

**Meeting of the Governing Board of
Atlantic Montessori Charter School, Inc.**

Atlantic Montessori Charter School – 5029
Atlantic Montessori Charter School West Campus K-5 – 5164

Board Meeting:
August 26th, 2024
7 PM ZOOM

Meeting began at 7:04 PM on Zoom

Board Members in attendance

Aurora Vales

Kisha Mclean

Ricardo Carrera

Others:

Michael Ocejo

Jesus Garcia

Juana Ocejo

Dr Monica Hernandez

Maylein Rodriguez

Yanira A

Roxana Milan

Meeting Action Items:

- Accepting the resignation of Kisha Mclean as member of the Governing Board. Ms Kerry Vales has expressed an interest in joining the Board. She has completed her security screening and Governing Board Training. **Board elected Karry Vales new president and member**
- The board must have a minimum of 3 maximum of 5 members. Parents are not voting members but can be advisors to the Board.
- SBA Loan designated representative **Juana Ocejo will be the designee**
- Missing documents/password/financial tools/inventory from previous administration.
- Student enrollment. Actions to advertise on social media to increase enrollment at both schools
- Contract with My Little Captain for student meals and aftercare snacks. **Approved**
- Lunch Applications for free and reduced meals and verification of parent income **Approved**
- Master Piece Photos will take student photos and provide staff with ID cards. **Approved**
- Update on ceiling and roof repairs at 5029
- High Performing status
- Report from last year's onsite program review documented areas of concern with ESE records. During a self-audit of documents in July 2024 on FOCUS there are several areas that need to be addressed including progress reports, pending evaluation plans and documentation of services.

A new ESE Specialist has been hired and is expeditiously working on the case load with the assistance of the District. 5164 has 1 gifted student, 4 ESE students, 1 504 and 2 pending evaluations. 5029 has no ESE students at the time.

- Venture Design has been contracted to provide guidance in IEP development to new ESE Specialist.
- Renewal of 5164
- Audits for 5164 and 5029 **Approved**
- Addition of early release date for 5029 and 5164 of 11/22 and 6/2 and 6/3 at 11:15 AM -Lunch will not be provided on these dates. After care will operate as usual until 6 PM. **Approved**
- Waiver for ESOL: **Approved**
 - Marcela Martinez Grade 1 at 5029
- Wavier for Gifted:
 - Celeste Ibarra **Approved**
- Approval of permanent substitute coverage for teachers on leave and on special assignments **Approved**
 - 5164 -Kindergarten, the teacher on leave is Isabel Acosta. Coverage provided by Rashavia Peterson and Ana Mercado
 - 5164- 2nd grade, Deneb Tamayo on leave. Coverage provided by Ms. S Hosein
 - 5164-4th grade Martha Caneja on leave. Coverage provided by Ms. Claudia Serrao
 - 5029 kindergarten, Dr Monica Hernandez on leave, coverage provided Monica Alboniga
- Ms. Melissa Pacheco has resigned as ESE Specialist effective 8/27/2024. Interviews for replacement have been conducted, a candidate has been selected and security clearance is pending for this candidate, Celeste Ibara. ESE Specialist also serves as administration substitute in case of an emergency.
- Venture Design has yet to place an SLP at 5164 and 5029. District (Ms Mull) advised to document missed sessions and provide make up or compensatory services once Venture Design has placed SLP
- Parent Liaison for both schools
 - Juana Ocejo, Executive Director. **Approved**
- Webmaster/IT/Administration Support
 - Michael Ocejo **Approved**
- Introduction of prospective new board members.
- Update on Sunbiz.org as needed reflecting new Board **Approved**
- Updates to authorize signers for bank accounts at EDFED and Regions to include Juana Ocejo and and Dr Monica Hernandez. Deletion of Mari Canetti, Maylein Rodriguez, Marilin Perera and Jacqueline Arias Gonzalez from bank accounts. **Approved**
- CO-Principal/Administrators: **Approved**
 - Jacqueline Airas Gonzalez (Principal) emergency resignation due to medical issue
 - Jayla Conde will be the testing coordinator and Administrator on Call for Coverage
 - Juana Ocejo will take over as Executive Directo, will continue in a flexible role with FMLA and serve as Principal until 9/9/2024
 - Dr Monica Duenas (Hernandez) as Principal for 5164 and 5029 start date 9/9/2024
 - The three administrators will also be the schools' emergency contacts

- Behavior Threat Team: Dr Duenas (Hernandez), Juana Ocejo, Maylein Rodriguez and Roxana Milan. Mental Health Professional Roxana Milan. **Approved**
- Update all staff and students have been trained on 2024-2025 Safety Plans and Safer Space including See Something Say Something Campaign.
- Coordinating with District training for Mental Health First Aide. Goal 80 percent of staff trained.
- FOCUS training Facilitator K Jackson will provide ongoing support for teachers and staff
- Family Handbook and other website updates. **Approved**
- Visitor ID system. Permission to seek bids. **Approved**
- Grants
- Approval of the evaluation instrument for teachers, staff and administrators created by the Florida Consortium of Public Charter Schools. Administrators to be evaluated by designated board member. **Approved**
- Students at 5029 will engage in swim instruction and swim safety classes monthly at Goldfish Swim. Classes are \$20. Parents will pay \$10 per class and the school will pay \$10 per class. Classes are schedules for the second Tuesday of each month. **Approved**

New Business

Date of Next Meeting is 12/3/2024 unless a meeting is required before this date

- Public Input –
Academy Director, J Garcia explained the arrival and dismissal process for daycare students.

