

Alief Montessori Community School

12013 6th Street, Houston, TX 77072

Phone (281)530-9406

Fax (281)530 2233

Website: www.amcsmontessori.org

1st Quarter Regular Board Meeting Minutes

Monday, September 29, 2025 at 5:30 p.m.-6:42 p.m.

A regular board meeting of the AMCS board members was held on Monday, September 29, 2025 from 5:30 p.m. to 6:42 p.m. in the AMCS middle school conference room at 4203 J Street, Houston, TX 77072.

In attendance were Charmaine Constantine, Erica McCready, Delia Presillas, Elizabeth Smith, Paula Palamountain and Cerlito Salarda. Perpetua Salvatus-Guerrero attended via Zoom, as did staff members Sophia Teng and Rahila Khawaja.

Paula called the meeting to order at 5:30 p.m. after a quorum was established with six board members present. Paula asked if anyone registered for the public comment and public address portions of the meeting. Delia said there were none.

Paula asked board members to read the minutes from the 4th quarter board meeting held on June 26, 2025. She requested that the board members read the minutes silently on their own. Elizabeth moved and Paula seconded board approval of the 4th quarter minutes with no changes. The motion passed unanimously.

The following items were presented for information and for action:

INFORMATION ITEMS:

1. School Operations Reports

a. Enrollment and School Operations Update - presented by Delia Presillas

- Total enrollment for the beginning of SY 2025-26 is 422, which is an increase of 21% from last year.
- The total number of instructors, teacher assistants, special education and support staff is 39.

b. Emergency Operations Plan Update - presented by Cerlito Salarda

- Cerlito presented the current Emergency Operations Plan (EOP), including its supporting documents, which provides a framework that outlines AMCS's intended approach to managing incidents of all types. It focuses on the five phases of emergency management, supports local, state, and federal legal authorities, and incorporates mandated requirements and best practices.
- The EOP is reviewed and updated at least annually. The Superintendent is responsible for approving and ensuring promulgation of the most current EOP and for emergency management planning for the district.
- The Superintendent may designate an individual, Mr. Salarda for AMCS, to serve as the Emergency Management Coordinator to oversee the program, as well as identify

individuals who are responsible for supporting the district's Emergency Management Program.

c. District Vulnerability Audit - presented by Cerlito Salarda

- Erica explained that a Teen Dating Policy was now required for middle and high schools, and the page number for this policy must be noted in the DVA.
- She further noted that a waiver for hiring security personnel that does not meet Texas Safety requirements may require a good cause exemption resolution. This must also be completed prior to submitting the DVA.
- AMCS's DVA is on December 9, 2025.

2. **School Finance Reports** - presented by **Sophia Teng, AMCS Finance Office**. Sophia presented the financial statements and actual expenditures as of August 31, 2022 noting the cash available at \$6,496,108.79.

- Building improvements account for \$11,042,401.92 bringing the total asset balance to more than \$16,000,000.
- The income statement projects a total of \$262,841, plus an addition of \$80,000 not included in this printed report.
- Sophia also explained that there has been a change to the code system. Code 461 will now be used for local income and expenditures, such as the Fall Festival or student fund raisers. Code 199 will continue to be used for other designated income and expenditures.

Perpetua asked about changes/adjustments to the current budget. Sophia explained that usually a 10% increase is left from the previous school year to serve as a cushion for the next year. For example, a 1% increase in the budget was taken from the 10% left from last school year.

ACTION ITEMS:

3. Approval of the District and Campus Improvement Plan SY2025-26

Erica mentioned to add more to the plan, particularly on the school safety policies, in light of new laws passed in the 89th legislative session. Charmaine suggested checking the TPCSA model policies for guidance. Delia will include these items and present these additions to the board in the next quarterly meeting.

4. Adoption of the Emergency Operations Plan

Paula moved and Erica seconded the motion to approve the EOP. A vote was taken and the motion passed unanimously.

5. Authorization for the AMCS Principal to apply for a \$40,000 TPWD Community Outdoor Outreach Grant

Delia presented a request to approve submission of a grant application to the Texas Parks and Wildlife Department for a two year grant of \$40,000 to be used for future middle school student

camping trips, as well as outdoor skills training for lower and upper elementary students. Charmaine moved to approve the request and Paula seconded the motion. A vote was taken and the motion passed unanimously.

6. Approval of new items in AMCS Student Handbook in order to comply with school laws passed in the 89th Legislative Session and with Texas School Safety Standards.

Delia presented the current AMCS Student Handbook on a screen and indicated the sections with new items which included:

- Clarification of the school uniform policy
- Ban of personal communication device in school
- New medication law passed by the 89th Texas Legislative session that says over the counter medications (OTC meds) can be administered by appropriately designated school personnel with parental consent.
- Policy requiring parents to disclose any possible health issues a student may have before he/she participates in any physical activities in P.E. or after school.
- Additionally, numerous pages were added to the *School Safety and Security* section of the handbook.

Elizabeth moved and Paula seconded the motion to approve the updated AMCS Student Handbook. A vote was taken and the motion was unanimously approved.

7. Board Resolution: Staff Development Days/Parent-Teacher Conference Days Waiver

A motion was made by Perpetua and seconded by Elizabeth to approve a request to TEA to waive 2,100 minutes for staff development and parent-teacher conference days. A vote was taken and the motion passed unanimously.

8. Approval of Board Training Modules for SY 2025-26 on the TPCSA website

Elizabeth moved and Paula seconded a motion to continue using the TPCSA website for continuing education courses for Board members. A vote was taken and the motion passed unanimously.

9. Review and approval of the quarterly Board Meeting Schedule for SY 2025-26

The 89th Texas Legislative session mandates that school board meetings be held after school hours to accommodate parents and members of the general public who may wish to attend. After discussion by Board members, it was decided to change the days and time of future board meetings. **The new dates and times are:**

- Mondays beginning at 5:30 p.m.
 - November 10, 2025
 - March 23, 2026
 - June 22, 2026

10. Discussion regarding annual election of AMCS Board Officers

After a brief discussion and unanimous approval, it was decided that the number of members will remain at five. Election of officers will be held as deemed necessary by current Board members.

The meeting adjourned at 6:42 p.m.

Certified

Paula Palamountain, Board President

Date

Elizabeth Smith

Date

DRAFT