



Alief Montessori Community School

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4th Quarter Board Meeting Minutes Friday, June 23, 2023 at 11:00-12:25 PM

A regular board meeting of the AMCS board members was held on Friday, June 23, 2023 from 11:00 AM to 12:25 pm in the AMCS middle school conference room at 4203 J St, Houston, TX 77072.

In attendance Erica McCreedy, Delia Presillas, Elizabeth Smith, Charmaine Constantine and Paula Palamountain. Also present were Rahila Khawaja, Sophia Teng (via zoom), and Cerltio 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 third quarter regular board meeting held on March 24, 2023. Erica motioned for the approval of the minutes. Motion was seconded by Charmaine and all board members concurred.

The financial statements ending May 31, 2023 and the proposed 2023-24 budget were presented next. Sophia Teng presented the Income Statement as of May 31, 2023 highlighting the following:

- a. For the revenue side, the amount looks lower than expected because AMCS is still waiting for the final disbursements from TEA and local sources. When these amounts come in, it will reach the targeted budget amounts.
 - b. For the expense side, the building and maintenance values are low because depreciation was not booked at this time.
 - c. There has been significant increase in special education services expense due to increase in the number of identified students and the increase in outsourced special education services.
 - d. The proposed budget for SY 2023-24 projected a 10% increase in every function code.
2. Delia asked for the board to authorize the school administration to make one final revision to the 2022-2023 budget due to upcoming reimbursements and expenses that could not be finalized until the last day of the fiscal year. Elizabeth motioned for the approval of the SY2023-24 budget and the one final revision to the 2022-23 budget. Charmaine seconded the motion, and all board members present, approved.
 3. After the presentation from Sophia Teng, Delia asked for the board's approval of the 2% pay increase for all AMCS teachers and staff and to consider providing stipends for SY 2023-24 which could be covered by the projected positive net income for SY 2022-23. The details on the amount and purpose of the stipend will be presented in the next board meeting. Erica motioned for the approval, seconded by Elizabeth. All board members present, approved.
 4. Delia proceeded to report on the information items:
 - a. SY 2023-24 projected enrollment is at 411 students. This includes the addition of one lower elementary classroom. We will have six primary, five lower elementary, two upper elementary, and one (64 students) middle school classroom. There will be 17 lead teachers including PE, two special education teachers, two RTI staff, 14 teacher assistants. AMCS has 47 employees.

As of September 7, 2023, AMCS has an enrollment of 382 students and 46 employees.

Erica asked if AMCS has had its SPED audit. AMCS is scheduled to have its SPED audit in October 2024. As Ser Ninos, and Houston Heights have completed their audit, Delia asked for advise on the areas to look for. Erica mentioned the SPED audit focused on the IEP documents particularly on the goals and objectives. Charmaine reminded Delia about the SPP7 and SPP 11 that are due for submission this summer.

Paula asked if we have summer school. AMCS has the ESL summer school and optional summer school for grades 1-8. We had four classes in the summer.

- b. The kitchen renovation was in progress in June 2023. The construction was completed in August and the kitchen opened on August 15 for normal operations.
- c. AMCS has submitted the School Safety and Security Grant. Per new school safety requirements, the school must have armed security staff on campus during school hours. We will also install a public announcement system, electronic door locks for exterior doors, and a silent panic alert technology.

AMCS has contracted with the vendor Green City Security Services to provide one armed security personnel for the school. Officer Luis Cortes started reporting for duty from 7:30 AM-4:30 PM in AMCS since August 9, 2023.

- d. AMCS TIA Application has been accepted by TEA. AMCS is ready to proceed with its implementation. We have an interlocal agreement with Region 18 to provide TIA support and a TIA- implementation platform called TEEMS (Texas Educator Excellence Management System). The cost is \$2500.00, inclusive of trainings and on-call support services.

For action item: Delia followed up with the presentation of the AMCS TIA Local Designation System to the board for approval. Erica motioned to approve the TIA LDS and Elizabeth seconded the motion. All board members present, approved.

- e. Paula commended AMCS for making it a priority to sponsor teachers to go to Montessori Training. There are four teachers enrolled in the June 2023-2025 Montessori training with MINT-Dallas. Two teachers are enrolled in the full AMI elementary course and two teachers are enrolled in the Montessori Core Principles course. The cost of training is \$38,084. The teachers have signed contracts committing years of service with the school and for salary deductions. Upon fulfillment of the required years of service, the teachers will be reimbursed their salary deductions.
5. Mr. Salarda presented the Evaluating and Improving Student Outcomes (EISO) and Spring STAAR 2023 Updates. After reviewing the annual assessment data, AMCS needs to revise its EISO targets for SY 2023-2024. Delia asked the board to approve. Erica motioned to approve AMCS to revise the EISO targets for SY 2023-24 which will be presented to the board in upcoming meetings when STAAR results are available.
 6. Delia presented the details on the EMAT/TEKS Certification for SY 2023-24:
 - a. AMI Montessori Curriculum for all subjects and grades
 - b. ELAR Textbooks for Grades 1-8: McGraw Hill Wonders and Study Sync, Think Up
 - c. Math and Algebra I Textbooks for Grades 1-8: Savvas/Pearson Envision Math, Think Up, Pearson Texas Algebra 1
 - d. Social Studies textbooks for Grades 1-8: Savvas My World, etc.
 - e. Science Textbooks for Grades 1-8: Stemsscopes, Think Up

f. Other resources: Renaissance Accelerated Reader and MyOn, I-Ready (for HB 4545), MClass for K-2, Teaching Strategies Gold (PK4), IStation (7th Grade reading fluency)

7. Delia asked for the board's approval of the TEKS Certification for SY 2023-24 through a board resolution. Elizabeth moved for the board to approve. Paula seconded the motion. All members present, approved and signed.
8. Delia asked the board to approve the AMCS Legal Framework Policies and Procedures, SY 2023-24. The Legal Framework documents will be posted on the school website. Erica motioned to approve; Charmaine seconded the motion. All members present, approved.
9. Delia sought the board's approval for AMCS to designate SER NINOS as the shared services administrator (SSA) for the Special Ed Consolidated Grant for SY 2023-24. This is an annual procedure for AMCS as a member of the Special Ed cooperative. Paula moved to approve; Elizabeth seconded the motion. All members present, concurred.
10. Delia presented the proposed dates for the quarterly board meeting for SY 2023-24:
August 25, 2023: Erica mentioned that this date is the opening of school for HISD and thereby requested to move it to a later date. The new date is September 8, 2023. All the other dates in the year were approved:

November 10, 2023: as the Financial Audit Report submission for AMCS is on November 27.

March 22, 2024

June 21, 2024

11. AMCS Superintendent's Contract: The board members reviewed the contract, and Erica motioned for its approval. Paula seconded the motion. All members, approved. Charmaine asked the board to consider how the superintendent's evaluation will be conducted. She suggested that the board members could take turns to come to AMCS to observe and review reports to complete evaluation items related to instructional leadership. Items such as in finance may be based on school goals and/or TEA compliance requirements, then review the school's reports to see if these goals and compliance requirements have been met.
12. Meeting was adjourned at 12:25 PM.

Chairperson: Paula Palamang Date: 9-8-2023
Board Secretary: Elizabeth Smith Date: 9-8-2023

