

Countryside Montessori Charter School  
Board of Directors Agenda  
June 30, 2015

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Call to Order

Roll Call

Public Comments

- None Scheduled

Approval of Minutes from the 04/21/2015 and 05/08/2015 meetings.

Review/Approve May Financials (includes regular comparisons to actual budget).

Old Business

1. Auction Totals
2. Parent Surveys
3. Peter Plan Play
4. BOD Self-Assessment
5. Action Plan Draft / Accountability

New Business

1. Policy and Procedure Amendment – Exit Interview
2. Policy and Procedure Amendment – Teacher and Staff Resignations / Dismissals
3. Policy and Procedure Amendment – Parent Liaison Accountability
4. Hiring Firm
5. Board Renewal Training – Alice and Michelle
6. King & Walker Letter
7. CPA Annual Audit Committee Approved
8. CPA Auditor Approved
9. School Administrator Evaluation
10. Use of Excess Funds (501C3)
11. Charity Friday Voided Check
12. Christine Locke BOY Refund
13. Inventory Disposition Forms
14. Uniform Questions
15. Capital Outlay Plan
16. New Copier Contract
17. List of BOD members provided to district
18. BOD meeting dates for SY 15/16
19. Lease Extension

Off Agenda Items

Discipline Matters

Adjournment

Workshop Minutes of the 06/30/2015 Meeting  
Countryside Montessori Charter School Board of Directors  
Countryside Montessori Charter School, Inc., a Florida Not for Profit Corporation

A meeting of the Board of Directors of the Countryside Montessori Charter School, Inc. (CMCS) was held at the school on Tuesday, June 30, 2015.

Call to Order:

Director Monica Santana who declared that a quorum was present and that the meeting was open for business called the meeting to order at 1535 hours.

Roll Call:

In attendance: Directors Monica Santana, Michelle Ferraro, Alice Godwin and Niketa Patel. Also in attendance were Karen Mantei, Mary Rivers, Lori Spurr, Julie Toth, and Sue Grossman.

Public Comment:

- None Scheduled.

Approval of Minutes:

The minutes from the April 21, 2015 and the May 08, 2015 were reviewed. Director Niketa Patel motioned for approval. Director Michelle Ferraro seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.

Approval of Financials:

Financials form May (including regular comparison to actual budget) were reviewed. Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.

Old Business:

1. Auction = \$48984.06 gross / \$34747.26 net.
2. Parent surveys are completed and will be sent to the board members via email.
3. Peter Pan play was a success netting approximately \$13000.00 that will rollover into the general fund.
4. The board self-assessments were reviewed and discussed.
5. Action Plan – job descriptions and chain of command structure are in process and **TABLED** until the next meeting. Staff training (Montessori) is scheduled for 08/12/2015 and 08/13/2015. Various team building events have been scheduled for the upcoming year and a team spirit committee has been formed and being led by Latania.

New Business:

1. Policy and Procedure Amendment – Exit Interview was reviewed and revised. It was also decided that the Exit Interview would be added to the CMCS Employee Handbook, not the BOD Policies and Procedures. Director Monica Santana motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors. Final copy will be sent to Bridgett, Dr. Rom, Lori, Karen, and Mary for use in the Employee Handbook.
2. Policy and Procedure Amendment – Teacher and Staff Resignations / Dismissals. The Board decided this does not need to be a policy, but should be added as a regular agenda item.
3. Policy and Procedure Amendment – Parent Liaison Accountability. The Accountability Policy was reviewed. It will become part of the CMCS BOD Policies and Procedures. Director Michelle Ferraro motioned for approval. Director Niketa Patel seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors. A copy will be sent to Bridgett, Dr. Rom, Lori, Karen, and Mary.
4. Hiring Firm – It was determined that an outside hiring firm was not necessary for recruiting. Current measures are effective.
5. Business Manager will be notified to arrange board training for Michelle Ferraro and Alice Godwin.
6. Karen and Mary presented the King Walker letter to the board.
7. CPA Annual Audit Committee – Michelle Ferraro and Nancy Agudo.

8. CPA auditor, King Walker, was discussed. Director Monica Santana motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
9. School Administrator Evaluation – **TABLED**.
10. Excess funds will be kept in a reserve account. Currently, excess funds = approximately \$70,000.00, with an expected amount to equal approximately \$175,000.00 - \$200,000.00 by August.
11. Charity Friday voided check - \$2487.83 check issued to Family Literacy Academy was never cashed. The check was voided and funds were transferred to the Student Need Fund. Director Niketa Patel motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
12. Christine Locke Beginning of Year (BOY) Refund – Director Michelle Ferraro motioned for approval. Director Niketa Patel seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
13. Inventory Disposition – 13 items were listed as “Junked for Recycling” (see attached). Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
14. There is an excessive amount of extra uniforms taking up valuable space. It was decided to donate any uniform items that are not needed at the discretion of the Administration.
15. Capital Outlay Plan – Use Capital Outlay money for rent payments on CMCS buildings. Director Niketa Patel motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
16. The new copier contract was presented and reviewed by the board. The new copier lease offered by Toshiba is \$898.02 per month. Toshiba will also buy out old lease for \$17,000.00. Director Monica Santana motioned for approval. Director Michelle Ferraro seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
17. The list of current board members will be sent to the district by Bridgett.
18. BOD Meeting Dates for SY 15 / 16 – **TABLED**.
19. Lease Extension – The board discussed the 3-year lease extension. Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.

Off Agenda:

Discipline Matters:

Teacher / Staff Resignations:

Adjournment:

The meeting adjourned at 1537 by Director Michelle Ferraro at the close of business.

Approved this day, August 11, 2015.

  
Michelle Ferraro

  
Alice Godwin

\_\_\_\_\_  
Niketa Patel





## DISTRICT SCHOOL BOARD OF PASCO COUNTY

MIS Form #212

REPORT OF ACQUISITION, TRANSFER, OR  
DISPOSITION OF PROPERTY

Rev. 10/07

Date: 2/3/2014

I request the following action be reflected for tangible personal property in my custody. Please check appropriate box(s).

**ACQUISITION:**

- ☐ Internal Funds  
(attach Purchase  
Order / Invoice)
- ☐ Gift or Donation  
(attach letter of  
acknowledgement)

**DISPOSITION:**

- ☒ Junked for Recycling
- ☐ Missing
- ☐ Stolen (attach police report)
- ☐ Trade-In (attach P.O.)
- ☐ Vendor Exchange

**TRANSFER TO:**

☐ \_\_\_\_\_  
Cost Center Number Cost Center Name

- ☐ Resource Recovery (accepts unusable or  
obsolete electronics and used furniture after being  
offered for re-use)

**METHOD OF TRANSFER:**

- ☐ Distribution Services pick-up  
(Forward 4 NCR copies to Distribution Services)
- ☐ District Personnel Initials \_\_\_\_\_

RELEASED BY: 4307

Cost Center Number

Countryside Montessori

Cost Center Name

Cost Center Signature (Administrator or Designee)

**DESCRIPTION OF PROPERTY:**Removed from Inventory

BPI Tag Number	Detailed Description (include model number)	Manufacturer	Serial Number	For District Use Only
✓ CMCS 1. 11-0011	HP Photosmart D110	HP	CN12AG-326-3	✓
✓ 207-0024	HP LAPTOP PRESARIO C300	HP	CN06381QVD	✓
✓ 3.07-0027	LL "	LL "	CND6380XFX	
✓ 4.10-0025	COMPAQ CQ60 LAPTOP	COMPAQ/HP	2CE014116S	
✓ 5.09-0247	PLANAR MONITOR	PLANAR	BN841C06332	
✓ 6.09-0247	DELL VOSTRO 200	DELL	CB6R1FI	
✓ 7.06-0142	CAYPHONE 1214AV-PS	"CAYPHONE"	NA	✓
✓ 8.06-0143	LL "			✓

I certify that the above tangible personal property has been

**RECEIVED BY:**Cost Center  
Number

Cost Center Name

Cost Center Signature  
(Administrator or Designee)

This form **must be signed by both cost centers** transferring and receiving the tangible personal property listed above.  
In the absence of both signatures, the equipment will remain on the transferring cost center's inventory.

**DISTRIBUTION SERVICES PICK-UPS:** Goldenrod copy is retained by the transferring cost center. The remaining four NCR copies are forwarded to the Distribution Services for pick-up of equipment. Upon delivery, the receiving cost center signs form and retains pink copy (with both signatures). The remaining three copies are retained by Distribution Services personnel and returned to property control for distribution.

**DISTRICT PERSONNEL:** When equipment is transferred by District personnel in their personal or District vehicles, they are responsible for processing paperwork.

**Distribution Services USE ONLY:**

Date picked up: \_\_\_\_\_

Driver's signature: \_\_\_\_\_

Date delivered: \_\_\_\_\_

Driver's signature: \_\_\_\_\_

**DISTRIBUTION:** WHITE - Property Control (with both signatures); GREEN - Transferring Cost Center (with both signatures);  
CANARY - Retained by Distribution Services Personnel or District Personnel; PINK - Retained by Receiving Cost  
Center (with both signatures); GOLDENROD - Retained by Transferring Cost Center





**COUNTRYSIDE MONTESSORI CHARTER SCHOOL**

5852 EHREN CUT-OFF · LAND O' LAKES, FL 34639

(813) 996-0991 · (813) 996-0993 FAX

WWW.CMCSMONTESORI.COM

June 30, 2015

Countryside Montessori Academy  
21404 Carson Drive  
Land O' Lakes, FL 34639

To Whom It May Concern:

This letter is to confirm that the Board of Directors of Countryside Montessori Charter School, Inc. is requesting an extension of its current lease dated February 15, 2005 and amended May 14, 2007. This would be the second of our three 36 month renewal options, and we request that our lease payments remain at \$14,000 per month as agreed upon in May, 2007. We request that the terms of the lease run consecutively.

If you have any questions or need any further information, feel free to contact us.

Sincerely,

Monica Santana  
President  
Board of Directors