

May Sands Montessori School
1400 United Street, #110 Key West, Florida 33040
Meeting Minutes: MSMS Board of Directors
November 28, 2018

Present: Melissa Trader, President; Susanne East-Brooke; Vice President; Rob Hardman, Treasurer; Patrick Rice, Secretary; Eric Dickstein; Board Member; Kristen Winters, Board Member; Jen Stefanacci, Board Member; Colleen Dunner, Board Member; Kelly Norman, Board Member; Amy Stotts, Parent Liaison

Absent: Lynn Barras, Principal

Community Member: none

Meeting called to order: 5:34 PM

Motion to Approve Agenda:

- Motion to Approve Suzanne; Rob 2nd
- Unanimous approval

Program Reports;

- Ms. Suzanne (Kindergarten)
 - Discussed celebration of lights
 - Discussed Science projects on vertebrates
- Ms. Kristin (Lower Elementary)
 - Discussed class field trips (on schedule for 1/month)
 - Discussed indigenous groups
 - Math
 - 1yr doing addition/subtraction
 - 2nd yr transitioning to multiplication
 - 3rd yr multiplication
- Ms. Sandy
 - Upper Elementary
 - Ms. Katie Haas returned
 - Holiday projects
 - 15 page children's book
 - Guest speaker coming in (Editor Jessica Peligreno)
 - Math
 - 4th yr on fractions
 - 5th yr on decimals
 - 6th yr on pre-algebra
 - Excited about garden projects
 - Discussed Everglades trip in Feb. 2019

Presidents Report:

- Roles of Committees

- Meetings should be posted
- President should be invited to all meetings

Secretary's Report (Rob substituted for Patrick):

- Melissa motioned; Susanne 2nd
- Unanimous approval

Treasurer's Report (Rob):

- Discussed specifics of the report
- Conversion to May Sands Montessori School completed
- Spent \$628.10 for checks
- Highlighted adjustments that should occur at next meeting
- Discussed better communication between all fundraising operations
- Discussed better promotion for Amazon smile
- Patrick moved; 2nd
- Unanimous approval

Principal's Report (Melissa for Lynn):

- Decided to post-pone details of report until Lynn returns
- One issue to vote on
 - Motion to use unused funds from the audit for PE Equipment
 - Melissa mover; Suzanne 2nd
 - Unanimous approval
- Discussed Bylaws Committee Meeting needs to be voted on by Dec. Board meeting
- Set Dec. Board Meeting for Tues. Dec. 18, 2018 at 5PM
- Ms. Erin has taken over for Ms. Lexy in Lower Elementary

Committee Reports:

- PR Committee
 - Started using Trilo to organize event processes
 - Discussed post cards to students to distribute for enrollment
 - Discussed issues with social media mostly on content
 - Discussed animation and video of classroom
- Fundraising Committee
 - Discussed Holiday Bizarre
 - Discussed other fundraising events
 - Discussed Academia
 - Discussed Board Members being the face of the school, especially with financial contributions
 - Discussed prepping for Gala
 - Discussed volunteers for Tri Key West
 - Discussed communicating through Reminds
 - Discussed Moxieberries being distributed through the school and they would give a % of sales to the MSMS (need to confirm %)
 - Discussed grooming person(s) to take over fundraising from Jenn

- Discussed options for getting the Corporation
- Discussed Argo Navis (65' Luxury Catamaran) donation for a sunset cruise fundraiser. P. Rice will reach out to owner to facilitate the process.
- Staffing Committee
 - Discussed getting Board, staff, and faculty party to bring food, drinks, \$20 present, and 3x5 cards for something special about yourself
 - Discussed procedure development focused on staff, faculty and board resolutions
 - Discussed trying to find a solution for a music program
 - Suggested giving a demo for someone interested
 - Violins and for pay
 - Proposed Ann McFarland piano and string
 - Lynn will have to figure it out
- Planning and Development
 - Discussed enrollment
 - Current enrollment and how to max capacity
 - Discussed a parent volunteer to assist Ms. Suzanne with bring in 3-6 yr olds
 - Need to discuss deadline for 3-6 yr education
 - Discussed building 400
 - Will draft a letter to force the discussion about the plans
 - PE teacher is driving from Marathon, therefore a request for housing
 - Discussed T-Shirts for the Board members
- Bylaws Committee
 - Nine topics will be emailed and included in on the agenda for Dec. meeting
- Grants committee
 - Nothing to report

Good of the Order:

- Discussed how the school deals with highly contagious diseases
- Discussed how many days are required annually (180 days) and discussed the annual calendar
- Discussed more activities for pay given new options for locations (i.e. drop off for parents).
- May Sands will be part of the punch run

Parent Report (Amy)

- Discussed mother who has restricted access
- Wants it lifted
- Board discussed and
- What is the path to getting things
- Discussed a written policy to help the situation

Citizen Input

- None

Meeting schedule

- **Next meeting:** Tues. Dec. 18, 2018 at 5PM

Motion to adjourn:

- Rob Motioned; Melissa 2nd
- Unanimous approval
- Adjourned at 7:28 PM

MSMS Board Secretary, Patrick Rice