

SAPMS Board Meeting

November 17, 2022

The meeting was called to order at 6:02 pm via Google Meet.

MISSION

The Mission of St. Augustine Public Montessori School is to provide students with a learning culture grounded in Montessori philosophy and practice that inspires a love of learning and respect for self, others and the environment.

AGENDA

1. Roll Call

Board Members:

Jason Ferrante, President
Bryant Wilson, Vice President
Burt Froehlich, Treasurer
Andres Kerllenevich, Secretary
Don Workman, Trustee

Others Present:

Diane Dodds
Rebekah Andreu
Auston Moore
Beate Schroeder
Billy Knight
Carla Maggi
Janet Myer
Los Magz
Mr. Casey
Sara Workman

2. Review of Public Notice

Notice was posted on the school calendar, the school website, and via email at 12:30 pm on November 16, 2022.

3. Approval of Minutes

MOTION:

Made by: Andres Kerllenevich

Seconded by: Jason Ferrante

Motion: To approve the minutes for the October 20, 2022 board meeting which were emailed to the board by Andres Kerllenevich.

Vote: All in favor.

Disposition: Approved.

4 Public comment on Agenda items

1. Billy Knight expressed concern about the amount of dirt in the outside/playground area.

5. President's Report

Jason presented his report, hurricane issues. He said the school's email server has not been working. He tried to send out a "state of the school" email. He will get it fixed.

6. Director's report

Diane presented Director's report including upcoming calendar items. Enrollment is up to 147 up from 137 last month. Hurricane days from Ian do not have to be made up. Days from Nicole still pending. Burt asked about EC pricing. The website is being remade to a ".org" extension.

- ~ 23-24 Calendar
- ~ 23-24 EC Pricing and Policies
- ~ 23-24 Application for Enrollment Consideration
- ~ 23-24 Parent Contract of Commitment
- ~ 23-24 Extended Day/Aftercare Program

DISCUSSION:

MOTION:

- Made by: Jason Ferrante
Seconded by: Don Workman
Motion: To approve the documents presented by Diane (above).
Vote: All in favor.
Disposition: Approved.

7. Committee Reports

~ Financial committee (liason: Burt): Monthly report, CAP

Burt presented Financial Committee report. Burt and Rebekah met with CPA firm. The accountants recommended raising the maximum funds that can be expended without Board approval from \$200 - \$1,000. They also recommended obtaining a credit card rather than a debit card (as is currently used) for the 30 day grace period to pay, flexibility in payments, and fraud protection. Burt also would like for the school to have a \$75,000 line of credit. Don said there should be strict controls on the use of the line of credit.

DISCUSSION: Credit line. Don expressed concern about the risks of a credit line. It was agreed that board approval should be required before taking advances on the credit line.

MOTION:

Made by: Jason Ferrante
Seconded by: Don Workman
Motion: To apply for a \$75,000 line of credit and report back to the board.
Vote: All in favor.
Disposition: Approved.

DISCUSSION: Spending limit. Don Workman suggested that, instead of the \$1,000 limit recommended by the CPA, a \$750 limit would be adequate. Diane said she would be comfortable with anywhere from \$750 - \$1,000.

MOTION:

Made by: Don Workman
Seconded by: Jason Ferrante
Motion: To increase \$200 spending limit, without board approval, to \$750.
Vote: All in favor.
Disposition: Approved.

DISCUSSION: Credit card. Don Workman expressed concern about running up debts on the credit card. It was agreed that the balance should be paid off in full every month and that board approval should be required to allow a balance to remain rather than paying it off at the end of the month.

MOTION:

Made by: Jason Ferrante
Seconded by: Bryant Wilson
Motion: To apply for a credit card, with a limit not to exceed \$5,000 to replace the debit card we are using. The card to be paid off monthly, or board approval obtained to allow a balance to remain outstanding past the end of the month.
Vote: All in favor.
Disposition: Approved.

~ Fundraising committee (liason: Tristan): Annual fund, grants

In place of Tristan, Jason reported that a nice flyer was circulated to the community regarding the annual fund.

~ Facility: Maintenance and beautification committee (liason: Don): Hurricane recovery, inspection

Don responded to Billy Knight's comment about the dirt and he said he might have his company donate mulch if the school will approve it. Discussion was had as to the grade and type of mulch to ensure that good quality, playground grade mulch is used.

~ Facility: New facility search committee (liason: Andres): Flyer/info sheet, qualification for funding

Andres presented two documents: a flyer and a search plan. Andres also updated the board on the prequalification for financing.

DISCUSSION: The flyer and search plan were acceptable to the board.

MOTION:

Made by: Jason Ferrante

Seconded by: Burt Froehlich

Motion: To approve flyer and search plan and to email the flyer to the community.

Vote: All in favor.

Disposition: Approved.

8. Other Board Business

Jason reminded the committee members of the need to meet at least monthly.

9. Public comment on non-agenda items

1. Billy Knight said this was the best board meeting so far and that the addition of Burt and Don is a great asset. He suggested posting on facebook for outdoor toys.

10. Adjournment

MOTION:

Made by: Jason Ferrante

Seconded by: Don Workman

Motion: To adjourn the meeting.

Vote: All in favor.

Disposition: Approved.

Jason Ferrante adjourned the meeting at 7:27 pm.

Minutes by: Andres Kerllenevich

Date approved: January 19, 2023