

SEAFOM Board Meeting
March 15, 2016
5:05 - 6:20PM
Montessori Borealis Adolescent Classroom
Approved Minutes

SEAFOM Board Members Present: Jeffrey Lofthus (JL), Callie Conerton (CCo), Rebecca Stenson (RS), Stephanie Kohlhase (SK), Abe Levy (AL), Cory Crossett (CC), Lynnette McNutt (LM), and Kristin Garot (KG).

SEAFOM Board Members not present: Lupita Alvarez (LA)

Other Members Present: Cecil McNutt (CM) & Geoffrey Kirsch (GK), Mary Jane Tenney (MJT)

1. **Establish Quorum:** Quorum Established
2. **Review Draft Minutes from December 15, 2015 Board Meeting (RS):** AL moves to approve minutes. JL seconded. Minutes approved.
3. **Membership Update (CC):** There are currently 58 members. He is caught up with entering memberships and will continue to add more as he gets them and promote SEAFOM at Montessori events.
4. **Program Liaison Updates**
 - a. **Montessori Borealis Site Council:** CM, Montessori Borealis (MB) Site Council President reported. The next meeting is to be held the following Thursday at 5:15. The agenda is posted on the Montessori Borealis website. They are looking for more parent volunteers to be on the board. This year, the Site Council sold Sentinel Coffee this year as a fundraiser to replace the Innisbrook wrapping paper fundraiser. This year, they sold over 500 lbs. of coffee for a total of \$3600. The goal is to double that amount next year. They are interested in setting up an online ordering method since collecting payment was a challenge this year, and they are interested in coordinating with SEAFOM to use SEAFOM's Pay Pal account. AL said that the Juneau Montessori School (JMS) pansy sales have used the Pay Pal account in the past. LA is knowledgeable about that. The Board was fine with the idea. CM will communicate with LA about setting that up before next fall, perhaps creating a fundraising link on the SEAFOM website. GK mentioned that JMS has a couple contacts for web development if needed.
 - b. **Juneau Montessori School (GK):**
 - i. **Outdoor Classroom:** The site survey and plans have been gathered. GK presented plans for review by the SEAFOM Board. The project requires a retaining wall, stairs, regrading, fencing, and terracing. They have received permission from the city. Chris Myrtle, from Corvus Design, is the project manager. They are requesting bids for the project, which includes the fence and regrading and licensing approval is needed for the terracing. By the end of this year, they will have the fence, grading, and entrance complete. There will be space for all children to be outside at the same time. The playground is in dire needs for updating. In this year's funding request to SEAFOM, the funding needs are explained.
 - ii. **Biennial Accreditation:** JMS just finished their biennial accreditation for licensing, which will last for two years.

- iii. **Enrollment:** The Primary enrollment is down. There is a long toddler room list, so JMS is thinking of opening up a new toddler room, yet not in the immediate plans. They are exploring the option of opening up a summer program, which would be a Montessori summer camp for Kindergarteners going into 1st grade. There is a big demand for that, yet they are still in the process of figuring it out.
- iv. **Pansy sale:** JMS is interested in doing the pansy sale again, yet they need help coordinating. SK said she could help. Cindy at Glacier Gardens has been the primary contact. GK will work on that.
- v. **Kindergarten Scholarships:** JMS will know the Kindergarten enrollment within the next week, which will help with budget planning for SEAFOM Kindergarten scholarships. Current estimate is six children.

5. Treasurer's Report (AL)

- a. **Budget vs. Expenses:** There is nothing unexpected to report. There is less augmentor time billed than expected. All the required money for gaming was spent last year (2015).
- b. **Rasmusen Grant Update:** AL reported that half of the grant will be spent soon. The rest needs to be spent by August of this year. SK sent Rasmusen a letter recently with the MB newsletters so Rasmusen has a sense of the Children's House.
- c. **Hidden Treasures Updates (SK):** SK reported that SEAFOM is following the legislature and the city proceedings to monitor if anything arises that could impact funding through Hidden Treasures. Nothing is happening now, yet she reached out to members to gather a group who is ready in case. AL says the three major concerns would be an increase to the city sales tax, the state sales tax, or the passing of electronic gaming. If that happens, a group will get together to write letters. SK also reported that there is currently a state audit with Hidden Treasures account. Dave Sanden, Hidden Treasures manager, is cooperating and doesn't expect any problems, yet this is the first time they have been audited in 20 years. They are also moving towards electronic reporting, which Dave Sanden will continue to complete for Hidden Treasures.
- d. **Accountant Need (AL/SK):** AL announced he is moving to go to grad school and the SEAFOM Treasurer/Accountant needs to be replaced. AL & SK met with group who would do bookkeeping for free yet charge \$10 per check, a small, local organization. They recommend hiring an accountant is something to consider. It is also nice to separate the accountant from teacher or parent. SEAFOM would still need a Treasurer, yet it would be a lot less work for that person. SK & AL will meet with more possible accountant options and report at next meeting. GK will pass on contact info of JMS accountant. The board was supportive about the idea of hiring an accountant.

6. Committee Reports/Updates/Proposed Meeting Times

- a. **Finance: AL, LA, SK, RS:** Finance Committee meeting needs to be set up to review budget requests. Meeting set for Friday, April 1 at 4PM in the AMP classroom.
- b. **Catherine Fritz Scholarship: CC, SM, BB, SK.** The committee updated Kindergarten applications, which are on website. GK will make sure that those are available for Kindergarten students at their upcoming meeting.
- c. **Alumni Association: LA, CF, SM, LM.** No reports.
- d. **Membership/Nominating Chair: CC, CCo.** They will need to think about Treasurer Candidates. Also, SEAFOM president will be up for nomination this year. It is a two year commitment.
- e. **Website Coordinators: LA & RS.** LA did work updating forms over the last couple of months.

f. Teacher Training Sponsorship Committee: CF, JL, SK: There were no applicants this year. SK recommended the possibility of setting aside a lump sum in case an applicant need arises. JL reported that there will be 1-2 student teachers in Montessori next school year.

7. Montessori Assistant Training (SK): Juneau now has six newly trained Montessori Assistants: Courtney White, Catherine Waxenfelter, Tony Don, Leslie Wagner, Cindy Walsh, & Mark Sebastian. KG hopes this training can be offered again in a couple of years.

8. Overview of 2016-2017 Funding requests

a. MB: The request is similar to this past year.

i. Ongoing Contracts: See Funding Request sheet.

ii. Classroom needs:

1. Elementary Classroom Supplies Materials Refill, with preference to make purchases in early June if possible.

2. \$35,000 for the future new Elementary classroom.

iii. Professional Development:

1. Funding is added this year for the Special Education Teacher and Music Teacher to receive training. It was discussed that more funding could possibly be added to allow for more teachers to attend the Refresher Course, possibly increasing the request from \$8,000 to \$15,000.

b. JMS:

i. Fence

ii. Kindergarten Scholarships.

9. Future Meetings/Deadlines:

a. April Budget Meeting: April 5, 2016, 5:00 AMP Classroom.

b. June Membership Meeting: June 6th Monday, possibly LM's House.