



**Alief Montessori Community School**

12013 6<sup>th</sup> St, Houston, TX 77072 ♦ Phone (281)-530-9406 ♦ Fax (281) 530-2233

Website: [www.amcsmontessori.org](http://www.amcsmontessori.org)

**2<sup>nd</sup> Quarter Regular Board Meeting Agenda**

Friday, November 11, 2022 at 11:00 AM

A Regular Meeting for the Board Directors of Alief Montessori Community School will be held on **Friday, November 11, 2022**, beginning at **11:00 am.**, in the middle school building conference room located at 4203 J St., Houston, Texas 77072.

- 1. Call to Order**
- 2. Establishment of a Quorum**
- 3. Reading/Approval of the Minutes of the Sept. 2, 2022 Board Meeting**
- 4. School Operations Reports**
  - 4.1 School Security and Safety Update: Summary of Findings from the Intruder Detection Audit and implementation of the corrective action plan
  - 4.2 Hiring a security company vs. off-duty police officers for school safety
  - 4.3 Board trainings available on the TPCSA website
  - 4.4 AMCS Kitchen renovation update
  - 4.5 Teacher Incentive Allotment: Collaboration with Region 4 to develop the local designation system and the TIA application
  - 4.6 School events:
    - 4.6.1 Thanksgiving Break: November 21-25, 2022. Classes resume on Nov. 28, 2022.
    - 4.6.2 AMCS 2<sup>nd</sup> Annual Food Drive
    - 4.6.3 AMCS Adolescents' Camp out
    - 4.6.4 Parenting with Love and Logic
- 5. Action Items:**
  - ✓ 6.1 Approval of the Financial Audit Report SY 2021-22
  - ✓ 6.2 Approval of the Resolution to authorize the AMCS superintendent to conduct bank transactions for Alief Montessori Community School.
  - 6.3 Approval of the updated Admission and Enrollment Policy, Student Handbook items
  - ✓ 6.4 Approval of the Comprehensive School Fees Policy
  - 6.5 Approval of the time and date for the next board meeting: 11:00 AM, February, 24, 2023
- 7. Adjournment:** The meeting was adjourned at \_\_\_\_\_.

Alief Montessori Community School  
2<sup>nd</sup> Quarter Regular Board Meeting

Date: Wednesday, November 11, 2022 at 11 AM

Place: AMCS Middle School Conference Room, 4203 J St., Houston, TX 77072

**Attendees:**

Nancy Chieu

Nancy Chieu

Charmaine Constantine

\_\_\_\_\_

Perpetua Salvatus-Guerrero

Perpetua Salvatus-Guerrero

Erica McCready

Erica McCready

Paula Palamontain

Paula Palamontain

Elizabeth Smith

Elizabeth Smith

Delia Presillas

Delia Presillas

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## 1<sup>st</sup> Quarter Regular Board Meeting Minutes on Friday, September 2, 2022 at 11:00-12:40 PM

A regular meeting of the board of directors of Alief Montessori Community School was held on Friday, September 2, 2022 from 11:00 AM to 12:40 PM in the AMCS Middle School Conference Room at 4203 J St, Houston TX 77072.

In-person attendees: Nancy Chieu, Denden Guerrero, Delia Presillas, Elizabeth Smith, and Paula Palamountain.

Other in-person attendees: Cerlito Salarda, Sophia Teng, Rahila Khawaja, Jisha Kuttassery

The chairperson called the meeting to order. Quorum was established.

- A. Minutes of the June 24, 2022 meeting was read by Delia. It was approved by the board members present in the meeting.

Sophia, the AMCS Business Officer, explained that AMCS chose Logic as its bank for its cash deposits because it is one of the authorized banks by the TEA to secure public school funds.

Delia reported that when she attempted to transfer \$1.6 M to Logic from the Chase account last June 2022, the money was returned to the Chase account because a signed form is required to do the transfer instead of an online transaction. Delia will clarify with Logic on the procedure so that transfer will be completed successfully.

On the Teacher Incentive Allotment, Delia explained that our teachers are highly qualified to receive this additional benefit. However, the process takes three years to complete. AMCS will be working with Region 4 to develop its designation system and rubrics. T-TESS will be used as the teacher evaluation tool.

Delia also thanked the Board for the approval of the 3% raise for all AMCS staff members and the \$2,500 one-time retention bonus for all staff members to be given in May 2023 for those who have been with the school for at least one year.

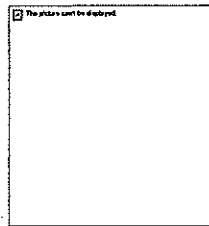
- B. School Finance Reports: Sophia Teng presented the financial statements as of July 2022. Proposed changes are needed for the SY 2022-23 budget due to a significant increase in instructional material expenses in July and August 2022. Delia asked the board to approve the revised budget. All members present approved.

C. School Operations Report

1. Total student enrollment is at 360 students. Enrollment is down for primary classrooms which has 21 students per class. There is a brand new Alief PK facility in our area as well as Bezos Academies who are also offering PK programs.
2. AMCS earned recognized rating with a score of 89 or B for its Spring 2022 Accountability Rating where student achievement is B, school progress is A and closing the gaps is B.

Texas Education Agency  
2022 Accountability Ratings Overall Summary  
ALIEF MONTESSORI COMMUNITY SCHOOL (101815101) - ALIEF MONTESSORI COMMUNITY SCHOOL - HARRIS COUNTY

Accountability Rating Summary



Overall			
Overall	89		B
Student Achievement	85		B
STAAR Performance	65	83	
College, Career and Military Readiness			
Graduation Rate			
School Progress	91		A
Academic Growth	84	91	A
Relative Performance (Eco Dis: 79.9%)	65	89	B
Closing the Gaps	90	88	B



3. AMCS's charter school renewal is due this year. TEA has placed AMCS in the expedited list due to its consistently strong academic and financial performance. The board members present reviewed, approved and signed the charter school renewal application.
4. AMCS has hired new staff members for SY 2022-23. One PK teacher, one lower elementary teacher, one RTI teacher and two part-time in person speech therapists.
5. Update on the Return to In-Person Instruction and Continuity of Services (RIPICS), formerly called the AMCS Safety First Plan. The major revisions are as follows:
  - a. Following CDC guidelines., quarantine of COVID-infected individuals will be five instead of 10 days. Exposed individuals may attend school but will need to be closely monitored for symptoms, wear a high-quality face mask and be recommended to take COVID test at least every 3-5 days.
  - b. AMCS will no longer check temperature at arrival time.
  - c. Wearing face mask is optional.

Delia mentioned that the board previously authorized the AMCS superintendent in its March 2020 Board Meeting to develop and update instructional continuity plans for AMCS as needed.

6. Kitchen renovation is still at the planning and design stage.
7. Playground construction is still at feasibility study stage, mainly due to cost considerations.
8. Mr. Salarda presented the School Safety and Security Audit Report which will be submitted to TXSSC. All board members present approved the audit report through a signed resolution.

An AMCS student survey was also presented to the board which asked questions students if they feel safe in the school or not. Out of 80 respondents from all grade levels, 80%-90% says they feel safe in the school.

9. Annual board trainings. Delia asked if the board members would still prefer to complete their annual training requirements through online courses and those present unanimously approved.

The meeting was adjourned at 12:40 PM.

Board Chairperson: Nancy Chieu Date: 11/11/2022  
NANCY CHIEU

Board Secretary: Paula Palamontain Date: 11/11/22  
PAULA PALAMOUNTAIN



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11 November 2022 @ 11 AM

### **BOARD MEETING AGENDA DETAILS**

#### **FOR INFORMATION ITEMS:**

1. School Security and Safety Update: Summary of Findings from the Intruder Detection Audit and implementation of the corrective action plan, presented by Mr. Salarda, assistant principal.
2. Hiring a security company vs. off-duty police officers for school safety.
3. Board trainings available on the TPCSA website. Board members received their TPCSA access activation. Recommended list of trainings and schedules are as follows:
  - a. Differences between Charters and ISDs: Apples and Oranges or Two Peas in a Pod
  - b. FERPA, HIPAA & Confidentiality 2022
  - c. High Performing Board Strategies
  - d. Making ESSER Funds Work for Your School
  - e. School Safety Requirements for TX Charter Schools
  - f. Section 504/Dyslexia Overview for Admin and Boards
  - g. Texas Open Meeting Act 2021
  - h. HB 4545 Overview and Tips - Accelerated and Supplemental Instruction Updates

Trainings a, b, c are due on January 31, 2023

Trainings d, e, f are due on March 31, 2023

Trainings g and h due on May 31, 2023

4. AMCS Kitchen renovation update. A budget estimate of \$488,903.00 has been presented in our Nov. 8 meeting with the Architect. Mission contractors helped to gather the cost items based on the proposed kitchen design and materials.
5. Teacher Incentive Allotment: AMCS is collaborating with Region 4 to develop the local designation system and the TIA application. To date, we are working on the planning checklist and attending TEA workshops for the different TIA components.
6. School events:
  - a. Thanksgiving Break: November 21-25, 2022. Classes resume on Nov. 28, 2022.
  - b. AMCS 2<sup>nd</sup> Annual Food Drive from Nov. 1 through Nov. 16
  - c. Adolescents' Camp out was held from Nov. 2-4. Ms. Chieu and three other teachers were the camp leaders/chaperones.
  - d. Parenting with Love and Logic: About 20-30 parents come for the Love and Logic workshop and get engaged in lively discussion on parenting. We are on our 5<sup>th</sup> week. Mr. Bill and Mrs. Paula Palamountain facilitate the weekly workshop. It will end on November 30.

#### ACTION ITEMS:

1. Annual Financial Audit Report for FY 2020-2021 presented by Daniel Hebert of Belt, Harris and Pechacek, a TEA-approved independent financial auditor for AMCS.
2. Approval of the Resolution to authorize the AMCS superintendent to conduct bank transactions for Alief Montessori Community School.
3. Approval of the updated and/or added Admission and Enrollment Policy and Student Handbook items. The charter renewal process involved reviewing and updating our admission and enrollment policy to include the following:
  - a. Provisions for homeless students
  - b. Provision for military dependents
  - c. Provisions for student name discrepancies
  - d. Student Handbook: Emergency Suspension used to be called emergency expulsion  
"Emergency Suspension"

A campus administrator or the superintendent may order the immediate out-of-school suspension of a student if the administrator reasonably believes that the

action is necessary to protect people or property from imminent harm. At the time of the emergency suspension, the student will be given oral notice of the reason for the action, which must be a reason for which the student could be suspended on a non-emergency basis. Formal due process will occur within a reasonable time thereafter, which will determine if the child may return on campus, be withdrawn or expelled."

- e. Student Handbook: Comprehensive Fees Policy
4. Approval of the Comprehensive School Fees Policy.
5. Approval of the time and date for the next board meeting: 11:00 AM, February, 24, 2023

## ADMISSION AND ENROLLMENT POLICY

Tel: 281-530-9406 / Fax : 281-530-223 / EMAIL: [amcs@amcsmontessori.org](mailto:amcs@amcsmontessori.org)

### The Pre-Enrollment Lottery (pp.10-11, Student Handbook)

Parents interested to enroll their children in PK3 to 8<sup>th</sup> grade in AMCS are offered admission through a public lottery. A student must meet the residence requirements for AMCS's designated geographical boundary. Each year applications for the admission lottery are accepted beginning on the first week of November until the last Monday of February.

The lottery is held on the second school day after spring break to fill enrollment vacancies in specific grades and classes. Only students eligible for grade-specific openings are included in the lottery. Students not chosen in the lottery remain on the wait list. Students who apply after the application period will be placed on the wait list. After lottery has been drawn, students placed on the waitlist will be selected in the order of when the lottery applications were received, selecting the earliest to the latest date of application, to fill up vacancies in specific grade levels and classes.

Students currently enrolled at AMCS are given priority for re-enrollment each year they are eligible. Priority placement for vacancies is given to siblings of current students only until pre-enrolment period. Siblings not included in the pre-enrolment will be placed in the lottery waiting list. If there are two or more eligible siblings, a drawing is held between them.

AMCS accepts students zoned to Houston ISD, Alief ISD, Cypress-Fairbanks ISD, Fort Bend ISD, Katy ISD, Lamar ISD and Spring Branch ISD.

The enrollment lottery form is available on the school website: [www.amcsmontessori.org](http://www.amcsmontessori.org). Parents will be informed of their child(ren)'s selection via email. When the student and parents come for the orientation, they will receive a checklist of the steps and schedule they need to fulfill. Failure to follow any step in the checklist may result in delayed up to cancellation of enrollment.

### Pre-Kindergarten Program

To qualify for Pre-K, the child must be:

At least three years old by September 1 of the current school year, potty-trained; and meet at least one of the following eligibility requirements under TEC 29.153(b)

1. unable to speak and comprehend the English language;
2. is educationally disadvantaged (eligible to participate in the national school lunch program... guidelines about NSLP eligibility can be found in sections 4 and 6 of the Texas Department of Agriculture's Administrators Reference Manual);
3. is homeless, as defined by 42 USC, §11434a, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child;
4. is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority;
5. is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;

6. is or has ever been in the conservatorship of the Texas Department of Family and Protective Services (foster care) following an adversary hearing held as provided by Family Code §262.201 or has been in foster care in another state or territory, but currently lives in Texas; and,
7. is the child of a person eligible for the Star of Texas Award as:
  - o a peace officer under Texas Government Code §3106.002
  - o a firefighter under Texas Government Code §3106.003
  - o an emergency medical first responder under Texas Government Code §3106.004
8. New primary (PK-K) students must complete an admission orientation with the teacher.
9. If the school year starts before a student's birthday, the student is eligible to attend school for the entire year as long as he or she will be the required age on or before September 1.<sup>29</sup>

### **Kindergarten to 8<sup>th</sup> Grade Program**

If the school year starts before a student's birthday, the student is eligible to attend school for the entire year as long as he or she will be the required age on or before September 1.<sup>29</sup>

A student who is five years of age on or before September 1 of the current school year is automatically eligible for the first grade for the full school term (ADA eligibility code 1) if the student has completed public school kindergarten or has been enrolled in the first grade in a public school in another state before transferring to a Texas public school.<sup>30</sup> Enrolled means actually receiving instruction by attendance in a public school rather than being registered before receiving instruction.

However, any five-year-old child who enrolls may be assigned to first grade for the full school term (ADA eligibility code 1). Such assignments are the decision of the local district.

A student younger than five years of age is entitled to the benefits of the FSP if the student performs satisfactorily on the required state assessments administered to students in the third grade based on AMCS policy for admitting students younger than five years of age.<sup>31</sup>

### **Children of Military Families**

A child of a military family who moves to AMCS from another state that is a member state of the Interstate Compact on Educational Opportunity for Military Children is entitled to continue enrollment at the same grade level, including kindergarten, in which the student was enrolled in the sending state regardless of the child's age. Also, a child of a military family who moves to AMCS from another state that is a member of the compact and who has satisfactorily completed the prerequisite grade level (including pre-K) in the other state is entitled to enroll in the next highest grade level, regardless of age. These children would meet minimum age eligibility requirements for generating ADA, provided applicable documentation is provided. See 11.9 Interstate Compact on Educational Opportunity for Military Children for documentation requirements, applicable definitions, and additional information.



### **Homeless Students**

A student who is homeless, as defined by the McKinney-Vento Homeless Assistance Act,<sup>50</sup> is entitled to enroll in any school district or open-enrollment charter school in the state without regard to the student's residence.<sup>51</sup> The student must be allowed to attend either the student's "school of origin"<sup>52</sup> ("the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled") or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.<sup>53</sup> Eligibility to enroll in any other school in any school district or open enrollment charter school is determined by local policy.<sup>54</sup> A student is entitled to attend the school of origin if the student becomes homeless during a school year or between school years. Also, if the student becomes permanently housed during a school year, the student is entitled to attend the school of origin for the remainder of that school year.

### **Non-Discrimination Policy**

It is the policy of Alief Montessori Community School to comply with non-discrimination provisions of all federal and state laws. AMCS admits students without regard to race, religion, color, gender, age, national origin, ethnicity, disability, academic, artistic, athletic ability, marital status, political belief, and limited English proficiency.

AMCS will deny admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A. If anyone believes that they have been discriminated against, they should write to the Secretary of Education, Washington D.C. 20250.

### **Child Find**

A free appropriate public education (FAPE) is provided to all individuals with disabilities, ages 4-21, who qualify for special education services.

### **Enrollment Documents**

A student must be enrolled in only one district at a time, eliminating duplicate TSDS PEIMS reporting for a student.

Once the student is accepted for admission, a copy of birth certificate, immunization record, enrollment forms (see below) and emergency information shall be completed within seven (7) days upon receipt of enrollment packet. Other documents in the enrollment checklist such as transcripts shall be completed within 30 calendar days after the beginning of class.

The following are the enrollment forms that must be collected for registration purposes.

- a. Student registration
- b. Student discipline records release authorization
- c. Economically disadvantaged questionnaire
- d. Ethnicity and race data questionnaire
- e. Military connected/Foster care questionnaire
- f. Student residency questionnaire
- g. Home language survey

- h. Permission for ESL entry
- i. Migrant and immigrant survey
- j. At-risk indicators and documentation
- k. Student transportation release authorization
- l. Student record release authorization
- m. FERPA and media release
- n. Enrollment verification
- o. Release of liability
- p. Special Education
- q. Health form
- r. Socioeconomic information form
- s. Acknowledgment of agreements, notifications, and policies

All of the above documents can be submitted electronically or must be uploaded as a pdf or submitted to the front office within 7 business days or your student's registration will be denied causing a forfeit of placement. The following documents must also be included. If you do not have these documents, please contact front office for assistance.

- 1. Immunization Record:** The State of Texas requires all students, Pre-K through 8th grade, to provide proof of immunization compliance. Please upload all previous and current vaccination records in a single file, as multiple files will not save in the system. If you are having issues with uploading your files or you have an affidavit for Reasons of Conscience, please bring forms to the campus and hand them directly to the campus Health Aid. State immunization requirements can be found here: <https://www.dshs.texas.gov/immunize/school/default.html>
- 2. Most Recent Transcript:** The official transcript is provided by the student's previous school. This includes any special programs documents such as GT, SPED, 504, ESL, etc.
- 3. Proof of Residency:** Utility bills such as water, electric, gas, phone, home alarm, cell phone, mortgage or lease agreement, or most recent tax form
- 4. Birth Certificate:** Official birth certificate issued by the State, or other acceptable proof, as follows:

#### Documentation of Identity and Age

A parent or other person with legal control of a student under a court order who is enrolling the student has up to 30 days from the date of enrollment to provide proof of the student's identity.<sup>40</sup>

Any of the documents in the following list is acceptable for proof of identity and age:

- birth certificate
- statement of the child's date of birth issued for school admission purposes by Texas Vital Statistics, a division of the Texas Department of State Health Services<sup>41</sup>
- driver's license
- passport
- school ID card, records, or report card
- military ID
- hospital birth record

- adoption record
- church baptismal record
- any other legal document that establishes identity

For a student who is under 11 years of age and enrolling in AMCS for the first time, per the Texas Code of Criminal Procedure, Article 63.019, certain additional requirements related to the documentation of identity and age apply. AMCS must notify the person enrolling the student that the person has up to 30 days from enrollment, or up to 90 days from enrollment for a child not born in the United States, to provide a certified copy of the child's birth certificate. If the person is unable to produce a certified copy of the birth certificate, the person must produce, within the same time period, other acceptable proof of the child's identity and age (see list from preceding paragraph) and a signed note explaining why the person is unable to produce a certified copy of the birth certificate.

AMCS must keep a copy of the document it used to verify a student's identity and age for as long as the document is administratively valuable to the district.

#### Failure to Receive Student Records and Discrepancies in Student Names

Failure to receive the information required for student enrollment must not preclude from enrolling and serving a student.<sup>42</sup> However, only students who meet the age and admission requirements may be reported as eligible for FSP purposes (ADA eligibility codes 1, 2, 3, 6, or 7) (see also

<sup>40</sup> TEC, §25.002(a)(1)

<sup>41</sup> As provided for by the Texas Health and Safety Code, §191.0046. A child's parent or guardian may request this statement free of charge from Texas Vital Statistics, a division of the Texas Department of State Health Services. To request this statement, the parent or guardian should contact Registrar@dshs.texas.gov and request an application for School Certificate (VS 140-3). Please note, this statement of birth is not considered a legal substitute for a certified copy of a birth certificate and may only be used for school purposes.

AMCS may report an enrolled student it believes to be eligible for FSP purposes as eligible while awaiting documentation of eligibility from the student's previous school district or from the person enrolling the student.

If a child is enrolled under a name other than the name that appears in the identifying documents, AMCS must notify the Texas Department of Public Safety's Missing Persons Hotline at (800) 346-3243. If the student's records have not been received within 30 days of a request, making this comparison impossible, AMCS must notify the municipal police department or sheriff's department of the county to determine if the child has been reported as missing.<sup>43</sup>

5. Social Security Card: Official card issued by the Social Security Office. This is optional.
6. Parent/Guardian Photo ID: driver's license, passport, government issued ID
7. Discipline Record: Disciplinary record from the previous campuses attended by the student. If it is determined that records have been falsified or purposefully omitted, the student will be administratively withdrawn.



**Alief Montessori Community School**

**AMCS Board of Directors Resolution:  
Comprehensive School Fees Policy**

Whereas, according to Article IV, Section 3 on Fees and Duties of Alief Montessori Community School, Inc. By-Laws, membership fees, dues and special assessments shall be determined by the Board of Directors.

Whereas, In compliance with TEC 12.108, Alief Montessori Community School (AMCS) does not charge tuition to an eligible student who applies under TEC Section 12.117.

Whereas, the AMCS Board of Directors authorizes the school to charge fees allowable, stated under Section TEC 11.158, as follows:

**AUTHORITY TO CHARGE FEES.** (a) The board of trustees of Alief Montessori Community School may require payment of:

- (1) a fee for materials used in any program in which the resultant product in excess of minimum requirements becomes, at the student's option, the personal property of the student, if the fee does not exceed the cost of materials;
- (2) membership dues in student organizations or clubs and admission fees or charges for attending extended day care, before and after school program, extracurricular activities, if membership or attendance is voluntary;
- (3) a security deposit for the return of materials, supplies, or equipment;
- (4) a fee for personal physical education and athletic equipment and apparel, although any student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the board;
- (5) a fee for items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, and graduation announcements;
- (6) a fee specifically permitted by any other statute;
- (7) a fee for an authorized voluntary student health and accident benefit plan;
- (8) a reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;

(9) a fee for items of personal apparel that become the property of the student and that are used in extracurricular activities;

...(12) a fee for a course offered for credit that requires the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option;

(13) a fee for a course offered during summer school;

**(b) The board may not charge fees for:**

(1) instructional materials, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course except as authorized under this code;

(2) field trips required as a part of a basic education program or course;

(3) any specific form of dress necessary for any required educational program or diplomas;

(4) the payment of instructional costs for necessary school personnel employed in any course or educational program required for graduation;

(5) library materials required to be used for any educational course or program, other than fines for lost, damaged, or overdue materials;

(6) admission to any activity the student is required to attend as a prerequisite to graduation;

(7) admission to or examination in any required educational course or program; or

(8) lockers.

(c) Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, notebooks, and school uniforms, except that students who are educationally disadvantaged may be required to furnish school uniforms only as provided by Section 11.162.

(d) The board may not charge a fee under Subsection (a)(12) for a course to which Section 28.003 applies.

(e) This section does not prohibit the operation of a school store in which students may purchase school supplies and materials.

(f) The school shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility, in the school policy manual, and in the student handbook.

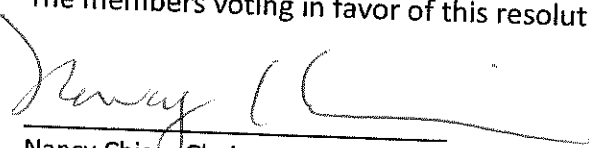
(g) This section does not prohibit a board of trustees from charging reasonable fees for goods and services provided in connection with any postsecondary instructional program, including career and technology, adult, veterans', or continuing education, community service, evening school, and high school equivalency programs.

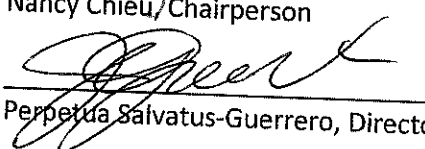
(h) For a fee charged under Subsection (a)(15), the school district must provide a written form to be signed by the student's legal guardian stating that this fee would not create a financial hardship or discourage the student from attending the program. The school district may only assess the fee if the student returns the signed form.

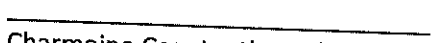
It is hereby resolved on the 11<sup>th</sup> of November, 2022 that the AMCS Board of Directors hereby approves the resolution for the AMCS Comprehensive School Fees Policy.

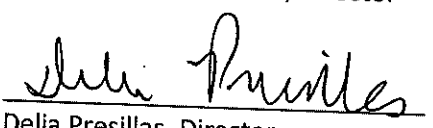
This resolution was passed by a majority of the Board of Directors of Alief Montessori Community School.

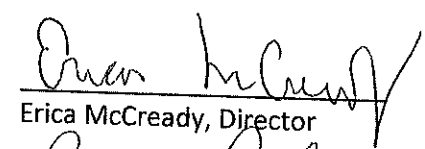
The members voting in favor of this resolution have signed below.

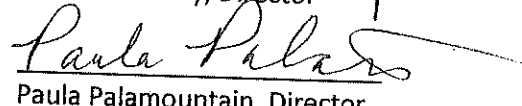
  
Nancy Chieu, Chairperson

  
Perpetua Salvatus-Guerrero, Director

  
Charmaine Constantine, Director

  
Delia Presillas, Director

  
Erica McCready, Director

  
Paula Palamoun, Director

  
Elizabeth Smith, Director





State of Texas  
County of Harris

**Alief Montessori Community School**

**Board of Directors Resolution:  
Adding the AMCS Superintendent as Account Signers  
for Bank Transactions**

Whereas the authorized signers for bank transactions for Alief Montessori Community School has not been updated.

Whereas, the current AMCS superintendent will be added as an authorized signer for all bank transactions.

Whereas, specifically for opening new accounts, two of the authorized signers must be present to conduct this transaction.

Therefore the AMCS board hereby resolve to update the authorized signers for bank transactions for Alief Montessori Community School as follows:

1. Board President: Nancy Chieu
2. Board Treasurer: Perpetua Salvatus-Guerrero
3. AMCS Superintendent: Delia Presillas

The authorized signers will present at least one proof of identity such as a valid passport or State ID and signature for the bank's reference and verification.

It is hereby resolved on the \_\_\_\_ of \_\_\_\_\_, 2022 that the AMCS Board of Directors hereby approves the resolution updating the authorized signers and to add the AMCS superintendent as an authorized signer for the AMCS's bank transactions.

This resolution was passed by a majority of the Board of Directors of Alief Montessori Community School.

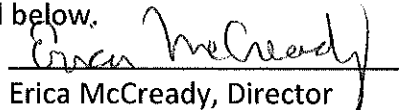
The members voting in favor of this resolution have signed below.

  
Nancy Chieu, Chairperson

  
Perpetua Salvatus-Guerrero, Director

Charmaine Constantine, Director

  
Delia Presillas, Director

  
Erica McCready, Director

  
Paula Palamontain, Director

  
Elizabeth Smith, Director



## Comprehensive Intruder Detection Audit Report for Alief Montessori Community School

Date : 09/28/2022

Corrective Action Due Date : 12/07/2022

District: AMCS

Campus: AMCS

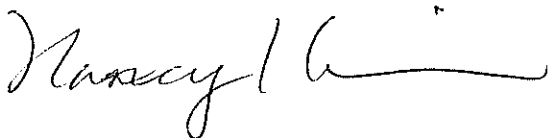
### Phase 2: Exterior Door Audit “ Do you have corrective action for Phase 2? Yes

Corrective Actions	Action Taken
As a result of this finding, the District School Safety and Security Committee is required to meet and develop a plan to immediately train all campus staff and substitutes at the campus	AMCS-SSC held an emergency meeting on Oct. 7, 2022 at 1:00pm  In the meeting, The corrective actions were presented and action plans were established.
An in-person training must be conducted to review the findings of the Intruder Detection Audit and allow for staff to give feedback on how to improve school safety procedures around closing and properly locking exterior doors.	Daily Exterior Door Sweep to all the buildings for 4 weeks starting from Oct 17 to Nov 18, 2022. Any opened door will be addressed immediately. Feedback : Possible change of door knobs into digital pads.
In addition, the District School Safety and Security Committee must develop a plan of action to address any doors that are broken and/or or do not secure properly if indicated by the findings.	Suggestions: 1. Digital Lock/ Knob with Keypad with wifi capability. 2. Use the additional latch when everyone is inside the room
A copy of the District School Safety and Security Committee meeting minutes that reflect this finding were reported and discussed. The meeting minutes must include the date all staff and substitutes at the campus identified above were trained that all exterior doors must remained closed and properly locked. The meetings minutes must also reflect that a plan of action has been put in place to address any doors that are broken and/or do not secure properly if indicated by the findings.	Minutes of the meeting on Oct 7, 2022 were already shared with the committee members. Plan of Action is also included in the minutes.  Training was provided to all substitutes at the three campuses on how to close the exterior doors at all times.



<p>Also, because of the finding(s), the school board of trustees is expected to provide the public, at the next regularly scheduled board meeting, with notice that an Intruder Detection Audit was conducted by the TxSSC and a corrective action was put into place due to findings, <b>while not releasing any sensitive details regarding the audit in open session.</b> The plan and timeline on how these findings will be corrected should also be addressed. The board should meet in executive session to discuss any detailed information about the finding(s) at the campus-level.</p>	<p><b>School Board Meeting on Nov. 11, 2022</b></p> <p><b>Timeline :</b>  <b>Oct 17 to Nov 18, 2022</b>  <b>Daily Exterior Door Sweep</b>  <b>Documented via google sheet.</b></p>
<p>The regularly scheduled board meeting must occur no later than 45 business days from the <b>original date of notification of findings.</b></p>	<p><b>The deadline is Dec 7, 2022. This is the 45 days window allotted for AMCS to submit the document.</b></p>
<p>Certification that these actions have taken place must be submitted to the Texas School Safety Center within this same time frame.</p>	<p><b>This document must be signed by the Board {resident as an official certification.</b></p>
<p>The following documentation must be submitted to certify the corrective action has taken place:</p> <p><b>A copy of the agenda from the school board meeting that reflect a summary of findings from the Intruder Detection Audit was presented.</b></p>	<p><b>The 2nd Quarter School Board meeting Agenda was distributed to all the members . The copy is also posted on the website.</b></p> <p><b>November 11, 2022 at 11:00am.</b></p>

I certify that the above corrective actions by AMCS-SSC are discussed during the executive session of the school board on November 11, 2022. All the information and plans of action are identified and currently implemented.



Nancy Chieu  
AMCS Board President



Paula Palamantain  
AMCS Board Secretary 11/11/22





November 10, 2022

Ms. Delia Presillas  
Alief Montessori Community School  
12013 6th Street  
Houston, Texas 77072

Dear Ms. Presillas,

With this correspondence, we would like to thank you for giving us the privilege of serving you. We are committed to providing high quality attestation and support services to the Alief Montessori Community School. In this package, you will find ten copies each of the Annual Financial Report, Management Letter, and the Required Auditor Disclosure Letter for fiscal year 2022.

In addition, there are two copies of the Certificate of Board. Upon approval, please return the signed Certificate of Board in the enclosed self-addressed, stamped envelope and scan and email a copy to our Administrative Professional, Rachel Carlisle at [rcarlisle@txauditors.com](mailto:rcarlisle@txauditors.com).

After the signed Certificate is received, you can also access the electronic version of these documents through your Auditbox account in the folder named "Financial Statements & Other Auditor Provided Documents".

We would appreciate it if you could take a moment to let us know how we are doing by filling out the enclosed survey.

Thank you for your continued business relationship. We look forward to another successful audit season and working with you again.

Sincerely,

Robert Belt, CPA, CGMA  
Managing Partner





**ALIEF MONTESSORI COMMUNITY SCHOOL**  
**CERTIFICATE OF BOARD**

Alief Montessori Community School  
Name of Charter Holder

76-0555382  
Federal Employer ID Number

Alief Montessori Community School  
Name of Charter School

Harris  
County

101-815  
Co. Dist. Number

We, the undersigned, certify that the attached financial and compliance report of the above named Charter Holder was reviewed and (check one) ☒ approved ☐ disapproved for the year ended June 30, 2022 at a meeting of the governing body of the Charter Holder on the 11th day of November, 2022.

Paula Palamides  
Signature of Board Secretary

Nancy H.  
Signature of Board President

NOTE: If the governing body of the Charter Holder does not approve the independent auditors' report, it must forward a written statement discussing the reason(s) for not approving the report.



Nancy Chieu  
5309 Lampasas  
Houston, Texas 77056

November 11, 2022

Ms. Delia Presillas and The Board of Directors  
Alief Montessori Community School  
12013 6<sup>th</sup> Street, Houston, Texas 77082

Re.: Board Resignation

Dear Ms. Presillas and The Fellow Board of Directors,

It is with heavy heartedness that I am giving my official notice to resign my positions as the Board Chair and the Director effective the last day of this year, December 31, 2022.

It is time for me to resign my position due to my plan to continue spending extended time in Taiwan. I discussed my plan with Ms. Presillas informally not long ago. Alief Montessori is always dear in my heart, and I will continue to be involved in any way I can. It has been my greatest privilege and honor to be the founder and board chair since its inception in 1998.

The school has been growing further and stronger under the strong leadership of Ms. Presillas, all the staff, and the board. I want to take this opportunity to thank Ms. Presillas, all the staff, and all the Board of Directors for making our school a great school. I am deeply proud of all we have accomplished, and I am confident that Ms. Presillas, all members of our school, and the board will continue and further these successes and Montessori mission in the future.

If I can be of any assistance in the future, please don't hesitate to ask.

Best regards,

A handwritten signature in black ink, reading "Nancy Chieu". The signature is fluid and cursive, with the first name "Nancy" and last name "Chieu" clearly distinguishable.

Nancy Chieu

Nancy Chieu  
5309 Lampasas  
Houston, Texas 77056

November 11, 2022

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Alief Montessori Community School  
12013 6<sup>th</sup> Street, Houston, Texas 77082

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Nancy Chieu