

SEAFOM Board Meeting Agenda
Annual Membership Meeting
May 9th, 2015
Approved Minutes
3:30 pm – 5:25pm

SEAFOM Board Members Present: Stephanie Kohlhase (SK), Abe Levy (AL), Rebecca Stenson (RS), Lupita Alvarez (LA), Catherine Fritz (CF), Jeffrey Loftus (JL), & Cory Crossett (CC).

SEAFOM Board Members not present: Lynnette McNutt (LM) & Annabel Rondeau (AR).

Other members present: Callie Conerton (CCo), Mary Jane Tenney (MT), Shauna Murray (SM), Stacy Lamascus (SL), Rick Bellagh (RB), Doug Murray (DM), & Kristin Garot (KG).

1. **Establish Quorum of Membership:** quorum established.
2. **Review DRAFT minutes from April Budget Meeting:** LA moved to approve minutes. CC seconded. Minutes approved.
3. **Introduction of Board and review terms of office:** RS reviewed the current Board Member terms (2 years). The Board Members whose term is up for renewal are: SK, CF, LA, AR, & LM. AR previously had said that she would be fine to pass along her seat to a new board member. CF also said that she would be happy to give up her seat yet still be involved.
4. **Board Nominations from the Floor and Election of Board:** Members were invited to nominate themselves or their peers. CCo offered to join the board. She would have to be excused during discussions or decisions regarding her contract with SEAFOM for training. KG also offered to join the board. MT motioned to SEAFOM membership to approve the slate of candidates to the board: SK, LA, LM, KG, & CCo. CF seconded the motion. Membership approved unanimously.
5. **Membership update (CC/AR):** CC updated the membership list recently. He plans to include mention of SEAFOM and memberships at Montessori events in Juneau to enhance outreach. LA stated that she would like to make a donation of a membership for each new Children's House family that joins Montessori Borealis (MB) this year. KG said that she would like to do some alumni membership recruitment and fundraising. SK wants to have an established alumni association for both JMS and MB. CF agreed that that an alumni organization called the Fourth Plane would help strengthen the Montessori community in Juneau and focus to support Montessori students after highschool graduation (age 18-21). If this organization were to be created, eventually, JMS and SEAFOM could donate the remaining 2% of Hidden Treasures funding to this alumni

organization. It must be an established non-profit organization for three years before they could receive funding.

6. **Teacher Training Sponsorship Committee (CF):** CF reported that SEAFOM is currently sponsoring several teachers for Montessori training. The committee is working on making the process more systematic. The committee members include: Sharlyn Smith, CC, CF, and SK. SEAFOM applicants for the 2015-2016 budget year included four adolescent teachers and one elementary teacher. Two of the adolescent teachers are being considered for future years as they indicated that request in their applications. CF emphasized that, although SEAFOM provides scholarships for training, there is no guarantee that the teacher would be selected for employment by the school district. SEAFOM is interested in preparing interested teachers with credentials so that they could apply and be considered for a teaching position in Southeast Alaska. The committee is working on new, more detailed contract language for this upcoming year which clarifies contractual expectations and considers the circumstance if the teacher is not hired. The contracts also involve a time period of commitment to Montessori education in Southeast Alaska depending on the scholarship amount. The committee is trying to bring fairness to both parties and clarify language, and each contract will be written on a case-by-case basis. In general, training that is less than 10 thousand dollars would be a three year obligation, a 10 – 20 thousand dollar scholarship would be a five year obligation, and beyond 20 thousand would be a six year obligation. SK mentioned that Juneau Montessori School (JMS) is in need of a candidate to receive their Toddler training, which will most likely occur next year. Scholarships are available for both JMS and Montessori Borealis (MB) teachers. JL asked how recruitment works for interested teachers and recommended that graduates of the Masters of Arts and Teaching (MAT) program be contacted. CF responded that information is on the website, and she replies to anyone who expresses interest. She agreed working on recruitment would be a good avenue for SEAFOM. SK stated that she would inform Sharlyn Smith, JMS Executive Director, about the list of new grads that JL mentioned. MT said that arranging a classroom observation for interested teachers would be beneficial, since SEAFOM wants to support teachers who have knowledge of and hold an invested interest in Montessori education. LA emphasized that, while currently there are only Montessori schools in Juneau, SEAFOM is an organization that supports Montessori education throughout Southeast Alaska, and if candidates were interested in starting a Montessori program in another place in Southeast Alaska, SEAFOM could support that.
7. Opportunity for sponsorship recipients to speak:
 - A. Rick Bellagh- Informed the membership about his year away at school and the joy he received while working in the classroom recently, helping students prep for their Ancestry Projects.
 - B. Callie Conerton- Reported her enthusiasm about her upcoming Summer schooling, (and two subsequent summers). Her program is located in Spokane, Washington.
 - C. Stacy Lamascus- Updated the membership on her continued teacher training path. She is currently AMI certified and is working diligently to complete her master's degree. Stacy also reported that she has learned a great deal about education along the way and is happy to speak to future, interested applicants about her knowledge gained.

8. Catherine Fritz Kindergarten Scholarship Committee (SM): SM said that applications aren't due until June 1st and that no applications have been received yet. The Scholarship Committee is: SK, CCo, & SM. They will meet in early June. Applications will be mailed to the SEAFOM post office box. Kindergarten scholarships require that families apply for MB in first grade if they accept scholarships. SK asked if that could be clarified in the scholarship form.

9. Treasurer's Report

- a. **Finance Committee:** The finance committee met in April to review the proposed budget, and documents have been provided for the board. The committee includes: AL, SK, AR, LA, and RS.
- b. **Current revenues vs. expenditures (2014-2015):** AL reviewed the revenues vs. expenditures and reported. He reported that SEAFOM is currently under budget. The major items still to be spent include: MB Children's House materials and administration. LA said that the receipts for materials are on their way. CF reminded the membership that assets must be inventoried when received. MT said she plans to attend the AMI summer conference course and use the remainder of the professional development funding. The deadline for budget expenditures is May 31st, 2015. LA brought forward a proposal from the previous board meeting to ask if the \$10,000 set aside for MB Children's House administration could be used for materials. At the previous meeting, the board did not act because any budget changes over \$3000 must be decided with membership approval. It was agreed that the issue could be discussed again at this membership meeting. SM recommended that, instead of adjusting the current-year budget, next year's budget should be adjusted with an increase in MB Children's House materials budget by \$10,000. LA expressed concern that if the amount is added to next year's budget, then materials could not be purchased until after June 1st when the budget goes into effect. She recommended amending the current budget. DM asked about the cost of outfitting a classroom. LA said that \$30,000 is needed to outfit a new classroom with materials. SEAFOM is still waiting to hear if a grant from the Rasmuson Foundation is approved, yet this is only for furniture, not materials. CCo made a motion to reallocate funding in the amount of \$10,000 from Children's House Administration to Children's House Materials. MT seconded. Unanimous approval from membership present.
- c. **Budget review and approval (2015-2016):** AL reviewed the proposed 2015-2016 budget. Toddler teacher training was dropped from this budget because no candidates are available to attend training this year. Other adjustments included moving expenses from one half of the year to the other. AL said one AMP teacher training may be in flux, depending on admittance to training. Kindergarten scholarships were increased to \$20,000 to minimize hardship for JMS with the MB expansion next year. KG reported that all nine Kindergarten spots are currently filled. It is unknown if any are JMS students at this time. SK emphasized that everyone is encouraging JMS families to stay at JMS for the students' benefit of remaining in the same classroom for three years. CCo

reported on payment amounts and times for the elementary training, and the proposed budget was adjusted to meet the needs of the payment schedule. CF proposed new line item for MB Children's House Furniture & Equipment for \$25,000, which is the Rasmuson Grant previously discussed. AL noted that this is contingent on receiving the grant. AL said that "Innisbrook" was rolled into the "Fundraising" line item. RS recommended adding a line item for "Juneau Grown" for the MB adolescent student's fundraising. CF asked about the musical instruments item. MT said that MB is pursuing participation in the JAMM program, and this funding would go towards that program, and if that does not occur, then musical instruments are needed for MB. CF reminded again about inventorying assets. A discussion ensued about why materials are owned by SEAFOM rather than donated to the Juneau School District. Historically, SEAFOM owned materials due to a lack of confidence in the district continuing to support MB and the historical prevalence of moving the program. KG said that donating items to the district may be something to consider in the future when MB becomes its own school. CCo abstained from voting on the budget due to a conflict of interest. JL motioned to approve the budget. LA seconded the budget. Unanimous approval. The approved 2015-2016 SEAFOM Budget is attached to these minutes.

9. Program Overviews:

a. Juneau Montessori School (JMS): SK reported that JMS hired a new Executive Director. The fence project is moving along. JMS is still in need of a toddler teacher, and she thanked volunteers for pansy sale support.

b. Montessori Borealis (MB): KG reported that MB will have two new classrooms starting in the fall, an elementary grades 1-4 class and a Children's House. It will expand eventually into another 4-6 class. MT reported that MB now has a monthly newsletter called the Montessori Minute. CF asked how many students have been placed in the program so far. KG said that they are wrapping up first round of the placement process. They have filled up most preschool & all kindergarten spots. There are still first grade spots being held for diversity candidates. There are also a few openings at 2nd, 3rd, and 7th grades. KG reported that she recently attended a conference called "Montessori in the Public Sector" that was helpful to her as an administrator of a public Montessori program.

10. Set Goals for the year: SK read the goals from the previous year. The board drafted new goals: 1) Support teacher training and continuing education for Montessori educators in Southeast Alaska, 2) Continued support of MB school specialists to augment the school district's financial limitations, 3) Support the three-year expansion of MB, 4) support JMS with kindergarten scholarships, 5) Work to develop an alumni association. These draft goals will be refined at the next board meeting.

Next Meeting Scheduled: August 18 at 5:30PM at the MB classroom.

Attachments: SEAFOM 2015-2016 Approved Budget