

## MSMS Board of Directors Meeting Minutes - December 19, 2023

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**Present:** Chris Occhiuto, President. Chad Will, Vice President; James Villegas, Secretary; Members April Allen, Ina Pomparova, and Sara Cook. Sandy McCoy, Principal; Rachel Garcia, Administration. Parent Meike Zuechner.

**Absent:** Hutchinson, Johnson-Lamberson.

Call to Order 5:12 PM.

**Motion to Approve Meeting Agenda:** motion by Will; second by Cook. All in favor.

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### President's Report

- Community Foundation of Florida Keys (CFFK) – the Board is not yet ready to establish a fund. Decision was made for the Finance Committee to revisit the issue at their next meeting.

### Secretary's Report

- **Motion to Approve Minutes from Board Meeting on 11/15/23:** motion by Will; second by Cook. All in favor.

### Treasurer's Report

- **Motion to Approve November Financials:** motion by Will; second by Pomparova. All in favor.
- SunBiz to be updated once a new treasurer is named.

### Principal's Report

- School Grade – staff is evaluating reasons for low scores.
  - Tests were [Or: Test was] administered on computers, but our younger students do not use computers in class and may have been unfamiliar with the technology.
  - [redacted] encouraged us to revisit FTE attendance.
  - Middle school score was non-existent. Sandy is awaiting an explanation from [redacted].
  - FAST testing only counts when there are 10 or more students. We had only one group that counted: last year's 5th graders.
  - Scores did not show learning gains within a year (they showed year-to-year).
- Game Plan
  - Math and science coaches from the district are coming in to help Lead Guides.
  - Tutors. More technology. Homework that meets certain standards, based on reviewed information (not new information). ISL (what is this acronym?) program for 1st grade and older.
  - Increased communication with parents – the group suggested removing Fundraising information from Sandy's weekly emails. Allen suggested surveys to the parents and teachers for recommendations about preferred ways to receive communication.
  - Increase student enrollment – enrollment drive (what does this look like?); move the lottery date to match Sigsbee; increase social media presence; share Montessori articles with the public. Explore ways to better use our relationship with the Key West Chamber of Commerce (can they help us?).
  - Motivate 6th graders – mentorship with high school students
  - The school needs more than just ideas – Sandy needs help executing them. Allen suggested more targeted requests to parents telling them what the school needs and asked Sandy for a list of what we can do; she will work on it.

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### Committee Reports

- Community Cultivation – This committee is still looking for a Chair.
- Fundraising – This committee is looking for a Chair. Many Board Members feel that fundraising events should be run by staffer Christina Joy, rather than a parent.
- House & Grounds – All excess clutter to be cleared from the school in preparation for a fire inspection on 12/27/23.
- Planning and Development – Committee has been brainstorming ways to increase the school's public profile in Key West. Ideas: School Choice week; Montessori education week; school potluck; Truck Day (similar to KW co-op preschool); Career Day; donor appreciation event ("Montessori Give Back"); campus walkaround.
  
- No reports for Finance, Public Relations.

Citizen Input - none.

Other - Board member Sara Cook's resignation is effective 12/20/23.

**Motion to Adjourn:** Cook; Will. All in favor. Adjourn 6:22 PM.

Next Board meeting will be Wednesday, January 17, 2024.

Next Finance Committee meeting will be January 22, 2024.