



Board Meeting Minutes July 3, 2023

This meeting of the Bay Grove Montessori Board of Directors was called to order by Kimberly Clauson at 11:03am.

Attendance

President: Kimberly Clauson
Vice President: Leslie Garcia
Secretary: Kate Bertelli-Wilinski
Treasurer: Seth Taft

Approval of Minutes

Minutes from June 20th 2023 were read by Secretary.
A motion was made to approve the minutes as read: Seth
Second: Kim
Discussion: None
Motion Passes. (in favor = 4; opposed = 0; abstain = 0)

Old Business

- Enrollment
Kate provided update. Enrollment tours were paused during the beautification project, however Kimberly has been actively spreading flyers and connecting with local businesses. We have some new leads, and will begin following up with these families later this week. We will also be engaging in an open house the weekend of July 15th/16th to let everyone see updates to the building.
- Department of Education Step Up Scholarship
Kate provided update. Radon test (required for DOE and DCF) needs to be conducted a second time. We will complete a second home test at the conclusion of Beautification project so that the building can remain completely sealed and undisturbed during testing. Kate completed the FLDLE VECHS training coursework required for sending personnel for DOE-required Level 2 fingerprinting/background checks. Additional security awareness training (cost associated) will be required for personnel who access student and staff files/records. Kate and Kimberly to confirm costs and submit to Seth for budget modifications.

- Department of Children and Families
Kim provided update. Licensing counselor has been in good communication. We received a list of all the requirements they will be looking for. As soon as the classrooms and outdoor spaces are put back together from the beautification project, we can schedule the counselor to perform the measurement visit and the follow up initial inspection. Many updates to student and employee records will be needed. We believe to be on schedule for an on time start date.
- Day-to-Day School Operations
Kim provided update. Adeline's contracted start date was set by the previous board for Aug 1st. Need to revisit this contract date to align with school calendar. Kimberly and Kate began training with Brightwheel and are excited to initiate a better system for attendance, tuition payments, and parent communication. However, Brightwheel does not offer a Grant & Aid/indexed tuition review as we currently use with FACTS. Depending on associated costs, we may need to retain FACTS membership for Grant & Aid, or determine an alternative procedure for evaluating scholarship applications.
- Building and Land
Leslie provided update. Lease is signed and returned. Discussion for next steps to securing building and surrounding land tabled to future meeting.
- Budget
Seth provided update. We have been in communication with our accountant, and are awaiting on their response for structuring line items to align with tax preparation services.

To save costs on our operating systems (email, video conferencing, and cloud storage), we have begun conversations with Microsoft about their suite program. Because we are a school, we are not eligible for non-profit pricing, however we are looking into other discounted service costs, and they offered tiered plans.

Next steps will be to continue conversations with Microsoft to identify plans with the appropriate data security and management options and report back to the board.

- **After Care**

Kate provided update. The board discussed the results from the aftercare poll with respect to the associated costs for running the program. Results of the poll suggest that the program will not be exceptionally profitable. However, there is question if all families who need aftercare actually completed the poll, and if other families may elect to enroll in the program once guest instructors and enrichment activities are solidified. The board also acknowledged that starting aftercare will provide additional service to our families who need extended hours, and may help boost enrollment since this service targets a new population (families needing aftercare).

A motion was made to instate and market the aftercare program: Kate

Second: Seth

Discussion: The program is limited to currently enrolled students.

Motion Passes (in favor = 4; opposed = 0; abstain = 0)

Kate to partner with Seth for organizing payment collections via website and initiate e-applications; Kate and Kimberly to finalize job descriptions.

New Business

- Kimberly- New Marketing opportunity: 4th of July Arts & Crafts in Hammock Bay. Looking to make additional connections with Hammock Bay community.

Closed Business

In closed business, the board discusses specific confidential matters that are not open to the public. This may include family financial or student information.

Next Meeting

The next board meeting is scheduled for 7/17/23 11:00amCST/12:00EST.

Adjournment

A motion was made to adjourn the meeting: Kate

Second: Leslie

Discussion: No Discussion

Motion Passes. (in favor = 4; opposed = 0)

Meeting Adjourns at 12:50pm.