

Southeast Alaska Friends of Montessori

September 10, 2014 5:00 – 6:30pm, Montessori Borealis Classroom

APPROVED Meeting Minutes

SEAFOM Board Members Present: Cory Crosssett (CC), Lupita Alvarez (LA) Stephanie Kohlhase (SK), Rebecca Hartwell (RH), Abe Levy (AL), Lynnette McNutt (LM) (phone), Catherine Fritz (CF) (phone).

SEAFOM Members Present: Shauna Murray (SM), Matt Dusenberry (MD).

1. Establish Quorum (current board = 9 members): Quorum established.

2. Review Minutes from June 8, 2014 Meeting: RH made a motion to approve minutes. LA seconded the motion.

3. Membership update: CC reported that there were more memberships that were collected at the parent meetings. He would gather the money and the forms and update the spreadsheet provided by SK.

4. SEAFOM Liaisons Updates:

Site Council: No representatives were present from the Site Council at the meeting. SK agreed to touch base with Site Council to determine if a representative had been identified.

Juneau Montessori School (JMS): No representatives were present from JMS at the meeting. SK will call JMS to inquire about a representative.

5. Treasurer's Report:

a. Review expenses vs. revenue: SM compiled a profit & Loss from June 1st to present (see Attachment A). SEAFOM received the second quarter gaming funding for the year. Kindergarten scholarships were recently distributed, and SEAFOM received one more request. One item on the budget was fence construction for JMS, the timing and plan for which needs to be communicated. SK will follow up with JMS about the fence.

b. Discussion of unused budget funds: Unused budgeted funds included: \$8000 from Schwartz AMP Training and \$10,000 administrative considerations for the proposed Montessori Borealis Children's House. Four funding requests were submitted to the Board for consideration, which are presented below. SK clarified SEAFOM by-laws for allocating funding for non-budgeted items. According to SEAFOM by-laws, SEAFOM cannot allocate more than \$3,000 per funding request for non-budgeted items without membership approval. The SEAFOM Executive Committee could allocate up to \$1000 without full Board approval. SM added that the line item category also matters when re-allocating budgeted funding. If a line item lists "Teacher Training," then that budgeted amount must be spent within that category, even if the original budgeted intent has changed.

c. Discussion of additional funding requests:

1. PE equipment support: A funding request was submitted by MD to request P.E. equipment. MD explained that the equipment needed included safety items, such foam hockey sticks to replace plastic, as well as other needed items that had been lost, such as scooters. MD said the Juneau School District (JSD) was approached for funding of this equipment through Montessori Borealis Principal Kristin Garot, and was informed that supplying this equipment would not be possible under the current budget. The funding request did not include shipping costs. The total proposed amount with shipping would be \$2600. Recognizing the other funding requests to be discussed, LM inquired about priorities for SEAFOM funding requests, whether priorities should be human support or materials. AL commented that the equipment fell within the already budget line item of "Children's House Materials," since it is materials that will be used by all Montessori Borealis. LA made a motion to approve \$2600

for P.E. equipment from the budgeted Children's House materials. AL seconded the approval. The Board voted unanimously in support of the motion.

2. Supplement PE instructor's hours: A second proposal was submitted by RH requesting an expansion of the Montessori Borealis P.E. Teacher Matt Dusenberry's hours by 1.5 per week to offer two additional 45-minute P.E. classes to Adolescent Montessori Program (AMP) students. The total requested was \$2784. The reasoning for this expansion is to reduce the class size from 40 students to 20 per class, which would allow for safer and more effective P.E. instruction as well as minimize recess conflicts by reducing the number of AMP students on the playground at one time. SK asked if the JSD had been approached with this request. RH responded that it had been discussed with Montessori Borealis Principal Kristin Garot, yet it was determined that it would be highly unlikely that the JSD would fund this request due to the type of position (.5) and currently allotted P.E. time.

A lengthy discussion ensued regarding SEAFOM contracted employees and consistency in pay. CF raised the issue of perceived fairness regarding rate of pay to contracted employees, since this request based wages on the current teacher wages with the JSD, while other contracted employees, including certified teachers, received less. SK agreed with CF on this concern. MD commented that even within the JSD, teacher's rates vary depending on years of service and education. RH & SM commented that contracts appear to differ between offering a contract to a certified teacher to expand his/her hours and a contract for a position that would support the primary teacher's instruction, such as the Augmentor contract. LM & CC asked about determining a set pay schedule for contracted pay based on certification to provide consistency. AL & CF raised the concern that the purpose of SEAFOM is to support Montessori education with materials and human resources to support classroom teachers, rather than paying certified teacher salaries. CC asked about lump sum contracts vs. specific hourly wage contracts. CF also raised the question about whether original funding requests should be considered before current requests when re-allocating the budget, or should more time be allowed for those who were not aware that re-allocating part of the budget was possible to submit requests. *(CF left the meeting at this time)*. MD said he would be willing to reconsider the wage on the proposal to reflect his hourly wage without benefits. More time was needed to determine this calculation. Due to this and other concerns mentioned above, SK proposed to table this request. ***A Special Board Meeting was scheduled to reconsider this and other funding requests on Wednesday, October 1st, 2014 at 5:00pm in the AMP classroom.***

3. Creative Expression Class Financial Support: This funding proposal requested SEAFOM to support the AMP Creative Expressions class by hiring a contracted Creative Expressions teacher for each quarter. This class is usually taught by the Augmentor, yet because the current Augmentor is also the Montessori Borealis Music Teacher, the Augmentor is already committed at this time, thus AMP has a need to find an additional Creative Expressions teacher. The total requested amount is \$2240. This request was also tabled until the October 1st meeting.

4. Site council asking that we provide their full request due to Children's House postponement: Montessori Borealis Site Council requested \$500 to match their initial request of \$1300, since Children's House will not go into effect this year. SK stated that although the Children's House will not be initiated in this school year, we still plan to go ahead and purchase material in the spring to initiate classroom set up. In addition, enrollment advertising fees were calculated by teaching staff at the budget meeting and felt that \$800.00 would cover those fees. The effort from site council for community building is appreciated yet our SEAFOM priorities remain teacher training and classroom support in this large request year. CM mentioned that it would be helpful if Site Council could provide specific requests with items needed rather than a lump sum. This would help SEAFOM determine how the funding will be spent and if it is needed. This request was also tabled until the Special Board Meeting on October 1st.

d. Kindergarten Scholarship update: SM reported that eight Kindergarten students were currently receiving scholarships through SEAFOM. One more Kindergarten scholarship request was recently received. SEAFOM budgeted \$14,000 for Kindergarten scholarships and \$500 was not allocated. The scholarship committee planned to meet separately to discuss

the new application and LA agreed to join this discussion due to another committee member's conflict of interest. *(SM left the meeting).*

6. Contracts for the school year (Music, Spanish, Artist in the Schools, Augmentor): No contracts had been signed at this time. SK and CF are working to prepare the contracts.

7. Website www.seafom-friendsofmontessori.org update: LA requested SEAFOM Board members submit bios for the website.

8. Children's House update: LA indicated that a School Board Work session was scheduled for September 17th to work towards resolving questions and concerns about the Montessori Borealis Children's House proposal and to move ahead with planning.

9. Other project updates-

State of Alaska Gaming Test and Quarterly update to reflect changes to members in charge: SK and AL were preparing to take the State of Alaska gaming test to become the new members in charge. LA requested SEAFOM discuss gaming as an agenda item for the next regular board meeting to clarify SEAFOM involvement for members. LA agreed to prepare a presentation for that agenda item.

Board Duties Document: Board Duties were previously sent to all Board Members to analyze and edit. SK moved to adopt the Board Duties document. RH seconded the motion. Board voted to adopt the document unanimously.

Innisbrook Fundraiser- Innisbrook Fundraiser is managed by Montessori Borealis Site Council. There were nine more days of the fundraiser at the time of the meeting.

Travel Reimbursement Policy/Form: The SEAFOM Travel Reimbursement Policy/Form was previously distributed to Board Members for review. LA requested that a sentence be added upfront that specified the expenses covered in the policy. LA agreed to compose and submit that sentence to CF so that it can be added to the proposal. This policy would be readdressed at the next regularly scheduled board meeting on December 3rd.

JMS fence: SEAFOM had budgeted for spending on a fence for JMS. There was no update on this project at the time of the meeting.

10. Next Regular Meeting: *December 3rd, 5:00pm Montessori Borealis Classroom; however, a Special Board Meeting is scheduled for October 1st at 5:00pm in the AMP classrooms to continue the discussion of additional funding requests.*

Attachments:

A. SEAFOM Profit & Loss June 1 – Sept. 10, 2014

B. Board Duties Document