



MAY SANDS MONTESSORI SCHOOL

A public school of choice

1400 United Street #110, Key West, Florida 33040

Regular Meeting Minutes: MSMS Board of Directors September 26, 2018 5:30 PM

The meeting was called to order by Susanne East-Brooke at 5:38 PM

Substituting Presiding Officer: Susanne East-Brooke, Substituting Secretary: Kristen Winters

Board Members In Attendance: Lynn Barras, Susanne East-Brooke, Rob Hardman, Kristen Winters, Jenn Stefanacci, Eric Dickstein

Staff In Attendance: Pam Niles, Suzanne Renouf, Kristin DeKeyrel, Sandy McCoy, Natalie Sweeting, Lindsay Reisz, Heather Barnes,

Absent: Melissa Trader, Patrick Rice, Alex Thommes, Amy Stotts

Approval of Minutes:

Kristen Winters made a motion to approve the August minutes with correction of adding the following members of staff as present: Heather Barnes, Kristin DeKeyrel, Alexis Dudley, and Suzanne Renouf. Motion passed.

Approval of Agenda:

The agenda for the current September meeting was approved

President's Report:

- Board Chair Melissa Trader addressed the board via text message, read by Susanne East-Brooke regarding morale and clarification of board responsibilities.
- Melissa is compiling a list of staff concerns to be reviewed by the Staff Committee and to be reported at the October meeting.

Treasurer's Report:

- Treasurer, Rob Hardman, reported MSM had received the September revenue payment of \$113,000.
- The school received a grant for repairs to the chickee of \$5400
- Suzanne Renouf asked when the Monroe County tax referendum will pass to free up funding for the SSO?
- Pam Niles reported \$20,433.83 was allocated for SSO, roughly \$4500.00 of that will be coming back to our school, exact date TBD
- Discussion of budgetary fundamentals with projection reports, visuals will be emailed to all board members
- Lynn Barras indicated our strongest year to date was 141 students, ideal capacity is 23 students per class
- Susanne motioned to approve financials from August, Eric Dickstein 2nd. All members present voted to approve the financial report.

Teachers' Reports:

Curriculum updates by Mrs. Suzanne, Miss Kristin, Mrs. Sandy, Miss Natalie, Miss Lindsey and Miss Jenni.

Principal's Report:

Principal Lynn Barras presented her report which was included in the September Board Pack.

Committee Reports:

- Planning & Development (Eric, chair):
 - *Kristen to interview strategic planners
 - *Eric to develop a good business model and pass to finance and staff committee
 - *Review lease
 - *Discussed connecting to Children's school
- Bylaws (Patrick, chair):
 - * No Report
- PR (Susanne, chair):
 - *Utilizing Instagram, YouTube channel, social media posts highlighting a student/alumni of the week
- Finance (Rob, chair)
- Parent Involvement:
 - *Kristen recruited Jennifer Heffinger to chair
- Housing & Grounds
 - *Kristen recruited Joe Mitchell to chair
- Hospitality (needs a chairperson)
- Staff Committee (Kristen, chair)
 - *PE Teacher applicant review
 - *Implementing suggestion box for all staff
 - *Reassess and implement annual review process, review from last year wasn't done, recommended board to perform this ASAP
 - *Staff/board gathering update
 - *Exit interviews for staff and families done face-to-face or by phone if possible and this information to determine where we should implement change
 - *Encouraged members to attend MCSD meetings to improve communication and relationship with our school. Next Key West meeting is December 18th 5 PM
 - *Since community board member, Alex Thommes, has not been present at the past three meetings, discussed searching for two individuals to serve as community board members, preferably with a background in law or finance.

Good of the Order:

None

Next meeting: Oct 16th 5:30

Motion to adjourn meeting was made at 8:32 PM was passed unanimously.

Respectfully submitted by MSMS Board Member, Kristen Winters