



## Board Meeting Minutes June 6, 2023

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This meeting of the Bay Grove Montessori Board of Directors was called to order by Kimberly Clauson at 4:21pmCST.

### **In Attendance** (via zoom)

Incoming President: Kimberly Clauson  
Incoming Vice-President: Leslie Garcia  
Incoming Secretary: Kate Bertelli-Wilinski  
Incoming Treasurer: Seth Taft, (4:21pm – 5:07pm)

### **Approval of Minutes**

A motion was made to accept the minutes as read: Leslie  
Second: Seth  
Discussion: No Discussion  
Motion Passes. (in favor = 4; opposed = 0)

### **Old Business**

- Enrollment  
Update was provided by Kate. Current enrollment numbers are 4 in Elementary and 12 in Children's House. We are continuing tours and have parents who have expressed interest to apply and move forward -- awaiting applications for 5 students (2 Elementary, 3 Children's House). Board discussed details of sending out mailers to the Hammock Bay Community (as previously anticipated/planned in Sweetbay-BayGrove Transition Team Committee). Leslie identified and created spreadsheet of 1,957 names/addresses of homes in Hammock Bay Community. Group discussed concerns with potential cost (estimated \$949.36 @ .48 postcard stamp) and offered two additional suggestions to cut marketing costs: 1. filter addresses by age of homeowner, targeting those 25-50 years of age; 2. Host a "Welcoming Bay Grove" Open House in early/mid-July.
- Department of Education Step-Up Scholarship  
Update was provided by Kate. The state scholarship application form is completed, and we will be able to file once Kimberly officially assumes role as Head of School and Board President. Currently awaiting email response from state with specific filing instructions. We will also need to review all state documents and statues to

insure all previous school policies are meeting credentialing requirements and/or update as necessary. Kate tasked compile list.

- Department of Children and Families  
Update was provided by Kimberly. Kimberly is on track for completing the Director's Credential needed for DCF. In addition to the collegiate course she is taking, she will be attending the FastTrack option in Miami on June 16-19. She also spoke with a representative at DCF and was informed that, in the event there is an unexpected issue with the Fast Track or the collegiate course, Bay Grove may be granted an interim/preliminary license.
- Day-to-Day School Operations  
Update was provided by Kimberly. This year's calendar will include a staggered start date to allow for setting of the school procedures and Handbook & Facility Requirements
- Building and Land  
Update provided by Leslie. The owner of the property located behind the school is receptive to an arrangement with the school to utilize land. He was unclear if it is a rental situation, or free permission to use, however there is a total of 1.8 acres available for use. The owner is requesting the board plan and identify our goal/objective for using the land. The Board discussed potential financial costs associated with utilizing the land without a guarantee of continued use should the owner sell (tree removal, brush removal, fencing), as well as other means for acquiring the land (purchasing or gifting) rather than permissible use; one idea was the possibility of a phased purchase plan clearing a space/purchasing the cleared space only. Purchase cost would need to be fundraised. Continuation of discussion tabled to future meeting.

## **New Business**

- Budget  
Information provided by Kimberly. Sweetbay Founding BOD to provide final projected budget upon their departure on June 9<sup>th</sup>. Adjustments to upcoming school year will need to be made based on enrollment numbers. Other opportunities for income generation were explored, one being after care. More detailed conversation to be continued as soon as new budget is available.
- Beautification

To celebrate Bay Grove's new season, we will be engaging in a Beautification project to take place June 19-30; Kate & Kimberly to draft and distribute volunteer and donation letters.

### **Next Meeting**

The next board meeting is scheduled for Tuesday, June 20<sup>th</sup> at 3:30pmCST/4:30EST.

### **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 5:45pm