

**Montessori Middle School, Inc.
Lakeland Montessori Schoolhouse, Inc.
Board of Directors Meetings
February 4, 2016**

Attendance

Board members in attendance

Lori DeAngelis, Nancy Black, Nancy Moses, Nicole Marsh, Susan Truett, Harlan Crosswait

Board members not in attendance

Tim Seldin

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

Lori DeAngelis made a motion to approve the combined LMS and MMS minutes from the December 10, 2015 Board meeting.

- Second: Nancy Moses
- Approval: Unanimous

REPORTS AND DISCUSSION

2015-2016 Financial Report

Josie Hill gave the financial reports for LMS and MMS through December 31, 2015. Both reports displayed a positive net income for the 2015-2016 fiscal year. Josie also reported that the received capital outlay funds are about half of what was expected for the year.

Nancy Black entered the room at 4:45 PM

Principal's Report

Heather Manrow reported on the LMS and MMS Parent Climate Survey results, the MMS Student Climate Survey results, and the LMS and MMS Staff Survey Results. All surveys showed positive weighted averages. The surveys results also included many positive comments about the schools' programs.

Heather Manrow reported on the LMS and MMS students' progress monitoring results for midyear formative assessments.

Heather Manrow gave a report on enrollment. LMS currently has 114 students. MMS currently has 62 students. The open enrollment period for the 2016-2017 school year closed in January.

Evaluation Committee Report

Susan Truett reported on the progress of the evaluation committee in formally reviewing the performance of the Principal and the Director of Finance and Strategic Planning. The Principal's midyear review was completed and is favorable. Susan Truett and Heather Manrow shared about the technical issues they are both having fully accessing the PCSB's digital evaluation software.

Susan also suggested that the Board consider other options for evaluating our administrators for future school years. Heather Manrow also reported that we are no longer able to use the PCSB's system to calculate our teachers' evaluation scores, so we will need to look at other options for an evaluation system as well.

Susan Truett mentioned that the Board of Directors self-evaluation is on the calendar for the next Board meeting.

Strategic Plan Report

Josie Hill and Heather Manrow reported on the progress of our 3-5 year strategic plan, including the new weekly morning parent classroom visits.

ACTION ITEMS

Accreditation Process (Blueprint Section 1: Educational Program)

The Board discussed the schedule for the upcoming AMS Accreditation Team site visit.

Nancy Moses moved to schedule a LMS/MMS Board Meeting on Sunday, February 21 at 7:00 PM at Harry's Seafood, 101 N. Kentucky Avenue, Lakeland, FL.

- Second: Nicole Marsh
- Approval: Unanimous

2016-2017 School Calendar (Blueprint Section 9: Fundraising)

Lori DeAngelis moved to approve the Polk County School Board's start and end dates for the LMS 2016-2017 school calendar.

- Second: Nancy Moses
- Approval: Unanimous

Lori DeAngelis moved to approve the Polk County School Board's start and end dates for the MMS 2016-2017 school calendar.

- Second: Nancy Moses
- Approval: Unanimous

Timeline and Procedure for the 2016-2017 Principal Contract (Blueprint Section 7: Administration)

The Board discussed the process for developing the Principal's contract.

School Recognition Award Funds

Lori DeAngelis moved to approve the following distribution of the Florida School Recognition award funds if funds are received.

LMS: Florida School Recognition award funds are to be shared among all current Lakeland Montessori Schoolhouse staff members with the percentage of the award funds distributed based on the staff members' current annual salary. For example, if a staff member's current annual salary accounts for 20% of the total amount of Lakeland Montessori Schoolhouse salaries, his or her portion of the total award funds would be 20%.

MMS: Florida School Recognition award funds are to be shared among all current Lakeland Montessori Middle School staff members with the percentage of the award funds distributed based on the staff members' current annual salary. For example, if a staff member's current annual salary accounts for 20% of the total amount of Lakeland Montessori Middle School salaries, his or her portion of the total award funds would be 20%.

- Second: Susan Truett
- Approval: Unanimous

BOARD MEMBER MATTERS

None.

Public Comment on Non-Agenda Items:

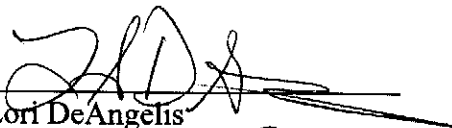
None.

The next board meeting will be on April 7, 2016 at 4:30 PM at the Lakeland Montessori Schoolhouse.

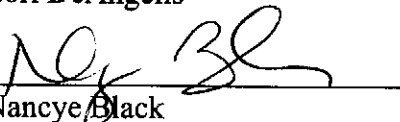
Meeting adjourned by Lori DeAngelis at 6:33 PM.

These minutes were faithfully recorded by Nancye Black, Secretary and Nicole Marsh.

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 February 4, 2016.


Lori DeAngelis

6-2-16
Date


Nancye Black

6/2/16
Date

Nancy B. Moses
Nancy Moses

06/02/2016
Date

Nicole Marsh
Nicole Marsh

6/2/16
Date

Susan Truett
Susan Truett

6/2/16
Date

Harlan Crosswait
Harlan Crosswait

6/2/16
Date