



This meeting of the Board of Directors of Magnolia Montessori Academy was held on February 13, 2017 at 5:00 pm at the school.

Meeting called to order at 5:01 pm.

Board members present were: Alyssia Totten, Cindy Skop, John Iskra, Jae Choe, Margarita Merriweather and Jimmy VanOrsdale.

Others present: Tammi Crotteau, Auri Hollinger and Attorney J. Kemp Brinson.

#### President's Report:

Alyssia Totten introduced Attorney J. Kemp Brinson -Attorney Brinson was hired by the board to investigate concerns expressed to the board about Tammi Crotteau. Attorney Brinson advised the board that he investigated the 7 complaints (6 anonymous, 1 signed). During the course of his investigation he conducted 10 interviews including current and previous staff members. Attorney Brinson presented his findings and recommendations to the board.

#### Attorney Brinson's conclusions were:

1. Virtually all sources confirm and agree that Tammi Crotteau is an extremely hard-working, valuable member of the MMA staff.
2. There is credible concern about confidentiality of student information, but any actual confidentiality breaches to date have been relatively minor.
3. There is credible concern about the overlapping responsibilities of the Director of Finance and the Director of Education.

Margarita Merriweather moved that a written reprimand be placed in Ms. Crotteau's file with the following language - The Board has received credible reports that you have shared student information with parents and others in ways that are relatively minor, but that nonetheless concern us. This conduct has continued despite prior issues in this regard. You are directed to be more careful with student information in the future, and to follow all instructions provided to you by the Board and the Director of Education with regards to confidentiality. Any further breaches of confidentiality, even minor issues, may be considered violations of your contract, which explicitly requires you to maintain appropriate confidentiality.

Cindy Skop second.

All in favor.

#### Secretary's Report:

John Iskra moved to approve the board minutes from the October 17, 2016 meeting.

Alyssia Totten second.

All in favor.

Cindy Skop moved to approve the board minutes from the December 12, 2016 meeting.

Margarita Merriweather second.

All in favor.

John Iskra moved to approve the board minutes from the January 30, 2017 meeting.

Margarita Merriweather second.

All in favor.

Director of Education's report:

Enrollment Update - Not currently accepting new students - openings were filled during open Enrollment.

Staff Update -Ms. Barber has resigned.

Upcoming Events:

February 23, 2017 -Winter Concert.

February 28, 2017 - FSA Writing 4<sup>th</sup>, 5th & 6th grade.

March 28, 2017 - FSA testing season begins.

The director of education will have a summer residency in Sarasota in June and plans to complete her Montessori certification in 2018.

Director of Finance report:

John Iskra moved to approve the January 2017 financials.

Margarita Merriweather second.

All in favor.

MMA received a LEGO program grant in the amount of \$2,000.

MMA received an anonymous donation in the amount of \$15,000.

Last year school recognition funds went to teacher bonuses. This year they will be split between teachers and the new science lab.

The yard sale raised \$2,025.

The next funder raiser is the Walk-A-Thon.

Internet Service Update -working with consultant for testing setup.

The Board requested an updated list on inventory.

Old Business:

Expansion of Primary - prior Board authorization to move \$24,000 from reserves should be sufficient at this time.

John Iskra moved to go forward with the expansion of Primary.

Jae Choe second.

All in favor.

Insurance policy update - renewal comes up in April - will look into Cyber insurance – possible presentation at the next Board meeting.

Charter Renewal - received formal feedback.

Pre K revenue needs to be separate on the profit/loss statement.

MMA needs to reach out to the community for support for the needs of the school regarding diversity.

**New Business:**

Cindy Skop moved to add a Board work session March 13, 2017 at 5:00PM to address some of Attorney Brinson's recommendations.

Margarita Merriweather second.

All in favor.

Jae Choe moved to add a full time assistant in the office until the end of the school year.

Margarita Merriweather second.

All in favor.

**Public Comments:**

Paul Corrigan thanked the Board for hiring an attorney to conduct an investigation into the complaints received by the Board and asked for clarity on the confidentiality breach - there was evidence of minor confidentiality breaches and the Board members had the opportunity to speak to Attorney Brinson or ask questions during the meeting.

Liz Iskra also thanked the Board and Attorney Brinson and suggested that the teachers call parents when the Director of Education was unavailable to do so - The Director of Education will be working on putting a plan in place regarding situations that require parents to be contacted when she is unavailable.

Cypress Knaak expressed concerns about communication regarding situations that the cause the Board to have a Special Meeting - Maile Valentine advised that she is the parent liaison to the Board and there is a link on the MMA website for parents to contact her with their questions or concerns.

Jennifer Saben expressed concerns regarding aggressive behavior and whether or not documents from the attorney's investigation would be available under a chapter 119 information request - It is the Board's understanding that those documents would be available under an information request and the Board will be working toward redefining the roles of the Director Education and the Director of Finance.

Doreen Dyer questioned whether or not there was training regarding confidentiality for our administrators and staff. Ms. Dyer also expressed that the current balance of power was good for the school and expressed concern regarding whether or not the office assistant would be the best person to contact parents when The Director of Education was unable to do so - confidentiality is defined and a part of the teachers' contracts as well in the directors' contracts - Stephanie Hale introduced herself as the current office assistant and confirmed that she has a background in education.

**Adjournment:**

Meeting adjourned at 7:14 pm.

Respectfully submitted:

Jimmy VanOrsdale, Board Secretary.