

MAY SANDS MONTESSORI SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

May 18, 2022 5:00PM

Present: C. Hurst, President; M. Trader, Vice-President; J. Villegas, Secretary; C. Ochuitt Member; I. Pomporova, Member; H. Rebane, Member; L. Barras, Principal; C. Joy, S. McCoy

Absent: J. Mannix-Lachner, Member; A. Gruber, Treasurer; C. Will, Member

Call to order 5:06

Motion to approve Agenda, H. Rebane, C. Ochuitt, all in favor.

President's Report, C. Hurst

Welcome Stephanie Lambertson to Board of Directors; voted in by Parent Membership during May All School Meeting

Secretary's Report, J. Villegas

Motion to approve April 2022 minutes, M. Trader, C. Ochuitt, all in favor.

Treasurers' Report, A. Gruber (via C. Hurst)

PPP Loan has received "Forgiven" status

Motion to approve April Financials, M. Trader, C. Ochuitt, all in favor.

Principal Report, L. Barras

Draft budget SY 2022/23 progressing

Lottery results: 98 students total for SY 2022/23

PPP Loan Forgiveness approved

Safety Audit

Staffing update

Summer camp

Instructional Staff Summary Reports

Primary Program, Ms. Karthi

Lower Elementary, Ms. Kate

Upper Elementary, Ms. Sandy

Early Secondary, Mr. Glen, Ms. Brook

Student Supports, Ms. Suzanne, Ms. Laura

Fundraising Committee Report, C. Joy

House and Grounds Committee Report, C. Ochuitt

Citizens Input

Next meeting June 15, 2022

Adjourn 6:25PM



May Sands Montessori School a public school of choice

1400 United Street #110, Key West, Florida 33040
Telephone: 305.293.1400, ext. 53418

Principal's Report

June 15, 2022

Move to Approve Draft Budget for SY23

The draft budget for SY23 is presented for your review and approval. Details of the budget are listed below for your reference.

- The Monroe County School District's Finance Office provided us with a revenue sheet of projected income (\$1,007,909.07), which is based on 87 students (K-8, VPK funding is separate).
- There is an anticipated transfer of \$100,000 from the fund balance.
- We projected a 34% increase of income from the Aftercare Program.
- The Fundraising Goal is \$139,301.
- Thanks to Rachel's hard work, the school received a grant from the Early Learning Coalition in the amount of \$23,403.60 to be used toward salaries and rent of the facilities.
- Instructional Personnel salaries includes 1 primary teacher and assistant, 2 LE teachers and 2 LE assistants, 1 UE teacher and assistant, 2 ES teachers, 2 Teachers of student support, and 1 PE teacher.
- Administrative Personnel salaries includes 1 principal administrator, 1 HR & Finance Manager, 1 SIS & Technology Manager, 1 Development Director, and 1 Front Desk Assistant.
- Sandy has developed a savings plan to address janitorial cleaning. Professional cleaning services will be reduced to once, weekly. Assistants will be offered a stipend to clean, restock, and maintain janitorial services for their classrooms. There will be a stipend for a member of the Administrative team to clean, fill, and maintain janitorial services for their classrooms.

Staffing Update

Sandy, Rachel, and I extended personnel contracts to all members of returning staff.

Kama Cannon was offered the Early Secondary ELA & Social Studies position and is expected to sign her contract this week.

Joshua Little applied for the Upper Elementary Classroom Assistant position, and Sandy is preparing to extend an offer of employment.

Sandy is conducting interviews for the remaining positions, which are PE/Health, and one classroom assistant (LE Manatee).

Sandy and I completed leadership succession training, which included transferring ownership of all files to Sandy, updating administrative roles to reflect Sandy as the administrator for the school's domain name, website, and social media accounts, requesting the transfer of access to Department of Education-related administrative functions to Sandy, and making introductions to specific contacts at the district as well as other business-related contacts and networking with the district's charter leaders.

NOTES:

(a) Additional FTE includes FTE earned through Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Industry Certified Career Education (CAPE), Early High School Graduation, the small district ESE Supplement and Dual Enrollment pursuant to s. 1011.62(1)(i-p), F.S.

(b*) District SAI allocation amount of \$1,910,886 divided by the district UFTE of 8,817.22 equals \$216.722 per student. Then multiplied by the number of level-one students under reading for the Charter School.

(b) District allocations multiplied by percentage from item 3A.

(c) District allocations multiplied by percentage from item 3B.

(d) The Digital Classroom Allocation is provided pursuant to s. 1011.62(12), F.S.

(e) School districts are required to pay for instructional materials used for the instruction of public high school students who are earning credit toward high school graduation under the dual enrollment program as provided in s. 1011.62(1)(i), F.S.

(f) This allocation will be frozen as of the 2022-23 FEFP Second Calculation and will not be recalculated throughout the year. Charter school allocations should be distributed on weighted FTE (or base funding as is done in the FEFP) and are recommended not to be recalculated with fluctuations in student enrollment later in the year.

(g) Numbers entered here will be multiplied by the district level transportation funding per rider. "All Adjusted Fundable Riders" should include both basic and ESE Riders. "All Adjusted ESE Riders" should include only ESE Riders.

(h) The Federally Connected Student Supplement provides additional funding for students on federal lands that receive Section 8003 impact aide pursuant to s. 1011.62(13), F.S.

(i) Teacher Classroom Supply Assistance Program allocation pursuant to s. 1012.71, F.S., for certified teachers employed by a public school district or public charter school before September 1 of each year whose full-time or job-share responsibility is the classroom instruction of students in prekindergarten through grade 12, including full-time media specialists and certified school counselors serving students in prekindergarten through grade 12, who are funded through the FEFP.

(j) Funding based on student eligibility and meals provided, if participating in the National School Lunch Program.

(k) Consistent with s. 1002.33(20)(a), F.S., for charter schools with a population of 75% or more ESE students, the administrative fee shall be calculated based on unweighted full-time equivalent students.

Administrative fees:

Administrative fees charged by the school district pursuant to s. 1002.33(20)(a), F.S., shall be calculated based upon 5% of available funds from the FEFP and categorical funding for which charter students may be eligible. To calculate the administrative fee to be withheld for schools with more than 250 students, divide the school population into 250. Multiply that fraction times the funds available, then times 5%. For charter schools within a charter school system that meets the requirements in s. 1002.33(20)(a)2.a.(II), F.S., do the same calculation based for up to and including 500 students.

For high performing charter schools, administrative fees charged by the school district shall be calculated based upon 2% of available funds from the FEFP and categorical funding for which charter students may be eligible. To calculate the administrative fee to be withheld for schools with more than 250 students, divide the school population into 250. Multiply that fraction times the funds available, then times 2%.

Other:

FEFP and categorical funding are recalculated during the year to reflect the revised number of full-time equivalent students reported during the survey periods designated by the Commissioner of Education.

Revenues flow to districts from state sources and from county tax collectors on various distribution schedules.