

Meeting Minutes: MSMS Board of Directors

August 27, 2019

Present: Lynn Barras, Principal; Rob Hardman, President; Melissa Trader, VP; Chase Hurst, Board Member; Kristen Winters, Board Member; Eric Dickstein, Board Member; Bree Gangi, Board Member;

Absent: Coleen Dunne, Board Member

Attendees: Ms. Natalie; Ms. Kristin; Mr. Glenn; Ms. Erin; Shannon Gordan, Parent

Meeting Called to Order: 5:09 pm

Principal's Report (Lynn):

- **Lynn provided and reviewed the components of Charter Board SY 2020 Handbook**
 - binder with artifacts of the school to include:
 - Mission Statement
 - Board Member Contract which came from consortium and tailored to fit our school
 - SY Calendar
 - By-Laws
 - Volunteer Clearance
 - School Governance and Personnel Responsibilities
 - Sunshine Law
 - Directories (board, faculty/staff, and student)
 - All board members are asked to sign the contract of commitment and leave signed forms and the binders with Ms. Heather in the front office; she will store the binders.
 - NOTE: Rob will propose the change to by-laws referring to parent/community member ratio at tomorrow's All-School Meeting; must have 2 all school meetings to approve the vote.
 - Change to School Governance and Personnel Responsibilities to be updated: we do not have a full time guidance counselor, but have contracted with the Guidance Care Center for counseling supports as well as prevention programs to take place on Tuesdays beginning next week.
 - Open Government Overview: Lynn shared resources for ethical responsibilities including Sunshine Law that can be referenced by visiting myfloridalegal.com
 - Charter Agreement will be added to the binder.
- **All School Meeting Information**
- **School Grades Appeal**
 - Still pending with the DOE.
 - If the state accepts our appeal, we could still obtain the "A" Rating
 - Our School Report Card has been changed from an "I" to an "N/A"
 - Reviewed reason for appeal: our students in middle grades math that were enrolled in FLVS math at advanced levels and took EOC exams, the district didn't have a teacher tagged in connection with FLVS; Lynn shared the information to the district to confirm enrollment in FLVS course and identified teachers to create a case with the district, which is under review.
 - Remaining high performing status (A/B Rating) will provide a higher percentage of payment from the district (5% versus 2% for admin fees).

- **Evaluation Instruments**

<https://drive.google.com/drive/folders/19fHx5Llr9SFLdXPpa7aHd5PfSQkRcnNPG?usp=sharing>

- Although our Staffing Committee Chair will share her review of the documents, everyone should please follow the link, above, to view the evaluation instruments that were presented at the July meeting.
- Reviewed Evaluation Instruments provided by the consortium;
 - Approximately \$960 purchase electronic evaluation tool this year, but less for coming years
 - Allows evaluation tools in an electronic format that provide quick feedback to the individual being evaluated.
 - Provides a time log and data of observation
- Rob ~~would like to move that we~~^{to} adopt these evaluation systems with a plan to add clarification of short and long term goals for administrator/principal portion. Melissa seconds. All in favor; no one opposed. Motion carries.
 - Considerations for purchase of the electronic tool: how long would it take to configure the electronics of the web based tool? What are the expectations of the tool and the use of it?
 - Rob ~~would like to make a motion~~^{moves} to commit to the purchase of the software. Chase seconds. All in favor. No opposed. Motion moves.

*Questions Regarding Enrollment: Lower Elementary is full, Upper Elementary has a few spots available; we did open enrollment for Early Secondary, however did not fill any additional students enrolled.

President's Report (Rob):

- **Unexpired Parent Seats on the Charter Board**
 - We have two parent board applications. Another parent is interested.
 - Melissa ~~makes a motion~~^{moves} to accept the two applicants. Kristen Seconds. All in favor; no one opposed; motion carries.
 - Lynn will contact the two applicants.
 - Bree has volunteered to be secretary
 - Eric ~~motioned~~^{moves} to approve; Kristen seconds.
- **Committee Organization** to carry forward to next meeting as well as we have two new members joining, and will have an all school meeting tomorrow to develop committees.
 - Committees Meetings will be held at a minimum of once per month
 - Committees will be required to submit a written report to the board by the second week of the month to provide the board one week to review information prior to board meeting.
 - Turn in minutes to include short term, long term goals
 - Rob will send an outline for the committees to complete
- **Develop 4 year Strategic Plan:** we as a board need to have short and long terms goals spelled out.
 - **Curriculum**
 - We need to elicit information from instructional staff to determine areas of focus for curriculum gains. Lynn will look at data and teacher input. Natalie, Kristin, and Lynn will work to compile long terms testing data to 'follow' the chsild through K-12 testing to provide a reference for parents to understand the Montessori Alignment with Standardized testing.
 - Request for SOP from each member of staff by November 1.

- **Enrichment**
 - Rob would like to establish a committee for enrichment and aftercare
- **Facilities**
 - **Plan for establishing VPK:**
 - **Suggested to change the goal to adding four year old students first.**
 - **Eric will have a plan by the next meeting to submit to the district by the November deadline.**
 - **Estimation of number of students, curriculum, budget for the program, facilities and staff.**

Secretary's Report:

- **Approval of revised Minutes- July: Melissa motioned; Bree 2nd. All in favor.**

Treasure's Report (Chase):

- **Approval of Financials**
- **Motion to accept July Financials: Melissa moves; Bree seconds. All in favor. No one opposes. Motion carries.**

Community Reports:

- **Fundraising Committee has a goal of \$120,000; \$1,200 per child. Some parents have expressed interest in giving large contributions to give us a jumpstart of up to \$20,000 to start off the school year. Tomorrow is blood drive which will provide \$10 for May Sands and two movie tickets for the donor. Adding a \$1,000 sponsor to the previous \$500, \$300, \$100 sponsor of the 5K Race. Spell-a-thon in November.**

Citizen Report:

Rob Moves to adjourn meeting: 7:43pm; Kristen second. All in favor.