

**SEAFOM Board APPROVED Meeting Minutes**  
April 17, 2014 5:00pm-8:20pm Montessori Borealis Classroom

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

**SEAFOM Members Present:** Geoff Kirsh (JMS Liaison), John Bush, Gretchen Pikul (Site Council Liaison), Stephanie Allison, Joni Pico, Rebecca Hartwell, Kristin Garot (MB Principal), Cory Crossett

1. **Establish Quorum.** (Current Board = 9 members): Met
2. **Approve DRAFT Minutes from January 23, 2014 Meeting:** Mary Jane moved to approve, Shauna seconded the motion. Minutes approved without objection and will be forwarded to the membership via email.
3. **Membership update:** Stephanie K. reported no change in membership over the last three months.
4. **Treasurer's Report:**
  - a. Review of Adopted Budget and status of revenue/expenditures:
    - 1. Shauna presented a document titled 2013-2014 Budget that utilized a table with four columns. Columns demonstrated the actual budget, money paid to date, remaining balance and potential carryover into next year.
    - 2. Shauna presented the Profit and Loss Spreadsheet. Total income from June 1, 2013 to present was \$91,666.50. Expenses from June 1, 2013 to presents were \$54,388.25.
  - b. Contract update: Catherine and Shauna reported that all SEAFOM contracts for the 2013-2014 school year were in.
5. **Pansy Sale Update:** Lupita reported that the sale is scheduled for May 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> but we may not purchase on-line with paypal. Orders can be placed on-line, but payment will be due when flowers are picked up. Orders are due in by May 1<sup>st</sup>, 2014. Stephanie K. will coordinate sales at Montessori Borealis events this month and next with the current JMS office administrator.
6. **Catherine Fritz SEAFOM Scholarship for Montessori Education Update:** Stephanie K reported that an updated application is ready and will be distributed to JMS tomorrow to support families committed to the Kindergarten year. A copy will also be available on the SEAFOM website.
7. **Policy Development:**
  - a. SEAFOM Reimbursement Forms are now available on the SEAFOM website for teachers to use.
  - b. Funding Request Forms are also available on SEAFOM website and were utilized this year.
  - c. Review Draft Board Positions: Stephanie K. is working on this. A recent version was recently sent to the SEAFOM Board and Stephanie requested board members review and make suggestions prior to the next meeting so that the document can be approved.
  - d. Travel Reimbursement Policy: Catherine reported that she is working on this and would like to have a document ready for approval at the next meeting.
8. **Website Development Update** [www.seafom-friendsofmontessori.org](http://www.seafom-friendsofmontessori.org) : Lupita stated a need for program liaisons to share information with her for the website (JMS, MB, SEAFOM).

- a. eScrip account is active and updated on our website. No one has yet volunteered to promote this from the site council. Gretchen clarified that there are no benefits from using a credit card. Purchases must be made with checks, cash or debit cards.
- b. Requests were made to the MB Site Council to begin Fred Meyer Cash Back Program for posting onto the website as well. Gretchen agreed to work on this.

7. **Drake Renovation Planning Update.** Catherine, Mary Jane. Kristin reported that the renovation is somewhat stalled due to language in the paperwork. The committee is waiting for changes to be made. The Juneau School Board is supportive of renovating Marie Drake as a priority since it was built in the 1960s.

8. **Report from Public Children's House Ad Hoc Committee:** Lupita, Mary Jane. Lupita reported that the final proposal has been presented to the Superintendent and we are waiting to hear when the special school board meeting will be scheduled to discuss this. A community meeting occurred between JMS, Montessori Borealis, and SEAFOM on Monday, April 7, 2014 to discuss pros/cons and ways to mitigate any negative impact. Lupita fielded several questions from SEAFOM members regarding the current proposal. Parent John Bush remains concerned that JMS will feel financial hardship.

9. **Calendar Review**

- a. Annual Membership Meeting- Scheduled for May 4<sup>th</sup>, 2014 to accommodate immediate need for financial requests. This will occur at Mary Jane's home at 3:00pm. 9363 N. Douglas Hwy.
- b. Announcement of School Events-
  - 1. JMS: Kindergarten graduation is June 30<sup>th</sup>, Pansy Sale is underway.
  - 2. MB: 4<sup>th</sup> grade swimming program occurring now, School potluck and concert is April 24<sup>th</sup>, Montessori Family Camp at Echo Ranch is April 25-27<sup>th</sup>, Bioblitz where UAS takes all the 4<sup>th</sup> and 5<sup>th</sup> graders for a hands-on day of science is May 1<sup>st</sup>, 6<sup>th</sup> grade Ancestor Project is also May 1<sup>st</sup>, Beach Day to North Douglas is May 2<sup>nd</sup>, Upper El Play May 15<sup>th</sup>, Passage Ceremony is May 28<sup>th</sup>.
  - 3. AMP: Odyssey to Skagway is May 19-23<sup>rd</sup>, AMP play is May 8<sup>th</sup> & 9<sup>th</sup>.

10. **2014-15 Funding Requests.**

- a. Overview of teacher training requests. Catherine presented a list of requests & a lengthy discussion of requests ensued. Dayna commented that two AMP trained teachers is not necessary but it would add flexibility to the program and perhaps one applicant could be in charge of micro-economy. Parents Joni and Stephanie A. were concerned that SEAFOM is promising jobs prior to being hired by the school district. Board members reinforced that SEAFOM is not hiring candidates or promising jobs, but simply funding requests for teacher training. Kristin Garot will be making hiring decisions later in the year. Lupita recognized that SEAFOM could support a general "AMP training" but not attach a name until a candidate was hired by the school district. **Stephanie K. proposed that a general AMP Training Fund be included without names attached to minimize any confusion or assumptions that a job is secured.** Lupita seconded the motion. 5 approve, 1 reject. Teachers stated that training for AMP teachers would be useful and they would like to see all requests granted to create depth in the program. Joni asking about university student recruitment. Corry reported that he does a Montessori presentation three times per year to students in the University of Alaska teaching program, in hopes of recruitment. This has been successful.
- b. Overview of program support requests. Dayna reported that the most immediate program needs are an AMP teacher and a Children's House Teacher with classroom materials for the 2014-2015 School Year. At least one lower elementary level teacher will be needed in the 2015-2016 school year (for a 1<sup>st</sup>-6<sup>th</sup> grade classroom). A second elementary teacher will be added in the 2016-2017 year after the initial class is big enough to split into upper and lower classrooms.
- c. Overview of expected available budget and status of review.



**PROPOSED BUDGET: June 2014 - May 2015**

INCOME		EXPENSES	RECOMMENDED FUNDING		
			June- Dec 2014	Jan – May 2015	total
Budget Reserve	\$60,000	Mont Borealis Spanish	\$3,600	\$3,600	\$7,200
Gaming Contributions	\$100,000	Mont Borealis Music	\$3,600	\$3,600	\$7,200
Innisbrook Fundraiser	\$4,500	Artist in the School Match	\$1,250		\$1,250
Individual Donations	\$500	Mont Borealis Aug-mentor	\$4,500	\$4,500	\$9,000
Fund Raising	\$1,500	Children's House Materials	\$18,000		\$18,000
Prior Year Obligations	<b>(\$7,500)</b>	Children's House Administration	\$5,000	\$5,000	\$10,000
	<b>\$159,000.00</b>	JMS Kinder Tuition Scholarships	\$7,000	\$7,000	\$14,000
		JMS fence- w/\$7000 Matching JMS	\$7,000		\$7,000
		Mb Teacher Operations/Innisbrook	\$2,250	\$2,250	\$4,500
		AMI Refresher Course	\$2,250		\$2,250
		MB Site Council/AMP Recruitment		\$800	\$800
		Elem Training (McNutt)	\$12,500	\$12,500	\$25,000
		Elem Training (Bellagh)	\$7,500	\$7,500	\$15,000
		AMP Teacher Training (Heeter)	\$8,000		\$8,000
		AMP Training (Schwartz)	\$8,000		\$8,000
		Elem MAT Program (Alvarez)	\$5,000		\$5,000
		SEAFOM Admin (ins, tax prep, etc)		\$1,800	\$1,800
		A To I Training (Smith)	\$1,400		\$1,400
		Budget Reserve			\$13,600
		total	<b>\$96,850</b>	<b>\$48,550</b>	\$159,000

**12. Next Meeting Scheduled:** **Annual Membership Meeting** :Sunday, May 4, 2014. 3:00pm  
9363 N. Douglas Hwy (Mary Jane's house)