

SEAFOM Board DRAFT Meeting Minutes

June 8, 2014 4:00pm-6:25pm Murray & Associates Conference Room

Prior to start of meeting: Sort and cull old SEAFOM records. 4pm-5pm

SEAFOM Board Members Present: Catherine Fritz, Stephanie Kohlhasse, Lupita Alvarez, Cory Crossett, Rebecca Hartwell, Abe Levy

SEAFOM Members Present: Shauna Murray, Mary Jane Tenney,

1. **Establish Quorum.** (Current Board = 9 members): Met
 2. **Review DRAFT Minutes from April Budget Meeting:** Shauna motioned to approve the minutes without change. All agreed.
 3. **Review DRAFT Minutes from May Annual Membership Meeting:** Mary Jane motioned to approve the minutes with changes to remove Lupita's name from those in attendance. All agreed.
 4. **Membership update:** Stephanie Kohlhasse. Currently have 25 members for the 2014-2015 SEAFOM Calendar Year (June 1, 2014 - May 31, 2015). Mary Jane, Cory, and Rebecca will make another campaign in the fall during parent orientation to increase the membership.
- 3. Treasurer's Report:**
- a. Review of Adopted Budget and status of revenue/expenditures: Catherine reminded everyone to refer to this budget throughout the year. Shauna will work with the prospective treasurer to make sure he has software to manage the SEAFOM Budget. Lupita will work on getting the program through Tech Soup, an organization that offers software to non-profit groups at discounted rates. All board members should have a letter of non-profit status and the sales tax exemption certificate as a reference. Shauna and Catherine will forward these and other key documents to all Board members via email. The bylaws are on the website; Board members should review and be familiar with them. Shauna reporting that our general account is at Key Bank and our Hidden Treasures account is at Alaska Pacific. Shauna needing today's minutes, signed by two board members, two pieces of ID or an in-face meeting to turn in new Signer Information. Abe will collect information and bring the paperwork in following approval of our minutes.
 - b. Contract update: Catherine and Shauna stated that contracts to four teachers have been delivered. We have received signed contracts back from Fawn Heeter. Rick Bellagh and Lynette McNutt have their contracts and are working on signatures. Contracts are not needed for Sharlyn Smith and Lupita Alvarez – Shauna will use their proposals to issue checks. MB teachers will be working on contracts for AMP Spanish, Music, Artist in the School, and Aug-mentors prior to the start of the needed service.
- 4. Report from Public Pre-School Ad Hoc Committee:** Lupita and Mary Jane. Lupita reporting that the proposal went forward to the school board as "informational". School District Board members requested answers and solutions to several issues, including equity, after school care, and first floor access. A meeting with the equity committee took place and they had additional questions at the meeting. The school board also requested a work session prior to the first reading yet this has not been scheduled to date. The proposal is not an action item at the next board meeting. A letter of financial support from SEAFOM was written to attach to the Board packet. Lupita recommending a community-based letter drive to the school board demonstrating community support for the addition of a Children's House. SEAFOM board members will talk with community members to gather further support. Lupita will post the proposal on our website for community members to review and gather support.

5. Election of Officers. General discussion of roles ensued. All agreed.

President: Stephanie Kohlhase
Vice President: Lupita Alvarez
Treasurer: Abe Levy
Secretary: Rebecca Hartwell

6. Discussion of Committees and Appointments.

Membership/Nominating Chair: Cory and Annabel
Catherine Fritz Scholarship Committee: Shauna and Abe
Finance Committee: Chaired by Treasurer, Abe
Website Coordinator: Lupita

7. Goals for the Year.

1. Support continued teacher training for Montessori educators in Southeast Alaska.
2. Continued support MB School Specialists to augment the school district's financial limitations.
3. Support of the MB Children's House through financial and organizational planning.
4. Support Juneau Montessori School with kindergarten scholarships.

8. Review/Status of SEAFOM Policies:

- a. Review Draft Board Positions: Stephanie will send this out one more time for comments.
- b. Travel Reimbursement Policy: Catherine will send this out one more time to board members.

9. Calendar Review:

- a. Annual Meeting Schedule:
Wednesday, September 10, 2014, 5pm, MB Borealis Classroom
Wednesday, December 3, 2014, 5pm, MB Classroom
March 13th, 2015 (deadline for 2015-2016 funding requests; NOT a meeting date)
Wednesday, April 1, 2015 (Budget Meeting to review requests), 5pm, MB Classroom
Saturday May 9th, 2015 (Annual Membership Meeting): Time & place to be announced

10. Other

Mary Jane recommended written feedback, regarding the new Superintendent position decision, to the School Board at tomorrow's meeting at 1:00pm.

Next Meeting Scheduled: September 10, 2014, 5pm, MB Classroom