

**Montessori Middle School, Inc.
Lakeland Montessori Schoolhouse, Inc.
Board of Directors Meetings
August 6, 2016**

Attendance

Board members in attendance

Nancye Black, Nancy Moses, Susan Truett, Nicole Marsh, Lori DeAngelis

Board members not in attendance

Harlan Crosswait, 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 9:15 AM.

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 June 2, 2016 Board meeting. (School Blueprint reference Section 8: Governance)

- Second: Nicole Marsh
- Approval: Unanimous

Lori DeAngelis made a motion to approve the combined LMS and MMS minutes from the January 15, 2015; February 12, 2015; March 19, 2015; May 14, 2015; January 28, 2016; March 31, 2016; April 28, 2016; June 4, 2016; July 13, 2016; and July 26, 2016 Board evaluation committee meetings. (School Blueprint reference Section 8: Governance)

- Second: Nancye Black
- Approval: Unanimous

ACTION ITEMS

2015-2016 Budget Amendments

Josie Hill presented the proposed budget amendments for both LMS and MMS for the 2015-2016 school year. The Board discussed various items in the budgets.

Susan Truett made a motion to approve the 2015-2016 amended budget for MMS. (School Blueprint reference Section 4: Finances)

- Second: Nicole Marsh
- Approval: Unanimous

Susan Truett made a motion to approve the 2015-2016 amended budget for LMS. (School Blueprint reference Section 4: Finances)

- Second: Lori DeAngelis
- Approval: Unanimous

2015-2016 Retirement contribution policy on bonuses

Nancye Black moves to approve the following policy for both LMS and MMS to clarify the receipt of the Best & Brightest Bonus and School Recognition Bonus awards received during the 15/16 fiscal year, and any of these funds received previously or in the future: LMS/MMS board(s) receive these bonus funds with the same intent they were distributed by the State of Florida, as not retirement contributed bonus funds. These funds are designated funds with specifically stated language that retirement (FRS for the State of Florida) is not contributed on these funds.

- Second: Lori DeAngelis
- Approval: Unanimous

2015-2016 Evaluations

Susan Truett presented on the 2015-2016 process for evaluating Heather Manrow, principal. Susan reported that the evaluation committee determined that Heather is effective or highly effective in all Board evaluated domains. Susan also reported that LMS remains blocked out of the district digital reporting system for the principal evaluation. This is problematic because final evaluations for 2014-2015 and 2015-2016 can not be finalized until VAM scores are received from the state DOE and entered into the district equation for evaluation. Susan will pursue this issue with the district and report back to the evaluation committee and board.

Susan Truett moves to adopt the Florida Consortium of Public Charter Schools State Approved Evaluation Systems for School-Based Administrators and Classroom Teachers and Other Instructional Personnel for the 2016-17 school year at LMS and MMS (School Blueprint reference Section 7: Administration).

- Second: Nancye Black
- Approval: Unanimous

Nancye Black reported on the completion of the 2015-16 evaluation for Josie Hill, Director of Finance and Strategic Planning. The evaluation committee determined that Josie is highly effective in all Board evaluated domains and rated highly effective overall.

Nancye Black moves to use two of the 2014-2015 Polk County School Board's Non-Instructional Administrator Evaluation System components (Essential Performance Criteria rubric and Deliberate

Practice tool) for the Director's 2016-2017 evaluation. (School Blueprint reference Section 7: Administration)

- Second: Nicole Marsh
- Approval: Unanimous

Lori DeAngelis called for a break at 10:52 AM.

Lori DeAngelis resumed the meeting at 11:03 AM.

The Board discussed the co-heads administrative model. The Board asked the Principal and Director to work over this school year to create a clarification document of their perception of the division of their job responsibilities and decision-making authority.

2016-2017 Management Policy Manual

Lori DeAngelis moved to adopt the changes to the Management Policy Manual to be effective July 1, 2016. (School Blueprint reference Section 2: Faculty)

- Second: Susan Truett
- Approval: Unanimous

LMS Building Expansion

Josie Hill presented initial thoughts about possible plans for the LMS building expansion. The Board briefly walked out on the grounds to see the areas where the new building could possibly go.

Lori DeAngelis left the meeting at 12:03 PM.

Lori DeAngelis returned to the meeting at 12:06 PM.

Josie Hill stated that there are costs associated with this planning/exploration phase. The Board discussed approving funds to move forward with the building planning process. Lori DeAngelis and Josie Hill shared about community members who will be volunteering their time to support the development of the building expansion plan.

Nancye Black moved to authorize Josie to spend up to \$50,000 toward expenses associated with the building expansion plan. (School Blueprint reference Section 3: Facilities)

- Second: Susan Truett
- Approval: Unanimous

The Board discussed whether the building expansion should or should not / could or could not include an indoor space that would serve as an auditorium/gym space.

Lori DeAngelis called for a break at 12:35 PM.

Lori DeAngelis resumed the meeting at 1:13 PM.

REPORTS AND DISCUSSION

Academic Progress

Heather Manrow presented her insights about the students' results on the 2015-2016 state assessments and the schools' results on their Accountability Plans. Heather shared several variables to consider in relation to improving scores in the future, including lack of alignment in our progress monitoring tools and a need for greater teacher proficiency in implementing the Montessori method. Josie shared that nation-wide, there is evidence that suggests that a high fidelity Montessori implementation will provide students with a depth of knowledge that is transferable to various types of test items. The administration will continue working with the faculty to improve the fidelity of the Montessori implementation and explore Montessori-compatible strategies that will ensure that all LMS and LMMS students are academically successful.

Topics for future discussion

The Board expressed a desire to allot time in future meetings for discussion on succession planning, the administration model, and fundraising.

New Montessori Schools

The Board discussed other Montessori schools that are or may be opening in the area.

Public Relations

The Board discussed their desire for LMS and MMS to intentionally share with the public about our accomplishment as an accredited Montessori school and about our focus on peace education.

Strategic Plan

Josie Hill reported on accomplishments in the schools' strategic plan, including accomplishments in the areas of strengthening the family school partnership, technology sustainability, researching and choosing progress monitoring tools, and schools' performance according to the Essential Elements on Montessori Practice in the Public Sector rubric. The Board discussed various aspects of these areas. The Board expressed desire to discuss the Essential Elements further in the next Board meeting.

Lori DeAngelis left the meeting at 2:42 PM.

Lori DeAngelis returned to the meeting at 2:45 PM.

The Board returned the conversation to next steps to continue improving our students' academic achievement at LMS. The Board asked the principal to articulate and report on her action plan for addressing elementary needs at future board meetings.

BOARD MEMBER MATTERS

None.

Public Comment on Non-Agenda Items:

None.

The next board meeting will be on October 6, 2016 at 4:30 PM at the Lakeland Montessori Schoolhouse.

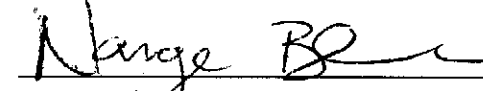
Meeting adjourned by Lori DeAngelis at 3:20 PM.

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 August 6, 2016.


Lori DeAngelis _____ 2-2-17
Date



Susan Truett _____ 2/2/17
Date


Nancye Black _____ 2/2/17
Date


Nancy Moses _____ 02/02/2017
Date

n/a

Harlan Crosswait _____ Date


Nicole Marsh _____ 2/2/17
Date