

**Montessori Middle School, Inc.  
Lakeland Montessori Schoolhouse, Inc.  
Board of Directors Meetings  
December 10, 2015**

**Attendance**

Board members in attendance

Lori DeAngelis, Nancye Black, Nancy Moses, Nicole Marsh

Board members not in attendance

Harlan Crosswait, Tim Seldin, Susan Truett

Others Present in School Capacity

Heather Manrow, Principal of LMS and MMS

Josie Hill, Director of Finance and Strategic Planning for LMS and MMS

**Location:**

Lakeland Montessori Schoolhouse, 1124 N. Lake Parker Ave, Lakeland, FL 33805

**Called to order by Lori DeAngelis at 4:39 PM.**

Lori DeAngelis noted that this is a simultaneous Board Meeting of both the Lakeland Montessori Schoolhouse, Inc. (LMS) and Montessori Middle School, Inc. (MMS), which are separate legal entities.

**Public Comment on Agenda Items**

- None

**Approval of Board Minutes**

Nancye Black made a motion to approve the combined LMS and MMS minutes from the October 1, 2015 Board meeting.

- Second: Nicole Marsh
- Approval: Unanimous

**REPORTS AND DISCUSSION**

**2015-2016 Financial Report**

Josie Hill gave the financial reports for LMS and MMS through October 31, 2015. Both reports displayed a positive net income for the 2015-2016 fiscal year.

Lori DeAngelis moved to approve up to \$25,000 to cover the expense of replacing an air conditioning unit at LMS. (Blueprint Section 3: Facilities and 4: Finances)

- Second: Nancye Black
- Approval: Unanimous

**Principal's Report**

Heather Manrow reported on the students' performance on the state standardized tests for 2014-2015. The Board discussed the scores by subject area, grade level, and school, comparing performance to the LMS and MMS Accountability Plan goals. Heather also shared grade level results from the students' ongoing formative assessments in math, reading, and science.

Heather Manrow gave a report on enrollment. LMS currently has 113 students. MMS currently has 59 students. Open enrollment for the 2016-2017 school year runs from November 10 to January 8.

### **Strategic Plan Report**

Josie Hill and Heather Manrow reported on various aspects of our 3-5 year strategic plan, including open houses, technology planning, progress monitoring schedule, and advertising for future teachers and assistants.

### **Other Reports**

Josie Hill reported on information gathered from her attendance in Government in the Sunshine webinars.

### **ACTION ITEMS**

#### **PAC Funds (Blueprint Section 9: Fundraising)**

Nancy Moses reported on research gathered regarding fundraising funds previously raised by the PAC.

Nancy Black moved to approve the following fundraising guidelines:

*To distribute the previously raised PAC funds totaling \$11,994.80 as follows:*

*Primary (banyan) - 25 students - \$1,753.75*

*Primary (willow) - 25 students - \$1,753.75*

*Lower elementary - 32 students - \$2,244.80*

*Upper elementary - 30 students - \$2,104.50*

*Middle school - 59 students - \$4,138.85*

*These funds will be used according to the same guidelines as those for classroom budget funds. All purchases will be approved by administration. Beginning immediately, no reimbursements will be made to classroom staff without pre-approval from administration. All expenditures will be approved through a purchase order.*

*Fundraisers (including events, donations of money, and donations of items) must anticipate a total amount raised or donated of at least \$5,000. Donations of supplies (flowers, art materials, science items, etc.) are considered fundraisers that must meet the fundraising guidelines and require board approval. Requests of donated funds ("hat drops", soliciting local businesses, etc.) are considered fundraisers and require board approval.*

*Grant applications submitted for the school must be approved by the Principal and the Director of Finance & Strategic Planning before the grant application is submitted.*

*The Board approves the parent supply donation and snack donation as annual fundraisers.*

- Second: Lori DeAngelis
- Approval: Unanimous

### **Training Contract**

The Board discussed possible financial contracts to fund Heather Manrow's enrollment in Montessori Elementary I-II (age 6-12) full teacher certification at the Center for Guided Montessori Studies (CGMS).

Nicole Marsh left the room at 7:07 PM.  
Nicole Marsh returned at 7:10 PM.

Nancye Black moved to offer Heather Manrow a contract to fund Heather Manrow's enrollment in Montessori Elementary I-II (age 6-12) full teacher certification at the Center for Guided Montessori Studies (CGMS). (Blueprint Section 7: Administration)

- Second: Lori DeAngelis
- Approval: Unanimous

**Teacher Assessment Guide**

Nancy Moses moved to approve the proposed Teacher Assessment Guide (TAG) for the upper elementary classroom. (Blueprint Section 1.3.7: Assessment)

- Second: Lori DeAngelis
- Approval: Unanimous

**BOARD MEMBER MATTERS**

None.

**Public Comment on Non-Agenda Items:**

None.

**The next board meeting will be on February 4, 2016 at 4:30 PM at the Lakeland Montessori Schoolhouse.**

**Meeting adjourned by Lori DeAngelis at 7:30 PM.**

*These minutes were faithfully recorded by Nancye Black, Secretary.*

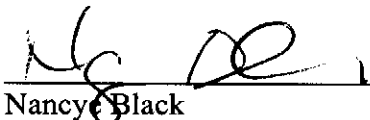
*We agree that these minutes honestly and faithfully represent the business of the Lakeland Montessori Schoolhouse, Inc. and Montessori Middle School, Inc. Boards of Directors at their meeting on December 10, 2015.*



Lori DeAngelis

2-4-16

Date



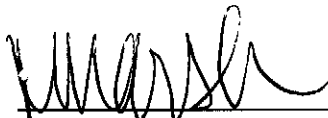
Nancye Black

2-4-16

Date

Nancy Moses

Date



Nicole Marsh

2/4/16

Date