Terms 15 yr
 - ii. Property insurance
 - iii. All maintenance on KWMCS
 - iv. Response was extension for 1 month from MCSB
- d. Salary Schedules – Lynn wants to add for all staff
 - i. Discussion to set task oriented salary schedule
- e. Charter Renewal
 - i. On the agenda for Tues 6/28
 - ii. Porter researching the entitlement
- f. No kindergarten teacher? Nothing yet

President report (cont)

- g. Flip Clause – A fund raising computer program
 - i. Current web developer not moving forward
 - ii. Need to push website developer to get the concrete end date and soon (before end of July) then get onboard with Flip Clause software.
 - iii. Costing us money because Flip Clause is not compatible with current website
- h. Committee List (Chairs)
 - i. Bylaws – Amy Stotts
 - ii. Finance - Melissa
 - iii. Fundraising – Layla
 - iv. House and Grounds - Craig Reynolds

- v. Planning & Development – Briana (with help from Craig Reynolds and Alex)
- vi. Public Relations and Hospitality – Kristin Winters (will work with Cricket)
- vii. Staffing – Lynn
- viii. Intake and Exit Interviews – Ed
- ix. Parent Liaison – Amy Stotts
- x. Added Grant Writing Committee – Patrick with help from Nancy and Briana and a staff liaison (Ex. Jessica Pellegrino)
- i. Layla want to set time for fundraising calendar
 - i. Date set for Tues at 11:00 AM in Art Room
 - ii. 5K discussion with Amy Bradshaw

Citizen Input

- 1. No Citizen input

Next meeting - July 18, 2016 at 12 noon

Motion to adjourn:

- Briana and 2nd Ed. Unanimous approval

KWMCS Secretary,
Patrick Rice