

SEAFOM Board APPROVED Meeting Minutes
ANNUAL BUDGET MEETING: April 9, 2013
AMP Classroom 5:00pm-7:00pm

Present: Catherine Fritz (President), Dayna Weiler (Vice President), Stephanie Kohlhasse (Secretary), Mary Jane Tenney, Lupita Alvarez (board members); Lynette McNutt (SEAFOM liaison to Site Council), Annabel Rondeau.

1. **Establish Quorum:** met
2. **Review DRAFT meeting minutes from January 15th, 2013.** Minutes approved with changes to Section 9. All in agreement.
3. **Membership Update:** Stephanie reporting current membership at 44 members. The Montessori Borealis (MB) webmaster (Ursula Sfraga) and the MB Site Council Group are also receiving minutes and announcements. Since our next membership year runs from June 1st to May 31st, requests will be made at the school play in May to support SEAFOM for another year. Stephanie will be present to collect membership fees.
4. **Treasurer's Report:** Catherine reporting for Shauna due to her planned absence. All planned expenditures will be managed within the 2012-2013 budget.
 - A. **Charitable Contributions from Gaming Revenue Report:** Gaming income received for 2012, 4th quarter. Approximately \$90,000 in gaming revenue was earned in 2012. Approximately \$60,000 needs to be spent by the end of December 2013, per gaming rules.
 - B. **Status of eScrip Account:** Not discussed
 - C. **Montessori World Congress in Portland:** Mary Jane, Annabel, and Lupita are planning to attend and will submit receipts to SEAFOM for reimbursement. Total funds available are \$2500 from current year AMI refresher course budget.
5. **Classroom Material:** Materials ordered in January have been received and inventoried.
6. **Scholarship Committee:** Stephanie reporting that there are 6 kindergarten families receiving awards. Committee plans to update the application and forward it to potential kindergarten families. A new timeline will be established to establish a deadline for 2013-2014 applications. The finalized application will also be available on our updated website.
7. **Website Development Update:** Lupita presenting a new, updated SEAFOM website through weebly.com. It will include general Montessori information, teacher training information, kindergarten scholarships, community news, board member information, and archived minutes. It will also include important links, calendars, resources and an "in the news" section. Address is: seafom-friendsofmontessori.weebly.org. If "weebly" is removed, the fee would be \$150 for two years; it was unanimously agreed to pay the domain fee. Discussion regarding best website name.
8. **Pansy Sale Update:** Lupita put together new order forms and flyers and distributed them to families. Flyers were also distributed to SEAFOM board members to distribute

in the community. Checks can be made to SEAFOM, Juneau Montessori School, or flowers may be purchased online at www.juneaumontessori.org Lupita will ask Ursula to post flyers and order forms on the MB webpage.

9. Pick Click Give Update: Stephanie shared information from Site Council Member Chuck Burnham that SEAFOM is still not eligible for this program, even with the legislative amendment to delete the required audit. The amendment applies to only those programs with an annual budget greater than \$250,000/year, with at least 5% earnings from donations. The SEAFOM annual budget is currently less than \$100,000.

10. Nominating Committee: Catherine appointed Dayna to Chair the Nominating Committee. Dayna will send an informational email to SEAFOM Members asking for new Board Members (seeking 2- 6 new members). New Board members will be voted on by the membership at the annual meeting.

11. Kindergarten Program: MB has asked Glenn Gelbrich to support a classroom for next year. A kindergarten class would be the first step in increasing the school's capacity to 175 students over a three year expansion plan. Lengthy board member discussion followed regarding impact on MB and Juneau Montessori School (JMS).

12. Lottery: Glenn Gelbrich still wanting to refine the lottery. It is still unclear how this process will take place.

13. Budget Development for the 2013-2014 Year (June 1-May 31):

A. In addition to regular annual expenses penciled into the Budget Summary below, requests for 2013-2014 Budget (presented by Catherine):

1. \$8760.00 requested by Rebecca Hartwell for summer 2013 AMP Training. Teachers are in support of this.
2. \$ 7,200.00 requested by Montessori Borealis for AMP Spanish Teacher.
3. \$ 7,200.00 requested by Montessori Borealis for Music Program.
4. \$ 600.00 requested by Montessori Borealis for Dance Instruction.
5. \$ 1,250.00 requested by Montessori Borealis for Artist in the School Program.
6. \$ 5,000.00 requested by Montessori Borealis for AMP Aug-mentor.
7. \$20,000.00 requested by Montessori Borealis for Older-El Aug-mentor.
8. \$15,000.00 requested by Lupita for reimbursement of MAT tuition.
9. \$15,000.00 requested by Lupita for classroom materials, should a new classroom be added in 2013-2014 school year.
10. \$ 4,500.00 requested by Sharlyn Smith for Trainer of Trainers Program.
11. \$ 3,500.00 requested Sharlyn Smith (JMS Interim Director) for JMS so they can hire someone to build a comprehensive fund development plan.

We also have the second year of Stay LaMascus' training to plan for. Our contract with her indicates up to \$10,000 for tuition in the MAT program to obtain her teaching license.

Mary Jane is aware of another potential elementary teacher and asked if the Board would consider an additional funding request. It was agreed that this person would be allowed to submit a request immediately.

B. Discussion of priorities: Mary Jane stating that expense priorities should be given to teachers due to anticipated retirement plans of our current teaching community. Stephanie also noting difficulty with budget planning due to the unknown likelihood of another classroom being added. Due to the lateness in time, it was decided that the SEAFOM Board would consider these applications, and accept one other that is pending for teacher training, at a later date.

C. Proposed Budget: Catherine presented this initial, working budget. SEAFOM Board will consider requests and be prepared for discussion at the next meeting.

BUDGET SUMMARY

PROPOSED BUDGET: June 2013 - May 2014

INCOME		EXPENSES	RECOMMENDED FUNDING	
			June- Dec 2013	Jan – May 2014
Fund Balance		Mont Borealis Spanish	\$3,600	\$3,600
Gaming Contributions	\$65,000	Mont Borealis Music	\$3,600	\$3,600
		Dance Seminar		\$600
Individual Donations	\$500	Art Specialist	\$1,000	
Fund Raising	\$1,500	Mont Borealis EI Aug-mentor		
Grant Projects	0	Mont Borealis AMP Aug-mentor	\$5,000	
MS Innisbrosk Fund Raiser	\$4,500	Web Site Development	\$5,000	\$1,500
	total \$71,500.00	Kindergarten Tuition Scholarships	\$5,000	\$5,000
		Mont Borealis Teacher Operations	\$2,250	\$2,250
		MB New Classroom Materials		
		JMS Fund Development Planner		
		AMI World Congress		
		AMI Refresher Course		\$2,500
		Montessori Borealis Site Council		\$2,000
		Elem Teacher Training (LaMascus)	\$10,000	
		AMP Teacher Training (Hartwell)	\$8800.00	
		A to I Training (Smith)	\$	
		Children's House Teacher Certification (Alvarez)		
		SEAFOM Admin (ins, tax prep, etc)	\$800	\$1,000
		Budget Reserve	\$7700	\$7700
		total	\$52,750.00	\$29,750.00

14. Future Meetings:

Monday, April 29th, 5:00pm AMP Classroom for 2013-2014 Budget Plan

Annual Business Meeting, June: Current date is set for June 11, but Mary Jane will be out of town. We will reconsider the time and location at the next meeting. .

APPROVED