

## Meeting Minutes: MSMS Board of Directors

July 31, 2019

**Present:** Lynn Barras, Principal; Rob Hardman, President; Melissa Trader, VP; Chase Hurst, Board Member; Colleen Dunne, Board Member; Derek Norman, Board Member;

**Absent:** Kristen Winters, Board Member; Susanne East-Brooke, Board Member; Bree Gangi, Community Board Member;

**Phone/Video:** Eric Dickstein, Board Member; **Attendees:** Ms. Natalie, Ms. Kristin, Ms. Pam, Ms. Tracey, Ms. Katie

**Meeting Called to Order:** 5:19 pm

### **Motion to Approve Agenda:**

- Rob Moved; Derek second

### **Principal's Report (Lynn):**

- Staffing Changes: Resignations over the summer; Lynn shared an email with parents to introduce new staff.
  - Early Secondary: Mr. Glenn has 14 years of Montessori experience, will be here Monday for ELA and SS in ES. Brooke Dillon will return to ES as guide for science and math. She just had baby and will be here on the 23 of September.
  - Upper Elementary: Ms. Cate Barrow (14 years of Montessori experience; 10 years of Montessori Upper Elementary experience, and additional in Lower) will be the new UE teacher with Mrs. Sandy.
  - Jeff Gage will be teaching PE and Health Science. Previously at Sigsbee. He is a park ranger.
  - Laura Hulec: Teacher of Personal Development and Intervention Support. This is a new position.
  - Ms. Sandy completed her Montessori Training this summer.
  - Returning Staff include: Ms. Kristin; Ms. Katie (now in LE); Ms. Natalie continuing to lead ESE and will have additional administrative duties to include Code of Conduct; Ms. Erin, and Ms. Sandy.
  - Primary: Ms. Suzanne resigned. Candidates have not been qualified; Lynn interviewed someone Monday; however they did not have statement of eligibility or Montessori training. Second person today, but does not have certification in Florida or Montessori Training. Ms. Erin is a potential candidate. Lynn has confirmed that Erin is eligible to teach. She will meet with Lynn on Friday with her Montessori Training Album as well as her Statement of Eligibility to determine a timeline to complete coursework. She will need to take and pass the general knowledge exam and preschool/primary certification within this school year to receive her certificate.
- **School Grades**
  - Dave Murphy shared scores.
  - Overall, our 3<sup>rd</sup> grade Reading and Math scores were better.
  - Science: We did not have enough 8<sup>th</sup> grade students testing for our scores to count towards a grade. We had 9, needed 10 to count. 5<sup>th</sup> graders did not do as well. We are appealing. Dave Murphy said that we will miss by 1 point. 62% is the cut off for A Rating. We continue to

- maintain high performing status. We need to maintain our “B” Rating and a clean financial audit to maintain high performing (2% admin fees versus 5%).
- Overall reading showed gains, math did not.
  - **Action Items: Reviewing State-Approved Evaluation System for Approval**
    - -State Approved documents for teacher and administration with supplemental documents for classroom walk through, PGP and PD Goals that are clearly outlined.
    - will provide the board substantial, objective procedure to utilize
    - -used by other charter schools in district
      - **Rob Moves** to ask Staffing Committee to review the forms and make the recommendation to the board whether or not to approve it. Colleen will review it.
      - **Melissa seconds** to ask staffing committee to review and make recommendation as to whether or not to adopt them as our procedures.
      - **All in favor. Motion carried**
  - **Mental Health Assistance Plan:**
    - We need to provide 6 hours per year of Mental Health Training for grades 6-12.
    - we have an agreement with Guidance Care Center to provide services for Mental Health Supports
    - They will offer “Apple a Day” program to help students understand healthy behaviors directed as prevention towards substance abuse. Positive Healthy Behaviors. One time per week for 45 minutes. They will have a member of staff come meet with our staff during planning week.
    - GCC Running Program; classroom guides supporting throughout
      - **Motion to Adopt the plan: Derek**
      - **Chase second; all in favor, motion carries**
  - **Highlight:** Ms. Bria is the education liaison for “artist in resident” for Art Enrichment. Confirmed timeline will be available in next couple of weeks to be shared with Lynn.
  - **Enrollment:**
    - We are presently at 100 students; 24 under our projection.
    - We are actively filling the vacancies with applicants. If we go through the list, we will open enrollment up again. If necessary, Lynn will publicize. Currently we have 2, 7<sup>th</sup> grade students and 7, eighth grade students
  - **Board Positions:**
    - Lynn met with Jennifer Heffinger to ask if she would be interested in the Parent Liaison position, her student will not be in attendance 2020 SY.
    - We will need to find 2 more community members for the board to replace Derek Norman, and Susanne East-Brooke who will no longer be parent members for the SY 2020.

#### **President’s Report (Rob):**

- **Need to find 2 parent members and elect a secretary. Will table this decision as we do not currently have a candidate for secretary.**
- **Based on confirmation that we can use “minimum” language, motion to alter bylaws to allow ratio of parent and community members on the board. Colleen moved, Melissa Second. All in Favor. No one opposes. Motion carries.**
- **Committee Organization:**

- **Every committee will need to have action plan that all parents/board members can access**
  - **Includes short and long term plans**
  - **Regular meetings – committees will set their own meeting dates**
  - **Submit monthly report to the board by the 2<sup>nd</sup> week of the month**
- **Committee Heads:** will need to table this until next meeting
- **Creating Procedures:**
  - a. All members of the Board and staff have clear list of procedures, “if this, then what?”
  - b. Each person creates a standard of procedures for their own role
  - c. Throughout this school year, we will have a plan for how to handle as many procedures as possible
  - d. Would like to move towards a centralized (online) documents piece so that at any given time documents/policies/evaluations, etc. are available for access.
    - i. Layers to this process for privacy practices
  - e. Every position, staff or board, should have policy and procedures document
  - f. Need short, medium, and long term plan –to include curriculum, enrichment, electives, facilities, etc.
    - i. Each department should submit their short, medium, and long term goals.

**Secretary’s Report:**

- **Approval of Minutes: Melissa motioned; Derek 2<sup>nd</sup>.**

**Treasure’s Report (Chase):**

- **We’re in the black.**
- **Motion to accept June Financials: Melissa moves, Colleen seconds. All in favor. No one opposes. Motion carries.**

**Community Reports: none**

**Citizen Report:** Kristin asked: who is the executive board? Board Members President, Vice President, Secretary, Treasurer.

Rob Moves to adjourn meeting: 7:16pm; Chase second. All in favor.