



# MAY SANDS MONTESSORI SCHOOL

A public school of choice

1400 United Street #110, Key West, Florida 33040

## Meeting Minutes: MSMS Board of Directors

June 25, 2019

**Present:** Lynn Barras, Principal; Melissa Trader, VP; Susanne East-Brooke, Secretary; Derek Norman, Board Member; Chase Hurst, Board Member; Colleen Dunne, Board Member

**Absent:** Amy Stotts, Parent Liaison; Eric Dickstein; Board Member; Jen Stefanacci, Board Member; Bree Gangi, Community Board Member

**Video:** Rob Hardman, President; Kristen Winters, Board Member

**New Members:** N/A

**Attendees:** Ms. Kristin, Ms. Heather Barnes, Ms. Pam, Ms. Katie

**Meeting called to order:** 5:34 PM

### Motion to Approve Agenda:

- Derek moved; Colleen 2<sup>nd</sup>
- Unanimous approval

### President's Report (Rob):

Confirm July & August Meeting Dates/Times

- JULY: Wednesday, July 31<sup>st</sup> 5pm confirmed
- In future we will try to book meeting ~1 week before month-end to accommodate budget cycles
- AUGUST: Tuesday, August 27<sup>th</sup> 5pm confirmed
- SEPTEMBER: Wednesday, Sept 18<sup>th</sup> 5pm confirmed
- Committee Chair Interest
  - Rob sent email to ask people to serve/host committees
  - Lynn sent 'get involved' email
    - Hospitality Chair – Open
    - Dev and Plan Committee – Eric Dickstein will continue
    - Finance – Chase Hurst
    - Fund Raising – Chase Hurst, Kristen, Melissa
    - Grant Committee – Patrick Rice and Derek Norman
    - Parent Liaison – Lynn to approach Jenn Heffinger and Matt Martin
- Parent Liaison Update
  - Amy stepped down as parent liaison, son attending HOB
  - Lynn recommended Jenn Heffinger and Matt Martin - Lynn will reach out to her

### Secretary's Report (Susanne):

- Approval of Minutes – May
- Pam recommended a change: Matt Martin was referred to as Mr. Heffinger
- Motion to approve with above change
- Melissa motioned to approve, Chase 2<sup>nd</sup>



**Treasurer's Report (Rob/Chase):**

May Financials – Nothing out of the ordinary

- In future Finance Committee will work on policy and procedures
- Motion to approve May financials – Melissa, 2<sup>nd</sup> Derek
- Budget
  - Budget gap was ~\$60k
  - Down to ~\$56k
  - Fundraising brought to ~\$40k
  - Someone gifted a \$5k and matched gift for total of \$10k closing gap to \$30k
  - Need Fund Raising to absorb remaining \$30k
- Lynn asked Pam to get a revised salary scale together
- Miss Jenni resigned last week – she was a 15Y veteran – her replacement won't be at same scale
- Lynn budgeted supplements for staff taking on extra responsibilities
- Lynn shared a study that showed private charter school budget practices eg: per student allocation, compensating staff with off-scale reward or time
- Rental of facilities increased
- Facility improvements for Conch and Sea Horse rooms already included in budget
- Personal Development teacher selected
- Dynamic Assistant to work 9:30-5:30 to float among rooms and aftercare, support PE, Lunch, Recess
- New fundraising software called Donor View – demo will be ~July 9-11
- Budget needs to be approved before June 30<sup>th</sup>
- July call to action for classroom needs up front
- Melissa motioned to approve budget; Colleen 2nd

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

- Ethics training will be included during orientation for new board members in August and it'll be on-line training
- Staffing
  - Contracts updated and passed to Jackson Lewis who also approved, now that budget is also approved everyone can sign
  - Kate Barrow – Upper El teacher candidate – 10Y Montessori trained – verbal agreement
  - Jenni – Recently resigned from Middle School and going to HOB
  - Lynn placed ads for middle school and there is one that converted with interest – a Montessori trained adolescent teacher in FL – Lynn provided application but have not heard back from applicant
  - Math and Science – Ms. Brooke (asst. from Sea Star) took math exam but will need to wait 30 days to take again, she does have Science eligibility and will sign up for that (she is going out on maternity leave shortly)
  - English Lang Arts – TBD
  - Florida virtual math teacher is local



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- 1 Kindergarten and 2 Lower El are Lead Guides confirmed, 1 Upper El confirmed and 1 Pending, 3 assistants also showing interest
- Middle School only currently have Science – Lead Guide position could be offered to non-Montessori trained if needed
- ESE candidate is Laura Hulec, ABA trained. Would be in addition to Natalie and would be working with any student who is struggling, not just those with IEPs
- TSKW Grant – Jenni was the coordinator, but TSKW pressing on w/o Jenni – targeting 10 visits from MSMS to TSKW to meet with visiting or local artists – list of artists will be available end of July so this can be planned
- 21<sup>st</sup> Century Grant Program –School District consultants shared info. – after school program for students who are struggling and who are invited into the program; separate from regular after care with separate person to run it etc.; too much overhead for this school year but Lynn will keep on the radar for future ie. maybe a teacher stipend
- Mental Health Assistance Plan – Board needs to sign off on this again, Lynn needs to review requirements first. Lynn shared draft with Erin Williams and Sarah Morton. Lynn will send the plan to The Board to approve in July meeting.
- Threat Assessment will require number of kids that have gone thru this process
- Lynn interviewed candidate from FL, 1.5Y teaching experience, motivated and would teach 2 PE, Health, school lunch program. Still TBD

## Committee Reports:

- Fundraising Committee
  - Chase reviewed each event from previous year
  - Work smarter not harder
  - Goal is:
    - 4 Primary events that have raised the most ie.
      - Spell-a-Thon
      - Gala Live Auction
      - Holiday Bazaar on campus with Winter Wonderland
    - Some number of secondary events
      - Pizza Friday
      - Yearbook
      - Etc.
    - Put dollar amount per student option for fundraising ie. Suggested donation
    - Target letter in July with Fundraising highlights
    - P&L per event to eliminate fundraisers in the ‘red’
  - Per Kristen –
    - Participation of board and staff to be supportive of the school
    - Skit at all-school meeting
    - Derek – Idea of Starbucks gift card as ‘thank you’
    - Thank You page on website – Lynn will execute
    - Students to write notes of thanks to donors / sponsors
- PR Committee
  - No Updates
- Staffing Committee



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- Colleen –
- Exit and end of year interviews – common theme is that it should be stated at beginning of year that everyone wears multiple hats – perception is skewed
- Complaints should be brought up immediately with staffing committee
- Want to eliminate ‘pack mentality’
- Teachers and staff need to be supported by one another
- Communal area for staff and teachers to eat and congregate will be designated in the Music Room
- Need to decide early on how to handle evaluations – board to review process at next meeting
- Kristen suggested to spell out description of each position with more defined tasks and key result areas
- Grant Committee
  - **No updates**

## **Citizen Input / Requests to Address the Charter Board**

- Excited for the year

## **Meeting schedule**

- **Next meeting:** Wednesday, July 31<sup>st</sup> 5pm

## **Motion to adjourn:**

- Melissa motioned; Derek 2<sup>nd</sup>
- Unanimous approval
- Adjourned at 7:04 PM

MSMS Board Secretary, Susanne East-Brooke (First Report as Sec’y :)