



Alief Montessori Community School

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2nd Quarter regular Board Meeting Minutes Friday, November 11, 2022 at 11:00 AM-12:41 PM.

A regular meeting of the AMCS board members was held on Friday, November 11, 2022 from 11:00 am to 12:41 pm in the AMCS middle school conference room at 4203 J St, Houston, TX 77072.

In attendance: Nancy Chieu, Erica McCready, Denden Guerrero, Delia Presillas, Elizabeth Smith and Paula Palamountain

Also present: Carlito Salarda, Rahila Khawaja, Erica Billings and Hifa Sobhani

The chairperson called the meeting to order. After the attendance was checked, quorum was established.

- A. Minutes of the September 2, 2022 board meeting was read by Delia Presillas. It was approved by the board members present in the meeting. Delia mentioned that the agenda today has items updating the information from the previous meeting.
- B. Financial Audit Report SY 2021-22: Mr. Daniel Hebert from Belt, Harris and Pechacek, our independent auditor, came to present the financial audit report to the AMCS board. From the summary of audit results, AMCS's financial statements were issued an unmodified, no material weakness, no significant deficiency and no compliance issues noted. This is the highest level of financial audit achievement for a public school. The finance audit report was approved by the board members present.
- C. School Operations Report
 - 1. School security and safety report: The summary of findings from the Intruder Detection Audit and corresponding corrective action plan, was presented by Mr. Salarda, AMCS Assistant Principal. Details of the audit and corrective action plan were discussed in this meeting but not presented here for safety and security reasons. The corrective action plan will be submitted to TXSSC by December 7, 2022.

Erica McCready mentioned the use of walkie-talkies to enhance communication between and among staff and the importance of training substitutes on the school's safety protocols. Elizabeth Smith mentioned about including the safety protocol information in the substitute's packet.

Erica Billings mentioned about the importance of yearly safety inspections which could be done routinely by the City's Fire Marshall.

2. Hiring a security company vs. off-duty police officers for school safety. AMCS is assessing the best options for improving safety and security of the school especially at high-traffic times in the school, at arrival and dismissal. The main consideration is the cost and the effectiveness of these two options. AMCS administration will present its findings and actions taken to the board in the next meeting.

Elizabeth Smith mentioned the possibility of having a Volunteer Safety Patrol trained by HPD to be present in the school to help monitor the premises. Ms. Paula reminded on the liability concerns the school could encounter when using volunteers for this type of responsibility. Denden mentioned about volunteer parents doing hallway safety monitoring in high schools and how this may apply in AMCS.

Mr. Salarda mentioned that if we do hire police officers for a few hours each day, they could also speak with the children about safety and/or monitor the hallways briefly.

3. The board members were informed of the activation of their accounts in the TPCSA website. Ms. Guerrero mentioned that she is almost done with her trainings. AMCS provided a list of recommended trainings for the board members. These trainings are free because we are a TPCSA member.

The 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. Erica McCready mentioned if the project could wait for inflation and interest rates to go down because of the high construction cost currently unless this is something urgent that AMCS need to accomplish. Delia mentioned that this project was an offshoot of the recommendation from the Health Department to add vent hoods in the central kitchen. Thus, AMCS admin decided that we need to include in the project the capacity of the kitchen to serve the 600 students, the total number of students of AMCS maximum capacity.

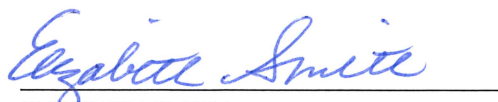
5. Teacher Incentive Allotment: AMCS is collaborating with Region 4 to develop the local designation system and the TIA application. To date, we are working on the planning checklist and attending TEA workshops for the different TIA components.
6. Delia announced some upcoming school events:
 - a. Thanksgiving Break: November 21-25, 2022. Classes resume on Nov. 28, 2022.
 - b. AMCS 2nd 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 5th week. Mr. Bill and Mrs. Paula Palamountain facilitate the weekly workshop. It will end on November 30.
7. Ms. Chieu announced her resignation as AMCS Board President after 30 years of service.

FOR ACTION ITEMS:

1. The Board member present in the meeting approved the following:
 - a. Financial Audit Report for fiscal year starting July 2021, ending June 30, 2022.
 - b. Resolution to add the AMCS superintendent as an authorized signer for bank transactions for Alief Montessori Community School as well as to update the authorized signers for AMCS.
 - c. 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:
 - Provisions for homeless students
 - Provision for military dependents
 - Provisions for student name discrepancies
 - Student Handbook: Emergency Suspension used to be called emergency expulsion
 - "Emergency Suspension"
 - d. Approval of the Comprehensive School Fees Policy.
2. Approval of the time and date for the next board meeting: 11:00 AM, March 24, 2023


PAULA PALAMOUNTAIN
Board President

Date: 3-24-23


ELIZABETH SMITH
Board Secretary

Date: 3-24-2023

