

Annual SEAFOM Membership Meeting

Approved Minutes

Monday June 6, 2016

Mendenhall Library Conference Room 5:38PM – 6:40PM

1. **Establish Quorum:** Quorum established
2. **Board Members Present:** Abe Levy (AL), Stephanie Kohlhase (SK), Rebecca Stenson (RS), Kristin Garot (KG), Lupita Alvarez (LA), Callie Conerton (CCo), Cory Crossett (CC), and Lynnette McNutt (LM).
3. **Board members not present:** Jeffrey Lofthus (JL)
4. **Other Members Present:** Sandy West (SW), Stephanie Helf (SH), Mary Jane Tenney (MJT), Bridget Braley (BB), Suella Davis (SD), Gretchen Pikul (GP), and Catherine Fritz (CF).
5. **Review Draft Minutes from April 5, 2016 Board Meeting (RS):** CCo Moved to adopt the minutes. BB seconded. Minutes approved.
6. **Membership Update (CC):** He is up to speed on membership updates in the form of a Google document.
7. **SEAFOM year in Review (SK):** A new Children's House was started at Montessori Borealis (MB). A new primary classroom (1-4th grade) was started at MB. Classroom materials and furniture were provided by SEAFOM for both classrooms. A Rasmuson Grant for \$12,500 was provided to assist with the new MB Children's House. Foundation for End of Life Care was added as a third permittee. Six Juneau Montessori School (JMS) Kindergarten scholarships were awarded for this school year. SEAFOM contracted with several consultants to provide supplemental instruction at MB (music teacher Amy Bibb for before and after school clubs, AMP Spanish teacher Alison Talley, AMP Microeconomy and Creative Expressions teacher Sam Walker, an elementary augmentor which started out as Lynnette McNutt and transitioned into Margo Greany, two other AMP Creative Expressions teachers: Film-maker and theater with Patricia Kalbrener and Theater Skills with Thomas Schoffler. MK MacNaughton was contracted as the teaching artist for the Artist in the Schools Program, creating giant puppets with students). Juneau Montessori Association was founded to grow into a third permittee. Trainer Sharlyn Smith was hired to train six teaching assistants from both JMS and MB. SEAFOM committed partial funding to the new outdoor education space at JMS. Two teachers were sent through the AMP training last summer, and one teacher will be beginning the second summer of her three summer training.

SEAFOM helped purchase new musical instruments for MB and supported an existing elementary class with new shelving.

8. Treasurer's Report:

- a. **Budget vs. Expenses (AL):** SEAFOM spent less last year than was budgeted because the remodel for Marie Drake did not occur. Also, the spending on augmentors was significantly less because LM moved out of augmentor position to become a long-term substitute. The revenue was above what was expected. Some recommended changes to the budget have been made since the last meeting, as follows:
 1. Increase Spanish teacher funding to \$11,000 since this position will be a Juneau School District (JSD) grant funded position next year, which also includes taxes.
 2. Increase materials for the new classroom from \$10,000 to \$15,000.
 3. Add a new category for portable classroom sinks which have an estimated cost of \$10,000. MJ said that since the Marie Drake renovation is not happening in the foreseeable future, portable sinks will help students to be more self-sufficient in the classroom and minimize distractions. KG added that, in the past, classrooms were able to share sinks, yet most of the classrooms next year are being adjusted which makes sharing more difficult. JSD will not cover this expense.
 4. The elementary augmentor position increased by \$4000 to ensure that MB has enough literacy support.
 5. An additional \$350 was needed for teacher training for CCo. CF asked whether any additional funds were set aside for teacher training for the fall of 2017 to cover early application fees for next year's potential candidates. AL said SEAFOM needs to spend a certain amount by January. He said it wouldn't hurt to add that in there. CF recommended that \$10,000 be put towards teacher training, which would also cover the \$350 needed for CCo.
- b. **Rasmusen Grant Update (SK):** We have spent \$11,361 of the \$12,500 grant. That all must be spent by Aug. 31st, so remaining was moved to this year's budget.
- c. **Hidden Treasures Updates (SK):** Dave Sanden recommended to SK that SEAFOM utilize a debit card for direct purchases, rather than reimburse individuals, when possible. AL leaves Juneau on July 21st. It is best if all orders can be placed in June.
- d. **Accountant Update (AL):** There was discussion of hiring an accountant for the treasurer position. While this can still happen, it is ideal to find someone now who is interested in serving as treasurer for SEAFOM.
- e. **Budget Approval for the 2016-2017 School Year:** MJ moved to approve the budget as amended with the above five changes. CF seconded. Unanimous approval.

9. **Leadership Options (SK):** SK brought up the idea of SEAFOM hiring an Executive Director in subsequent years to help with the management of the organization. This would be a part-time position, about 10-12K per year. CF explained that SEAFOM's involvement in teacher trainings and materials purchasing has increased now with additional funding, and the organization has matured and changed. She worries that it is too much for volunteers. If the board is interested, then it can look into hiring an executive director, someone who is invested in Montessori. The board could decide roles and then find the ideal person, (retired, alumni, parent etc.). Next meeting this will be discussed more, and a committee needs to be formed.

10. Committee Reports/Updates/Proposed Meeting Times:

- a. **Finance (AL, LA, SK, & RS):** Materials were ordered for the shelving with the interim funding request. MJ has two tracking numbers. KG asked to get the list of orders.
- b. **Catherine Fritz Scholarship (CC, BB, SK):** The committee received one request from JMS by the due date of 6/1/2016. SK will contact JMS to inquire if any other applicants are expected.
- c. **Alumni Association (LA, CF, SM, LM):** The committee needs to contact Juneau Alumni Association to determine the next step.
- d. **Membership/Nominating Chair (CC, & CCo):** Board Members whose seats are retiring include: CC, RS, AL, and JL. The board needs a minimum of five directors and a maximum of nine. MJT, GP, BB, SD are interested. CC moves to bring the four to the board. CCo offered a second. Unanimous approval. MJT said she would take on membership chair.
- e. **Website Coordinators: (LA, RS):** no report
- f. **Teacher Training Sponsorship Committee (CF, JL, SK):** No report.

11. Program Liaison Updates

- a. **Montessori Borealis Site Council (KG):** LM was hired as an elementary teacher at MB. They are also searching to hire a second elementary teacher. They have advertised the position on AMI and NAMTA websites.
- b. **Juneau Montessori School:** In need of a Director.

12. Draft Goals for upcoming year:

- a. Continue support of MB with potential teacher training, the 1-5th grade classroom expansion, the development of a 4-6th grade classroom for the 2017-2018 school year, supplemental contractors, and AMI consultant to work towards the long term goal of AMI accreditation.
- b. Continue support of JMS with potential teacher training, kindergarten scholarships, and with outdoor education space.
- c. Reach out to Metlaktala Montessori Program to determine their needs. (LA will follow-up to make sure the program is happening).

- d. Maintain and continue to update SEAFOM website and information, adding teacher testimonials and pictures.

13. Future Meetings/Deadlines: Next Meeting: August 14th Sunday, 4:00pm-6:00pm. AMP classroom.