

**Montessori Middle School, Inc.  
Lakeland Montessori Schoolhouse, Inc.  
Board of Directors Meetings  
June 5, 2014**

**Attendance**

Board members in attendance

Lori DeAngelis, Susan Truett, Nancye Blair, Nancy Moses, Harlan Crosswait, Tim Seldin, Nicole Marsh

Board members not in attendance

None

Others Present in School Capacity

Heather Manrow, Principal of LMS and MMS

Josie Zinninger, 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 4:07 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.

**Approval of Board Minutes**

Lori DeAngelis made a motion to approve the combined LMS and MMS minutes from the February 22, 2014 Board meeting.

- Second: Nancy Moses
- Approval: Unanimous

Lori DeAngelis made a motion to approve the combined LMS and MMS minutes from the April 3, 2014 Board meeting.

- Second: Susan Truett
- Approval: Unanimous

Lori DeAngelis made a motion to approve the combined LMS and MMS minutes from the April 16, 2014 Board meeting.

- Second: Nancy Moses
- Approval: Unanimous

Nancye Blair made a motion to approve the combined LMS and MMS minutes from the April 10, 2014 Principal Evaluation Committee Meeting.

- Second: Susan Truett
- Approval: Unanimous

Nancye Blair made a motion to approve the combined LMS and MMS minutes from the May 8, 2014 Principal Evaluation Committee Meeting.

- Second: Susan Truett
- Approval: Unanimous

## **Public Comment on Agenda Items**

- None

## **REPORTS AND DISCUSSION**

### **Principal Evaluation Committee Report**

Susan Truett presented the results of the Principal Evaluation process, stating that our Principal for LMS and MMS was evaluated as effective and highly effective in all areas.

Harlan Crosswait entered the meeting at 4:15 PM.

Susan Truett also revisited previous discussions about expanding the schools' evaluation processes to include evaluating the Director of Finances and Strategic Planning and self-evaluating the Board of Directors. She presented several ideas about what criteria might be used to self-evaluate the Board in its effectiveness in meeting its fiduciary responsibilities.

The Board discussed the possibility of having a longer Board meeting in the summer or fall to discuss these topics further.

### **Lakeland Montessori Schoolhouse, Inc. and Montessori Middle School, Inc. Principal Report**

Heather Manrow reported that all end of the school year events at both schools went smoothly. The 8<sup>th</sup> grade graduation was a wonderful ceremony with student speeches and performances. All staff positions for next year at both schools have been filled.

Heather Manrow reported that, at MMS, there are currently 4 open positions in 7<sup>th</sup> grade and 3 open positions in 8<sup>th</sup> grade. 29 new students have already been enrolled for the next school year.

Heather Manrow reported that 3<sup>rd</sup> grade FCAT scores have already come in and look as good as previous years. The rest of our scores should be in soon. Mrs. Manrow also mentioned that several of our students took End of Course exams and that those results should also be in soon.

### **School Renewal/Contract Process**

Josie Zinninger reported that the school renewal process is going very well. She presented the changes that were proposed by the Polk County School Board and said that she is negotiating the terms in order to ensure that our Montessori authenticity will be maintained through our new charter contract.

### **Polk Museum of Art Lease Renewal**

Josie Zinninger reported on the negotiations for the lease agreement between MMS and the Polk Museum of Art, updating the Board that the lease fee increased by 5% for the 2014-2015 school year.

### **Polk Charter School Association Lawsuit**

Josie Zinninger reported that the lawsuit between the Polk Charter School Association and the Polk County School Board has been voluntarily dismissed.

### **Report of Projected Project Planning for 2014-2015**

Josie Zininger shared some suggested projects for focus during the 2014-2015 school year, which included:

- Director of Finance & Strategic Planning (DFP) continue work on combining board policy language for both schools.
- DFP and Principal continuing working together on revisions to LMS management manual to be presented at August board meeting.
- DFP continue developing long-term, Montessori strategic Accountability Plans for both schools to be submitted to district this summer.
- Principal and DFP continue working together to define job description and duties of Elementary Curriculum Coordinator.
- Principal work closely with Elementary Curriculum Coordinator (ECC), with DFP consulting as needed, to ensure high quality, effective elementary classrooms in 2014-2015 and readiness to begin expanding in 2015-16.
- Principal and ECC work together closely, with DFP consulting as needed, to design effective Montessori Compass report cards and record-keeping for Primary and Elementary classrooms.
- Principal and ECC work together closely, with DFP consulting as needed, to develop effective inventory and material availability processes for classrooms.
- DFP research up-to-date “daily routine” curriculum piece to replace current Montessori Test-Pro curriculum piece currently being used in elementary classrooms.
- DFP research bussing solution. Josie Zininger shared that beginning in the 2015-2016 school year, The Schools of McKeel Academy will not be providing bus services at the rate that we receive transportation funds from the state. Currently approximately 5 students at LMS and 20 students at MMS use the bus for transportation. During the 2014-2015 school year, we will explore other possibilities for obtaining bus service for our students.
- Principal continue developing system for recruitment process for increased communication and understanding/commitment to Parent Contract before enrollment.

### **Financial Report**

Josie Zininger gave the current financial reports for LMS and MMS. Both reports displayed a positive net income as of April 30, 2014.

The Board discussed the possibility of taking a different approach to fundraising in the future, possibly including an annual fund or capital campaign. Further discussion was tabled to future Board meetings.

### **ACTION ITEMS**

#### **2014-2015 Teacher Salary Schedule**

Nancy Moses moved to adopt the 2014-2015 Teacher Salary Schedule that the Polk County School Board will adopt for LMS.

- Second: Nicole Marsh
- Approval: Unanimous

Nancy Moses moved to adopt the 2014-2015 Teacher Salary Schedule that the Polk County School Board will adopt for MMS.

- Second: Nicole Marsh
- Approval: Unanimous

#### **2014-2015 Budgets**

Nancy Blair moved to approve the proposed 2014-2015 LMS Budget.

- Second: Lori DeAngelis
- Approval: Unanimous

Nancy Blair moved to approve the proposed 2014-2015 MMS Budget.

- Second: Lori DeAngelis
- Approval: Unanimous

Nancy Blair moved to allow the Director of Finance and Strategic Planning to approve adjustments to the budget expenditures as needed for additional expenses to be paid by the Principal as long as the total expenses do not exceed the total income for the fiscal year through June 2015 for LMS.

- Second: Lori DeAngelis
- Approval: Unanimous

Nancy Blair moved to allow the Director of Finance and Strategic Planning to approve adjustments to the budget expenditures as needed for additional expenses to be paid by the Principal as long as the total expenses do not exceed the total income for the fiscal year through June 2015 for MMS.

- Second: Lori DeAngelis
- Approval: Unanimous

Lori DeAngelis moved to allocate \$2,500.00 for each LMS classroom for the 2014-2015 year for replacing and refreshing various curriculum materials and adding new enrichment materials for science and cultural.

- Second: Nicole Marsh
- Approval: Unanimous

#### **Kelly Services Substitute Contract**

The Board discussed engaging a possible contract with Kelly Services to provide substitute teachers for our program as a back up to our current substitute teacher pool. While the cost per day would be greater than our current cost, the Board discussed that the time and stability gained would be worth it.

Nancy Moses moved to approve Agreement for Educational Staffing for Kelly Services to locate and provide substitutes for LMS.

- Second: Nicole Marsh
- Approval: Unanimous

#### **2014-2015 Board Elections**

Nancy Moses moved to elect Harlan Crosswait, Lori DeAngelis, Tim Seldin, and Nancy Blair, to the LMS Board until the final Board Meeting of the 2015-2016 school year.

- Second: Nicole Marsh
- Approval: Unanimous

Nancy Moses moved to elect Harlan Crosswait, Lori DeAngelis, Tim Seldin, and Nancye Blair, to the MMS Board until the final Board Meeting of the 2015-2016 school year.

- Second: Nicole Marsh
- Approval: Unanimous

Nancye Blair made a motion to elect Lori DeAngelis as the President of the LMS and MMS Boards effective immediately.

- Second: Nancy Moses
- Approval: Unanimous

Nancye Blair made a motion to elect Susan Truett as the Vice-President of the LMS and MMS Boards effective immediately.

- Second: Nancy Moses
- Approval: Unanimous

Susan Truett made a motion to elect Nancye Blair as the Secretary of the LMS and MMS Boards effective immediately.

- Second: Lori DeAngelis
- Approval: Unanimous

Lori DeAngelis made a motion to elect Josie Zinninger as the Non-Voting Treasurer of the LMS and MMS Boards effective immediately.

- Second: Nicole Marsh
- Approval: Unanimous

#### **2013-2014 Audit Agreement**

Lori DeAngelis moved to approve the Audit Agreement with Brynjulfson CPA, P.A. for the 2013-2014 school year for LMS.

- Second: Nancy Moses
- Approval: Unanimous

Lori DeAngelis moved to approve the Audit Agreement with Brynjulfson CPA, P.A. for the 2013-2014 school year for MMS.

- Second: Nancy Moses
- Approval: Unanimous

#### **2014-2015 Board Meeting Schedule**

Nancye Blair moved to approve the following schedule for the simultaneous Board meetings of LMS and MMS for the 2014-2015 school year, which will all take place at Lakeland Montessori Schoolhouse.

August 16, 2014 at 9:00 AM

October 2, 2014 at 4:30 PM

December 11, 2015 at 4:30 PM

February 5, 2015 at 4:30 PM

April 9, 2015 at 4:30 PM

May 26, 2015 at 4:30 PM

- Second: Lori DeAngelis
- Approval: Unanimous

Nicole Marsh left the meeting at 6:43 PM.

**2014-2015 Board Meeting Schedule**

Lori DeAngelis moved to approve the Teacher Contract for Vadha Rajaratnam for the 2014-2015 school year.

- Second: Nancy Moses
- Approval: Unanimous

**MMS Retirement Plan Adoption Process**

The Board discussed options for providing a retirement plan to the staff of MMS. One option was having LMS hire all staff for the schools and contract staff to MMS in order to provide access to LMS' established retirement plan to all staff of the schools.

**Volunteer Hour Policies**

Nancy Moses moved that each family with a child or children at one or both of LMS or MMS can perform their required volunteer hours at either school.

- Second: Tim Seldin
- Approval: Unanimous

Nancy Moses moved that staff at LMS and MMS who are also parents at LMS and/or MMS will not be required to complete volunteer hours.

- Second: Tim Seldin
- Approval: Unanimous

**BOARD MEMBER MATTERS**

None.

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


None.

**The next board meeting will be on August 16, 2014 at 9:00 AM at the Lakeland Montessori Schoolhouse.**

**Meeting adjourned by Lori DeAngelis at 7:27 PM.**

*These minutes were faithfully recorded by Nancye Blair, 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 June 5, 2014.*


8-16-14

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Lori DeAngelis Date  

8-16-14

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Susan Truett Date

Nancy Blair 8/16/14

Nancy Blair Date  
Nancy B. Moore 8/16/2014

Nancy Moses Date

Harlan Crosswait Date  
Tim Seldin 8/16/2014

Tim Seldin Date

Nicole Marsh Date