



## Innovation Montessori Board of Directors Overview

### WHO WE ARE:

The Board of Directors functions as the governing body with executive oversight of the school, and deals with **strategic, financial, and long-term planning and communication**. Creating policies and procedures that have a far-reaching impact on our school's future is a key focus of the Board of Directors. We seek to **uphold our vision, mission and values** as defined in our Charter. Our board is comprised completely of volunteer members who donate their time, money, and talents to preserving our Montessori culture and supporting a solid educational experience for all our students.

The Board of Directors includes Stacey Williams (President), Marissa Caravelis (Vice President), Kevin Stone (Treasurer), Kate George (Secretary), Sarah Vleko (Member), and Simon Azarnia (Member).



Ms. Stacey Williams



Ms. Marissa Caravelis



Mr. Kevin Stone



Ms. Kate George



Dr. Sarah Vleko



Mr. Simon Azarnia

### APPROACH TO COMMUNICATION & BOARD MEETINGS:

The Board's approach to communication is that we support our administration and staff in their operational decision-making, focus on longer-term strategic planning, as well as foster inclusive and respectful communication with and input from our IMO-IMHS school community. Our meetings are open to the public and follow Florida State Sunshine Law protocols, as well as Robert's Rules of Order. Periods for public comment are designated. These times will be determined at the Board's discretion and will be either: 1) at the beginning of the meeting (comments should be focused on agenda items) and/or 2) prior to the designated meeting agenda item(s) where votes are conducted (comments should be focused on items that are up for voting).

Board members are held to strict guidelines in regard to only holding discussions on topics to come before the Board as part of public meetings. Community members with specific concerns and questions should first discuss with their child's teacher, then with Administration, and then if not resolved, with the President of the Board of Directors. Grace and courtesy should be followed as part of all forms of school related communication, whether verbal or written. You may contact the Board Secretary about meeting agenda items, and the Board President or the Board as a whole at [IMO\\_Board@innovationmontessori.com](mailto:IMO_Board@innovationmontessori.com) to share comments about Board meeting agenda topics and/or public comments to be read aloud at Board meetings. A Grievance Policy is available on our website for additional guidance, as well as Public Board Meeting Participation Guidelines.

For the 2025-26 school year, we have established **four key goals**:

- Maintain a strong set of BOD members between 8-10 members to bolster board succession planning and cross-training; establish committee focus for each non-executive committee board member
- Monitor and support IMO's stable financial outlook
- Support the Executive Director to establish and monitor accountability metrics for financials, academics, and communications
- Work to increase and maintain a healthy waitlist for all levels of the school
- Increase board accessibility and engagement with the school leaders and community
- Update school documentation and board governance documents to reflect current systems and processes

### **WHEN WE MEET:**

Our main monthly meetings are typically held on the **second Tuesday of the month** and are noticed via posting on the [online school calendar](#) (on our website and linked within Parent Square – also, you can add it to your Google calendars!) with agendas included at our BoardDocs website <https://go.boarddocs.com/fl/imcsfl/Board.nsf/Public>. **All Board meetings are open to the public** with meeting minutes available once approved at the following month's meeting at <https://go.boarddocs.com/fl/imcsfl/Board.nsf/Public>. We have a hybrid option for many meetings including in person and online. Committee meetings and working sessions outside of our main monthly meetings are also posted on the school calendar with minutes taken and posted. Our main monthly meetings that include Zoom typically also include a video recording that is posted shortly after the meeting.

### **HOW YOU CAN HELP:**

We are interested in finding Board of Directors Members with expertise to support our strategic vision. Skills in **Finance, Legal, Fundraising, Strategic Planning, Recruiting, Marketing and Community Relations** from both inside and external to our community are particularly helpful. Email [sec-bod@innovationmontessori.com](mailto:sec-bod@innovationmontessori.com) for an overview of the Board selection process, as well as committees and other opportunities to get involved.

The BOD's fundraising efforts support both the short-term needs of our campuses and our longer-term investments to grow and sustain our school's mission.

- 1) Visit for more information about the Board
  - a) <https://www.innovationmontessori.com/governance>

- 2) Our main school calendar that is also linked to Parent Square
  - a) <https://www.innovationmontessori.com/calendar>
- 3) Visit for meeting agendas, minutes, and recordings.
  - a) <https://innovationmontessori.com/innovation-montessori-calendar/>  
<https://go.boarddocs.com/fl/imcsfl/Board.nsf/Public>
- 4) Our Facebook Page
  - a) <https://www.facebook.com/Innovationmontessori>
- 5) Main Channel for School Communication
  - a) <https://www.parentsquare.com/signin>