



Alief Montessori Community School

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1st Quarter Board Meeting Minutes Friday, September 8, 2023 at 11:00-11:55 PM

A regular board meeting of the AMCS board members was held on Friday, September 8, 2023 from 11:00 AM to 11:55 pm in the AMCS middle school conference room at 4203 J St, Houston, TX 77072.

In attendance Erica McCreedy, Denden Guerrero, Delia Presillas, Elizabeth Smith, Tim Snow, and Paula Palamountain. Also present were Rahila Khawaja, Sophia Teng, Jennifer Donovan and Cerlio Salarda.

Paula called the meeting to order. A quorum was established with five board members present.

1. The board members read the minutes of the meeting of June 23, 2023. Erica motioned for the minutes to be approved. It was seconded by Elizabeth. All five board members present, approved.
2. Delia Presillas, Superintendent, presented the information items.
 - a. Enrollment was lower than projected at 382 (vs. 411) students, consisting of six primary classrooms, 5 lower elementary classrooms, 2 upper elementary classrooms and 1 middle school class. Erica pointed out that enrollment is down in all public schools for PK through elementary due to low birthrate 4-5 years ago, which would comprise the population of elementary students.
 - b. Kitchen renovation is almost finished. AMCS kitchen is operational since Aug. 15. Total projected cost vs. actual expense is broken down as follows:

	Projected Cost	Actual Expense
Mission Construction:	\$605,013.00	\$510,362.00
MHP Architects	\$ 25,000.00	20,700.84
MEP Engineering	\$ 18,000.00	12,515.00
FCA Kitchen Designer	\$ 2,882.00	\$ 2,380.00
TOTAL	\$650,895.00	\$545,957.84

Denden noticed that the actual expense is significantly less than the projected cost. Delia clarified that the total expense amount does not include the final reimbursement yet. AMCS will update the board on the final expense in the next board meeting once financial obligations for the project have been completed.

- c. Mr. Salarda reported on the Project Lead-The-Way grants amount: \$10,000.00 for Middle School and \$7,900 for Elementary for SY 2023-2025. The grants provide our middle school students to receive CTE course credit for high school. The elementary grant covers the PLTW training cost for our teachers and administrators.
 - d. Ms. Jennifer Donovan, AMCS Family and Community Engagement Liaison, reported to the board that AMCS will apply again this year for the Texas Parks and Wildlife Grant. This grant funds the Adolescent Outdoor Projects and Camping Trips. AMCS has been identified to be a benefactor of an unused grant from the TWPD-Keep Houston Wild Project. This will provide for workshops, field trips, supplies and materials for our students in Grades 1-8 to build a greenhouse and prairie garden in the school.
 - e. Sophia presented the AMCS Financial Statements as of July 31, 2023 and the update on the budget for SY 2023-24 and ESSER Grants. Revisions to the SY 2023-24 budget was needed because the budget report in June did not include the “settle up” amounts. This has been included in the SY 2023-24 budget. Erica moved to approve the SY 2023-24 budget. Denden seconded the motion. All board members present, approved.
 - f. Delia reported that AMCS received a Charter FIRST Superior Achievement Rating.
3. For Action Items:
- a. Approve the revisions in the Student Handbook, SY 2023-24. Delia reported that parents needed clarification on the school policy below, so a revision of these sections in the student handbook are needed. Denden motioned for approval, and Elizabeth seconded the motion. All board members present, approved.

“Birthdays and Gifts

To celebrate a child’s birthday, parents are welcome to donate a plant or a book to their child’s class. We will not accept food items or goody bags.

If parents are planning a home party, do not hand out invitations at school. If your child is attending a party after school, please do not send gifts to school with your child. “

“Suggestions for Food Brought from Home

Please follow the school nutrition guidelines.

- *Water or chilled milk, 100% fruit juice (only with the 100% fruit juice label will be allowed)*
- *Pasta, rice, bread, crackers*
- *Salads, carrot sticks, celery sticks, cucumber, tomatoes, cauliflower, broccoli, bell peppers, or any other vegetables cut into pieces.*
- *Any fruit, cut small if needed*
- *Cheese, nuts, soy products, meat (cut small)*
- *Healthy, unprocessed, fresh and whole foods*

Please follow the list of food items designated by your child's teacher as it is based on allergy information and other dietary restrictions that students in the class may have.

Please do not send fast food or food high in sugar content. Food of minimal nutritional value like donuts, cupcakes, cream-filled cookies, carbonated drinks, packaged fruit-flavored drinks, artificially-flavored food, pastries, desserts, chips or candy are not allowed at school according to new nutrition guidelines for public schools participating in Federal Child Nutrition Program. "

4. Approval of a one-time retention stipend of \$1,500.00 for all staff in SY 2023-24; additional certification stipend and/or extra-duty stipend for qualified teachers and staff members. Delia proposed to include a one-time \$1500.00 retention stipend for all AMCS staff and to provide extra-duty and/or additional certification stipend for qualified teachers and staff. The SY 2023-24 budget included the projected cost for the stipends and the school would be able to afford it. Paula moved for approval, Denden seconded the motion. All board members present, approved.
5. Approval of Board Training Modules. Delia proposed to continue utilizing TCSA for completion of board trainings. Erica motioned to approve, Denden seconded the motion. All board members present, approved.
6. Consider scheduling the annual election of AMCS board officers as an agenda item in the November 2023 board meeting. Delia reported that the AMCS board is required to have an annual board election. She proposed that it be held in the next board meeting in November so that there is enough time to update the TEA Governance Reporting Form which is due in December. Denden move for approval, Elizabeth seconded the motion. All board members present, approved.
7. Meeting was adjourned at 11:55 PM.

Approved:



Paula Palamountain
Board President

11-15-2023

Date



Elizabeth Smith
Board Secretary

11-15-2023

Date