

**Montessori Middle School, Inc.  
Lakeland Montessori Schoolhouse, Inc.  
Board of Directors Meetings  
February 2, 2017**

**Attendance**

Board members in attendance

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

Board members not in attendance

Harlan Crosswait

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 4:33 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 Consent Agenda**

Nancye Black made a motion to approve the combined LMS and MMS consent agenda, which includes:

- Approval of the August and December minutes.  
August minutes:  
[https://docs.google.com/a/lakelandmontessori.com/document/d/1gFxxP14PKekn\\_0Rhfh3-QFvEsxeIAxY5YnxPyL1\\_g6U/edit?usp=sharing](https://docs.google.com/a/lakelandmontessori.com/document/d/1gFxxP14PKekn_0Rhfh3-QFvEsxeIAxY5YnxPyL1_g6U/edit?usp=sharing)  
December minutes:  
[https://docs.google.com/a/lakelandmontessori.com/document/d/1VjEAhkqYgTfMwYOUv\\_cZDzZxEPZvMD3XNpN4ErYQ-qO0/edit?usp=sharing](https://docs.google.com/a/lakelandmontessori.com/document/d/1VjEAhkqYgTfMwYOUv_cZDzZxEPZvMD3XNpN4ErYQ-qO0/edit?usp=sharing)
- Approval of two out-of-field teachers for October FTE: Anna Clarke in Algebra and Sandy Moss in ESOL. *School Blueprint Reference: 2. Faculty*
- Approval of Sandra Moss for out-of-field for ESOL for February FTE. *School Blueprint Reference: 2. Faculty*
- Approval of Disha Patel and Samari Simpson's employment contracts for 2017-18. *School Blueprint Reference: 2. Faculty*
- Approval to reschedule the June 1, 2017 board meeting date to May 25, 2017. *School Blueprint Reference: 6. Building the School Community*
- Approval to distribute Florida School Recognition award funds for Lakeland Montessori Middle School as follows: 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 member's current annual salary. For example, if one's current annual salary accounts for 20% of the total amount of Lakeland Montessori Middle School salaries, their portion of the total award funds would be 20%.

*School Blueprint Reference: 4. Finances*

- Approval of the proposed LMS and MMS 2017-2018 School Calendars. Any subsequent changes made by the PCSB are also approved. *School Blueprint Reference: 6. Building the School Community*
  - LMS calendar:  
[https://docs.google.com/a/lakelandmontessori.com/spreadsheets/d/17exlN6-4YSToQeg5P\\_8ZMp6RGo7B2wGrJjJHt-XnCqg/edit?usp=sharing](https://docs.google.com/a/lakelandmontessori.com/spreadsheets/d/17exlN6-4YSToQeg5P_8ZMp6RGo7B2wGrJjJHt-XnCqg/edit?usp=sharing)
  - MMS calendar:  
[https://docs.google.com/a/lakelandmontessori.com/spreadsheets/d/1gZd4iAq7i1o\\_h3SMIdK0vITkuqegxZ5Vp\\_o60N-gIqV4/edit?usp=sharing](https://docs.google.com/a/lakelandmontessori.com/spreadsheets/d/1gZd4iAq7i1o_h3SMIdK0vITkuqegxZ5Vp_o60N-gIqV4/edit?usp=sharing)
- Second: Nancy Moses
- Approval: Unanimous

## **REPORTS**

### **Finances**

Josie Hill shared the financial reports for LMS and MMS through November 30, 2016. Both reports displayed a positive net income for the 2016-2017 fiscal year.

### **Teaching and Learning**

Heather Manrow shared aggregated grade level results of progress monitoring at both LMS and MMS and an overview of instructional strategies being used to support students in the classroom and at home.

Heather Manrow gave a report on enrollment. LMS currently has 118 students. MMS currently has 60 students. The open enrollment period for both schools has already closed for next school year.

Applications are currently being accepted at MMS for the 2017-2018 school year. Full enrollment at both schools is anticipated for the 2017-2018 school year.

## **ACTION ITEMS**

### **2017-2018 Administration Contracts**

The contracts for the Principal and Director are both up for renewal. The Board asked the Principal and Director to submit their proposed changes to their current contracts to the Board at least one week prior to the April Board meeting. The Board will discuss and possibly vote on the new contracts at the April Board meeting.

Lori DeAngelis called for a break at 5:19 PM.

Lori DeAngelis resumed the meeting at 5:23 PM.

### **Facilities**

Josie Hill shared a report on the progress toward the construction of the new building at LMS. Things are moving forward on schedule. The Board discussed the new construction, such as practical logistical changes to the running of the school, timeline for completion, and budget range.

Susan Truett moved to empower Lori DeAngelis to review, approve, and sign the new building construction contract as long as the budget does not exceed \$1,000,000. *School Blueprint Reference: 4.*

#### *Finances*

- Second: Nancy Moses
- Approval: Unanimous

#### **Strategic Planning and Implementation**

Josie Hill gave an update on the progress that LMS and MMS are making toward the strategic planning goals. Appropriate progress is being made in all areas.

#### **Expansion Update**

Josie Hill shared reasons for considering the addition of a lower elementary class instead of a primary classroom during the 2017-2018 school year. Since this is before the new building construction, the Board discussed removing specific grade level direction from the approved expansion plan.

Lori DeAngelis moved to amend the Board-approved expansion plan to remove the line "To add a third primary classroom August 2017 in the existing building until the new building is ready in August 2018."

*School Blueprint 1. Educational Program at Lakeland Montessori Schools*

- Second: Nancy Black
- Approval: Unanimous

#### **Evaluation Committee**

Susan Truett gave an update on the evaluation process. Despite difficulties obtaining some testing data, the Principal evaluations for 2014-2015 and 2015-2016 have been completed and official filed at the school. The Principal evaluation for 2016-2017 is on track.

Susan Truett presented a list of possible criteria for the Board or Evaluation Committee to consider when evaluating and hiring possible evaluators for the Principal and Director in 2017-2018 and beyond.

The Board discussed who will complete the Director's evaluation for the 2016-2017 school year since Nancy Black has retired from the Evaluation Committee and will no longer be the evaluator. The Board plans to make a decision about the evaluator at the next meeting.

Nancy Moses left at 6:37 PM.

Josie Hill reported that the results of the 2016-2017 Climate Surveys.

- The 2016-2017 Parent Climate Surveys for both Lakeland Montessori Schoolhouse and Lakeland Montessori Middle School showed a positive weighted average.
- The 2016-2017 LMMS Student Climate Survey showed a positive weighted average.
- The 2016-2017 Staff Climate Survey showed a positive weighted average.

The Board discussed what is the appropriate access and, therefore, responsibility of the Board to know and respond to the detailed (as opposed to the weighted average).

**BOARD MEMBER MATTERS**

The Board discussed adding the recruitment of future Board members to the agenda for the next Board meeting.

The Board discussed possible marketing strategies that could be harnessed by the school for various purposes.

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

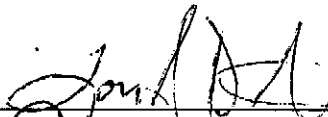
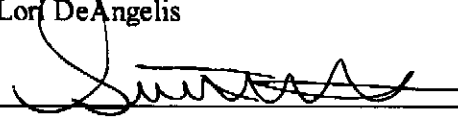


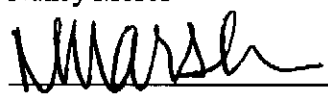
None.

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

Meeting adjourned by Lori DeAngelis at 6:51 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 February 2, 2017.*

	4-6-17
_____ Lori DeAngelis	Date
	4/6/17
_____ Susan Truett	Date
	4/6/17
_____ Nancye Black	Date
	04/06/2017
_____ Nancy Moses	Date
	04/06/2017
_____ Nicole Marsh	Date