



MAY SANDS MONTESSORI SCHOOL

A public school of choice

1400 United Street #110, Key West, Florida 33040

Meeting Minutes: MSMS Board of Directors August 29, 2018

Present: Lynn Barras, Principal; 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; Alexis Dudley, teacher; Suzanne Renouf, teacher; Heather Barnes; School Guidance Counselor; Kristin DeKeyrel, teacher

Absent: Alex Thommes, Board member; Amy Stotts, Parent Liaison

Community Member: none

Meeting called to order: 3:53 PM

Motion to Approve Agenda:

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

Presidents Report:

- Building 400 removed
 - Issue with proximity to bathrooms
 - No timeline on construction
 - Our understanding is 2 story bldg. about 14K sq. ft. (7K sq. ft. per floor)
 - Café-torium
 - Discussed asking for a 3rd floor for housing for teachers
 - Eric volunteered to lead Planning & Development Committee
 - Will request volunteers for the committee at the all school meeting
 - Wed. Sept. 3, 2018 at 5PM
 - Discussed Fund Raising Committee
 - Tues Sept. 2, 2018 at 8:30 AM in Blue Tang
 - Motion to establish an escrow account for donations future building
 - Rob moved; Patrick 2nd
 - Unanimous

Secretary's Report (Patrick):

- July and June (with no quorum) in the August packet
- Rob motioned; Susanne 2nd
- Unanimous approval

Treasurer's Report (Rob):

- July and June (with no quorum) in the August packet
- Melissa moved; Susanne 2nd
- Unanimous approval

Principal's Report (Lynn):

- Discussed classroom budgets with regard to instructional staff
- Discussed an orientation for new board members
 - Bylaws for new members
 - Handout for "Effective Board Member"



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- Patrick volunteered to scan and develop a packet for presentation or distribution to new board members
- Discussed quotes for school audit
 - Keefe McCullough = \$11,000
 - Oropeza & Parks proposal = \$11,500 - \$12,500
 - Motion to accept the Keefe McCullough bid assuming the quote remains unchanged
 - Rob motioned; Eric 2nd
 - Unanimous approval
- Discussed 7th and 8th grade math instructor
 - Enrolled students in Florida Virtual School
 - Seems to be working
- Discussed Health and Wellness Classes
 - Local agencies are contributing
- Discussed financial impacts of the passing the SRO/SSO ballot referendum
 - Approx. \$20K can be reallocated to instructional staff
 - Need to have a finance committee meeting
 - Requested Chair for the finance committee
 - Will request volunteers at all school meeting
- Discussed integration of art and music
 - Currently unable to offer enrichment classes
 - Discussed Woman's Club for volunteers, especially since no need for Montessori training
 - Discussed piloting the volunteers through aftercare
 - Up to 12 students for Ukulele (May Sands Ukulele Club) off-campus
- Discussed issues with instructional staffing
- Discussed strategic planning retreat
 - A whole day of strategic planning
 - Sometime in November

Citizen Input

- Layla Barr – Will start grant writing
 - Next funding cycle
- Nothing to report

Committee Reports:

- Fundraising Committee
 - Goal for the yr. is \$136K
 - Discussed fundraising schedule and events for the year
- Grant Committee
 - Received \$5,400 from the Community Foundation Florida Keys

Meeting schedule

- **Next meeting:**
 - Wed. Sept. 26 at 5:30 PM

Motion to adjourn:

- Rob Motioned; Kristen 2nd
- Unanimous approval
- Adjourned at 5:48 PM

MSMS Board Secretary, Patrick Rice