



Board Meeting Minutes August 24, 2023

This meeting of the Bay Grove Montessori Board of Directors was called to order by Kimberly Clauson at 1:20pm

Attendance

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

Approval of Minutes

Minutes from July 17th were read by Secretary.
A motion was made to approve the minutes as read: Leslie
Second: Seth
Discussion: None.
Motion Passes. (in favor = 4; opposed = 0; abstain = 0)

Old Business

- Enrollment
Kate provided updated. Since our last meeting we have had one enrollment in Children's House, one enrollment in Elementary, and two withdraws (for personal reasons) in Children's House. Current count is 16 in Children's House and 7 in Elementary. The Open House on August 5th went well. Lots of positive feedback. We are still receiving inquiry forms and continuing to reach out to interested families. We are looking to shift our admissions process from FACTS to Brightwheel and update it on our website.
- Department of Education Step Up Scholarship
Kate provided update. Initial paperwork was submitted to DOE. We received communication back from DOE with follow up questions. Most were resolved with additional verbal communication. Three additional tasks were required: re-submit the annual survey with new leadership information, send fingerprints for all Board members, and complete radon form DH1777 to be used alongside our results panel. All three tasks have since been completed and final paperwork was sent out this week. We are now awaiting reply from the state.
- Department of Children and Families
Kim provided update. All DCF paperwork was submitted, site visit was completed, adjustments to the fence and sandbox were completed (per site visit request), and license has been issued. We have updated our website to reflect our licensure

status with DCF and have our license hanging in our foyer. We expect surprise site visits throughout the year and will plan to have our license re-issued upon its expiration in August of next year.

- Day-to-Day School Operations

Kim and Kate provided update. Phase 1 and Phase 2 opening were a success overall. Two areas we have been working through: 1. Extreme/record heat this week; we have been in communication with other schools so that we are on par and are reaching out to medical professionals/first aid instructors to see that our procedures are good. 2. Lunch/nap/cot set up time needs another set of hands; hoping to have aftercare individual supplement during that window. Additionally, looking to migrate some C.H students into elementary to round out classroom diversity.

- Building and Land

Leslie provided report. Landlord may consider owner finance option, but are ideally looking for immediate purchase; 135k deposit (30% deposit) based on a purchase price of \$450k. The board resumed preliminary discussion of ideas to move forward: private appraisal for the current building, as well as other comparative analysis of other properties both with office space as well as lots of land. Discussion related to building and land acquisition will resume next meeting.

- Budget

Seth provided update.

1. Phone and Internet – Cox completed their install, and operations is reporting an improvement in service (more reliability with internet and faster internet speeds). If we want to have a second phone line in the office, we will either need to purchase another line via COX, or ask fire company to provide a line seizure for the line that goes into the fire alarm box.
2. Email – Microsoft has not reached back out. At this point, there is concern to move forward with this company based on the lack of follow through on their end. Board discussed alternative options, including Google.

A motion was made to rescind the previous vote to use Microsoft in lieu of Hushmail, and instead move forward with an exploratory/testing phase with Google: Kate

Second: Seth

Discussion: Seth assigned as point of contact for this task

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

3. Overall budget Review

- After Care

Update provided by Kimberly. Aftercare was initially slated to start 8/7, however the first day was rescheduled to 8/21 due to a last-minute change in staffing. Families were contacted and those who signed up for August received a free voucher for the remainder of August. Interviews are scheduled and in process. In the interim, current staff are helping operate the program.

- Facility Maintenance

Kimberly and Kate provided update. Costs for turf were exceptionally high for current budget; extra free mulch used to complete the space. Tree in back yard is rotting and needs to be cut down for safety reasons. Minimum cost for local tree service is \$600. Exploring alternative options.

New Business

- Grants & Scholarships

- The board discussed various options toward moving forward with grants and scholarships.

- Operational Policies

- Brightwheel settings – ACH vs. Credit

A motion was made to limit payment to ACH-only: Kate

Second: Leslie

Discussion: One of our families is asking about the possibility of using Credit Card payments to pay tuition. During Brightwheel onboarding, our acct representative suggested we limit to ACH only as an internal security measure. Board reviewed information presented in Brightwheel's [Payment Methods & Settings help article](#).

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

- FL DOH Form DH 3040 – provider

A motion was made to accept a completed DH3040 Form from any licensed health care provider, as defined/outlined in the DH3040 instruction manual, regardless if they are in-state or out-of-state:

Kate

Second: Leslie

Discussion: One of our families was looking for guidance about who may complete DH3040. State and Local DOH offices were unclear about whether a licensed healthcare provider is restricted to in-state or out of state. Operations was informed that in-state v. out-of-state is decided the school district level.

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

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 will be scheduled at a later date.

Adjournment

A motion was made to adjourn the meeting: Kate

Second: Seth

Discussion: None.

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

Meeting Adjourns at 2:24pm