

## Meeting Minutes: MSMS Board of Directors

September 17, 2019

**Present:** Lynn Barras, Principal; Rob Hardman, President; Melissa Trader, VP; Chase Hurst, Treasurer; Bree Gangi, Secretary; Kristen Winters, Board Member; Eric Dickstein, Board Member; James Villegas, Parent Board Member; Christina Joy, Parent Board Member

**Absent:** N/A

**Attendees:** Ms. Natalie; Ms. Kristin; Mrs. Sandy

**Meeting Called to Order:** 5:17 pm

### Secretary's Report:

- **Approval of revised Minutes- August**

### Treasure's Report (Chase):

- **Discuss reasoning behind organization of financials**
  - Amend the budget based off of actual number of students
    - Currently based off of 129 Students (capacity)
    - 100 Students (currently)
    - 114 Students (Goal)
  - Enrollment drive to avoid drastic cuts to the budget:
    - Advertise on school district website
    - Facebook ads, Instagram post
    - Banner
    - Melissa suggested reaching out to previous families to invite them back and it was suggested we put together a “bragging” list to accentuate our new instructional staff members and their experience/expertise in Montessori
  - Eric inquired if the fundraising budget is based on the budget or based on the lower enrollment income we will receive. Rob clarified that it was based on the budget, but “padded” by about \$20K due to anticipated shortfall of enrollment
  - Chase asked if anyone had questions on financials:
    - What is in reserve account?
      - \$66K
      - Want to get it up to \$100K
- **Motion to accept August Financials: Melissa moves to accept; Kristen seconds the motion; Motion carried.**

### President's Report (Rob):

- **Colleen Dunne stepped down from Board**
  - A few people have been emailed for the open Community Member seat
    - Staffing Committee chair is open
      - Kristen may take Staffing Committee seat
        - We want to make sure staff committee chair person is unbiased and helps to make sure the core of the school (teachers) are heard and what they communicate is passed on to board clearly by chair person
    - Rob explains staffing committee:
      - Making sure instructional/administrative/support staff relations and concerns are being heard by the board

- What's good/bad and find solutions
  - One of the top priorities with the staffing committee is to prevent enrollment going down because of staff resignation
  - Other committee chairs that are open:
    - By-Laws Committee
    - Community Cultivation Committee (Hospitality)
    - Enrichment Committee
    - After-Care Committee
    - Enrichment
    - Grants Committee
    - Public Relations Committee
      - Idea raised of combining certain committees that go hand in hand or having them work together
  - Only two committees require chairs that are board members, but:
    - Every family has to have a family member on a committee
  - School notice went out to have parents join a committee
    - Go through list of volunteers and see who stands out as a leader and ultimately suggest that they take chair position
  - Chairs of committees can choose how/when they meet
    - Kristen had Hospitality Committee "meet" by email
- **Developing a 4 Year Strategic Plan:**
  - Board Members should have a notebook/note pad/electronic notes to keep ideas that can be contributed to the 4 Year Strategic Plan:
    - Curriculum
    - Enrichment
    - Facilities
      - Long-Term example:
        - New building
  - Board Retreat November 2<sup>nd</sup>
    - How "we" as a school can be more efficient
    - Action steps
      - Keeping items relevant
    - More info coming soon

*\*Rob had a family emergency and had to exit the meeting – Melissa took over meeting.*

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

- Insurance renewals:
  - Commercial/General
  - Teachers
  - Umbrella
  - Crime
    - Premium total: \$9,300
    - Budgeted: \$10,000
    - Must be signed by President of the Board
    - Melissa moves to approve insurance budget and renewal; Eric seconds. Motion carried.
- Open enrollment:
  - Begins tomorrow (09.18.2019)
- Use of Green Space:

- Lynn opened dialogue between district (Pat Lefere) and school (herself) about what the school could use the green space for as it is currently unused
      - District wants to take over the space along with part of the community garden, turf and school building for their fleet
    - Waiting to hear district's response on use of green space along with if the city can leave it unlocked because it is unused:
      - So far, no.
      - Need a meeting to clarify why not and also to separate the school from the other buildings on the property so we are not categorized as "other" and categorized as a school.
        - Lynn has a clear plan/proposal for use/need of facilities that she gave to the Superintendent previously
- Exterior Campus Needs/Wish List that can be gifted or built through House & Grounds Committee are:
  - Cooling fans
  - Roll down screens to preserve the space under the Chickee
  - Create a sensory walk
    - Identify space + confirm; a space that isn't travelled frequently but is recognized as a space with a purpose
  - Create music wall + paint/chalk wall
    - Small wall that meanders along the building outside with varying music + art sections that are interactive for students
  - Finish covering sectioned gravel areas with turf
  - Install a semi-permanent shade over courtyard space so it can be utilized as a work area
  - Install a School Sign
    - A permanent sign with landscaping around it and spotlight is needed to establish permanence
- School Security Assessment Tool
  - A few people police officers have volunteered support
  - Staff will have input as well
- School Grade Appeal
  - Approved "A" Grade

### **Committee Reports:**

- Eric will be sending a letter to School District to initiate the creation of Pre-K
  - Miss Erin would be a huge if not necessary asset in the creation of Pre-K
  - Christina has a resource in Boca
    - *Emerging Minds VPK*: Private VPK
- Fundraising Committee
  - One Human Race this weekend
    - Push for sign-up
    - Record number of sponsors this year
      - \$4,800 in sponsorship donations so far
    - Rash guard t-shirts created – Kristen suggests \$20 per t-shirt
      - Miss Natalie suggests not charging \$15 runner shirts and having non-runners pay
      - Decided that volunteers and race participants get a free shirt
    - Change in chalk throwing due to previous year stipulations
    - Photographers in place
  - Biz-Buzz

- So far Mangia, Mangia has participated
    - Need more
- Spellathon
  - Discuss further at October meeting
- Fantasy Fest
  - Walking Parade:
    - School of Rock – kids dressing up and selling drinks for kids and adults
    - Possibly will have pretzel necklaces
  - Parade Night:
    - Finding a space on the route to sell “adult-beverages” and have bra-pong
      - Need prizes donated under \$25 value per prize
  - Children’s Day:
    - Requested a ride
    - If not given a ride to utilize – Dunk Tank
- Update on annual Funds
  - Funds are up compared to this time last year
  - \$5.000 match incentive through the month of September

**Citizen Report:**

- Peace March
  - \$600 Profit on T-shirt sales
  - Mounted Police will be joining
  - KWFD will be at the end of the march
  - City Commission & Officials joining during march
  - Fly over image will be taken
  - Takes place at 9:00AM on Friday, Sept. 20th
- Addition of a school store
  - Figuring out a way to get funds to create store and add more items
    - Pull over hoodies wanted
      - Encouraging parents to participate in wearing school gear during field trips and on-site events
- October 16<sup>th</sup> @ 5:00PM next Board Meeting
  - All agree

Kristen moves to adjourn meeting: 7:16PM; Christina seconds. All in favor.