



## Board Meeting Minutes June 20, 2023

This meeting of the Bay Grove Montessori Board of Directors was called to order by Kimberly Clauson at 3:47pm.

### Attendance

President: Kimberly Clauson  
Vice President: Leslie Garcia  
Secretary: Kate Bertelli-Wilinski  
Treasurer: Seth Taft (3:30pm-5:22pm)

### Approval of Minutes

Minutes from June 6<sup>th</sup>, 2023 were not read at this meeting.

### Old Business

- Enrollment

Update was provided by Kate. No update to enrollment numbers, however we are still receiving inquiries and giving tours. The Board discussed additional means for marketing, and identified "word of mouth" as a powerful tool. As soon as up and running, we would like to ask parents for Social Media and Google review testimonials. Additional need for a Street Team (those to distribute flyers) was discussed and locations for spreading open enrollment information were identified, including: movie theatres, church, grocery store, North Beach Social, libraries, Props Brewery, Delishi, UPS, Hammock Bay clubhouse and pool, sports complex, North West Florida State College in Santa Rosa Beach.

- Department of Education Step Up Scholarship

Update was provided by Kate. We are currently waiting on the Florida Department of Law Enforcement to review our application for an Institutional ORI # so that we can complete the necessary trainings then send our staff for Level 2 clearance. Expected by the end of the week. We have also completed the required Radon self-test and are awaiting lab results.

- Department of Children and Families

Update was provided by Kimberly. There has been great progress with DCF. Following the completion of the initial paperwork, we were assigned a licensing

counselor. Kimberly also successfully completed the National Institute of Child Care Management (NICCM) Fast Track course and has obtained her director credential, and Clearinghouse has returned her background check report. Kimberly will be completing the DCF application this week and will await further instructions from the licensing counselor.

- Day-to-Day School Operations

Update was provided by Kimberly and Kate. Kimberly purchased Staff and Parent Handbooks while attending the NICCM Director Fasttrack course and suggests the board review the existing policy documents used under the previous board. Following the annual fire inspection, we replaced the Emergency Exits to ensure optimal functioning.

- Building and Land

Conversation about land acquisition/expansion tabled to future meeting, at which time the board wants to discuss means for safely using the front parking lot for additional recreational space. Kate informed that we are in the process of reissuing our Certificate of Land Use Compliance with the new board member information. Will complete the online application this week; expected turnaround time is two weeks.

- Budget

Update was provided by Kimberly and Kate. The budget from the founding board was acquired on June 9<sup>th</sup>. Kimberly, Kate, and Seth connected about budget in sub-committee meetings. Kimberly and Kate identified potential savings through changes in operation expenditures. Seth was tasked with: reviewing budget to look for cost-saving options (particularly in the areas of IT), connecting with accountant for potential restructuring the books to align with school tax reporting procedures. At this meeting, The Board discussed staffing costs to identify ways to support the school day and new aftercare program. At a future time, the board would like to create an official sliding scale for staff salary.

- After Care

Update was provided by Kate. Kimberly located an applicable after care program model and Kate revised documents shared from Kimberly to fit our program needs and policies. Kate updated the school website to include and promote aftercare as a program option. Kate was tasked with sending out inquiries to gauge enrolled families' interest.

## **New Business**

- In addition to the aftercare program, Kate updated the website to include a Family Portal Page and Meet the Board page.

## **Next Meeting**

The next board meeting is scheduled for Mon, July 3<sup>rd</sup> at 11:00amCST/12:00EST.

## **Adjournment**

A motion was made to adjourn the meeting: Kate

Second: Leslie

Discussion: No Discussion

Motion Passes. (in favor = 3; opposed = 0)

Meeting Adjourns at 5:56