

**Montessori Middle School, Inc.
Lakeland Montessori Schoolhouse, Inc.
Board of Directors Meetings
December 8, 2016**

Attendance

Board members in attendance

Lori DeAngelis, Nancy Moses, Susan Truett

Board members not in attendance

Nancye Black, Harlan Crosswait, Nicole Marsh

Others Present in School Capacity

Heather Manrow, Principal of LMS and MMS

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

Guests

Michael Brynjulfson, CPA

Location:

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

Called to order by Lori DeAngelis at 4:34 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

Minutes were not approved because there was not a quorum of Board Members.

REVIEW OF FINANCIAL STATEMENTS AND AUDITOR'S REPORTS

presented by Michael Brynjulfson, CPA

1. There were no instances of noncompliance or other matters that are required to be reported.
2. No deficiencies in internal control that are considered to be material weaknesses were found.
3. A clean management letter was presented.
4. A positive governance report was presented.
5. Both schools are in strong financial shape.

OCTOBER 2016 FINANCIAL REPORTS

1. Josie Hill shared that everything is on target with regards to financial reports.

UPDATE ON VPK CHALLENGES WITH STATE EARLY LEARNING COALITION

1. Josie Hill reviewed a proposed potential change in licensing for VPK.

TEACHING AND LEARNING

1. Heather Manrow updated on a number of matters.
2. Open Enrollment Update for 2017-2018 school year ongoing
 - a. 28 applications have been received for 7th grade
 - i. There is currently one opening at MMS for the 2016-2017 school year.
 - b. The aim is to fill this before FTE week in February 2017.
3. Progress monitoring will take place in January 2017.
4. Governor Scott sent a congratulatory letter to MMS regarding FSA scores.

FACILITIES

1. Josie Hill shared information and asked questions regarding the new building.
2. Groundbreaking is proposed for June 2017.
3. Opening is proposed for August 2018.

STRATEGIC PLANNING AND IMPLEMENTATION

1. A plan is developing to accommodate change in numbers at the different grade levels, in line with the plans to expand the facilities with a new building.
 - a. Much thought is being given to the best way to move forward with this, and the varied options.

EVALUATIONS

1. Susan Truett gave an overview of the Evaluation Committee.
 - a. The committee was Susan Truett and Nancye Black.
 - b. Nancye Black has resigned.
 - c. Susan Truett proposed hiring someone to evaluate the administrators.
 - d. The 2015-16 evaluation of Heather Manrow will be completed by Susan Truett no later than January 20, 2017.

POLK MUSEUM OF ART UPDATE

1. Heather Manrow shared that Florida Southern College is planning to purchase Polk Museum of Art (home of MMS).
2. Heather Manrow and Josie Hill met with a representative from Florida Southern College. There are no immediate plans to expect MMS to leave PMoA.

BOARD MEMBERSHIP UPDATE

1. Tim Seldin has retired from the Board of Directors.

Public Comment on Non-Agenda Items:


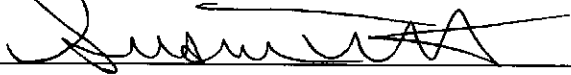
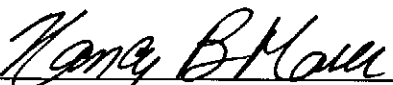
None.

The next board meeting will be on February 6, 2017 at 4:30 PM at the Lakeland Montessori Schoolhouse.

Meeting adjourned by Lori DeAngelis at 7:02 PM.

These minutes were faithfully recorded by Nancy Moses.

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 8, 2016.

 Lori DeAngelis	<u>2-2-17</u> Date
 Susan Truett	<u>2/2/17</u> Date
 Nancy Moses	<u>02/02/2017</u> Date