

SEAFOM Board APPROVED Meeting Minutes

January 23, 2014 5:00pm-7:30pm Montessori Borealis Classroom

SEAFOM Board Members Present: Catherine Fritz (President), Stephanie Kohlhase (Secretary), Shauna Murray (Treasurer), Lupita Alvarez, Mary Jane Tenney, Annabel Rondeau, Lynette McNutt, Chris Trostel by Skype.

SEAFOM Members Present: Gretchen Pikul/Chuck Burnham (Site Council Liaisons), Corry Isabell, Joni Pico.

1. **Establish Quorum.** (Current Board = 9 members) Met.
2. **Approve DRAFT Minutes from September 30, 2013 Meeting:** Lynette moved to approve, Mary Jane seconded the motion. Approved without objection.
3. **Membership update:** Stephanie K. reported an updated membership of 64 members. Stephanie will send out an updated membership list to all board members.
4. **Treasurer's Report:**
 - a. Review of Adopted Budget and status of revenue/expenditures: Shauna presented two reports: A Profit and Loss Statement (Jan 2013- Present) and a Balance Sheet (as of Jan 23, 2014): She reported that 4TH quarter hidden treasures income has not been received and is not expected until late March. SEAFOM has not received the Farm to Table grant money and are wondering if the money is now going to the Juneau School District, instead. Lynette will follow up with Rebecca regarding the logistics of this grant.
 - b. Discussion regarding contracts and invoicing: Catherine and Shauna requesting more specific contracts indicating both working hours and salary. They reviewed the need for contracts for all teachers/specialists and also recommended that one staff member from MB needs to manage and organize the contracts and act as a liaison to the SEAFOM board. This liaison would also coordinate the retrieval of receipts for SEAFOM. Current contracts that need revision: Lupita is no longer working as Augmentor; the teachers are currently working to find someone to cover the remainder of Lupita's contract for the school year. Shauna and Catherine will close Lupita's contract; a new contract will be opened when the new person is selected. In addition, a contract is needed to fund Sandra West's employment for supplemental reading education. Catherine and Shauna will work on this.
5. **Discussed Draft Travel Reimbursement Policy:** Catherine presented the first draft of this policy and recommendations were given to simplify the form/language and to consider who might track this within the SEAFOM Board. A committee was developed to incorporate ideas/suggestions emailed by board members. Committee members will include Chris and Catherine. The Board will send comments to Catherine and Chris by 2/2/14.
6. **Future Board Officers and Review Draft of Board Position Descriptions:** Catherine presented a working draft of the Board Positions and requested further development and approval by the Executive Committee. Board members will comment via email to Catherine regarding their specific roles and any other recommendations for this document by 2/15/14. Executive Committee will then get together at the end of February for discussion/approval of this document. Once complete, this document will be posted onto the website and utilized in a board manual.
7. **Development of Policy on Teacher Training Scholarship Program.** A similar policy to travel reimbursement needs to be created as we would like to have another potential teacher in training

for the 2014-2015 school year. This will be discussed further at the Executive Committee session planned for the end of February.

- 8. Letter to School Board re: Public School Funding and teacher support:** Stephanie K. asking how SEAFOM could support the teachers in their union negotiations with the school district. Mary Jane updated SEAFOM that a tentative agreement has been recently met and a letter of support was not necessary at this time.
- 9. Update on Stacy LaMascus Training:** Mary Jane reported for Stacy that she is currently enrolled in the MAT program. Stacy is concerned that UAS has been overcharging her as an out of state resident and she is working to correct this. Mary Jane was asked to have Stacy email Shauna and Catherine regarding her status and to have her review her contract requirements to provide a report to the Board and a revised plan to complete her MAT.
- 10. Website Development Update www.seafom-friendsofmontessori.org :** Lupita needs a bio from all board members for the website. We are still trying to gain access to the former eScrip account to include on our website as well. Gretchen will ask Stephanie Allison to pass along information regarding eScrip to the site council and MB families, once the code is found. Any student photo release forms for website photos can be given to Lupita in Annabel's classroom.
- 11. Drake Renovation Planning Update.** Catherine and Mary Jane reporting.
Catherine reported that the process is moving forward and she is encouraging a public process for building planning. There is a possibility of the Marie Drake renovation being on the 2014 or 2015 ballot. This building has been on the district's priority list for several years. The city makes decisions as to what goes on the ballot and the school board advocates what the priority list will be. Kristin Garot will advocate for the Marie Drake Building Renovation with the school board. Ballot deadlines are due at the end of June although a funding application to the Department of Education is not due until September. SEAFOM recommends that the site councils (from both programs) begin communicating with the school board in support of the project and also request that representatives from the Marie Drake Building get involved in the planning process.
- 12. Report from Public Pre-School Ad Hoc Committee:** Lupita and Mary Jane reporting. Lupita and Mary Jane met with Glen Gelbrecht yesterday (1/22/14) to discuss opening the classroom in August 2014; he is supportive. The school district would only support kindergartners (financially), so 50% of a teaching salary will need to be provided by other funds to cover three and four year olds. The school district does not want to be charging families for tuition and requested that another body administer this program. The committee looked into HeadStart, the Preschool Grant, and SEAFOM as potential administrators. A suggestion was made, as those three programs are not truly sustainable, to allocate that administrative position to the current .4 FTE administrator, with a requested increase in the administrative FTE to 1.0 (SEAFOM or other grant funds could provide funds to the District to support the additional admin cost). This administrative role would require typical program management skills (recruitment, registration, lottery process, tuition collection, licensing, etc). Catherine also recommended that we incorporate the preschool expansion into the overall program expansion to 175 enrollment so as to become an independently funded school. Chuck also commenting that we need to be attentive to current legislative changes that may make becoming a charter school more feasible. SEAFOM wondering also what the current waitlist at JMS is for preschool applicants and asked the committee to get more information. Three main concerns evolved with this discussion: 1. Administrative logistics 2. Relationship with JMS 3. Increasing program numbers to 175. The committee plans to keep discussing and to incorporate input from JMS, all teachers, MB site council representation, and Kristin Garot (in addition to SEAFOM).

13. 2014-15 Funding Requests. Review Calendar and process.

Montessori Borealis teachers need to plan teacher recruiting and training for the next calendar year, in preparation for the SEAFOM budget meeting. All SEAFOM funding requests are due by April 1, 2014. Catherine will develop a form to use for funding requests. Montessori Borealis teachers are asked to work together to articulate the supplemental services and program needs, and to coordinate a single vision to make appropriate requests.

14. Request for new program funding (social worker). Parent and SEAFOM member Joni Gill discussed a letter she had sent to SEAFOM in November 2013 regarding her concerns about the lack of a social worker being available to Montessori Borealis. She cited the lack of counseling provided to this program as MB only gets .2FTE of a counselor's position. Teachers' state that there is no direct student interaction from the current counselor; she only coordinates IEP meeting and gathers paperwork. All present indicated that this is not a fair representation of what our school's needs are, even though everyone also understands that all schools feel that they do not get enough social service and nursing support. It was suggested that the site council keep up their advocacy for necessary services such as nursing and counseling. Another suggestion was made to research grant funding to support an additional counselor/social worker so that we can meet the holistic needs of child development. Joni was asked to continue researching possible funding resources to advocate for the MB program.

15. Next Meeting Scheduled: April 17th, 5pm AMP Classroom

APPROVED