



**Alief Montessori Community School**  
12013 6<sup>th</sup> St, Houston, TX 77072 ♦ Phone (281)-530-9406 ♦ Fax (281) 530-2233  
Website: [www.aliefmontessori.org](http://www.aliefmontessori.org)

**Regular Board Meeting Minutes on**  
**Wednesday, November 20, 2019 @ 1:00 pm**

A Regular Meeting for the Board Directors of Alief Montessori Community School was held on **Wednesday, November 20, 2019 from 1:00 to 2:30 PM** at the elementary school library located at 4215 H Street, Houston, Texas 77072.

**Attendees:**

1. Members of the Board:: Nancy Chieu, Perpetua Salvatus-Guerrero, Fu-Chin Kuo, Paula Palamountain, Delia Presillas
2. Public: Ms. Sophia Jacobo, AMCS parent

1. The chair called the meeting to order
2. A quorum was established
3. The chair read the Meeting Minutes of September 18, 2019. Perpetua had the motion to approve the minutes, seconded by Delia. Five members present approved the Minutes of September 18, 2019.
4. School Operations Reports by Nancy Chieu and Delia Presillas
  - 4.1 Annual Financial Audit Report for July 1, 2017 thru June 30, 2018: An unmodified audit report was issued found with neither material weakness, nor significant deficiency in internal control over financial reporting and no noncompliance material to financial statements.
  - 4.2 Middle School Building Construction updates: We are still awaiting the approval of the necessary building/construction permits from the City of Houston. COH Traffic Mgt. and Planning are the last two permits to be approved before construction could begin.
  - 4.3 Purchase of 12010 6<sup>th</sup> St and 12014 6<sup>th</sup> St (approx. 18,000 SF): Closing was scheduled on Feb. 7 or 10, 2020. We are proposing to use the property for a school gym and additional parking.
  - 4.4 School Finance Reports. Ms. Sophia Teng, AMCS Business Officer, presented the updated financial reports and budget revisions with the treasurer's approval. Significant increase in expense was noted in payroll and Pre-K operations due to the implementation of HB 3 for SY 2019-2020.
  - 4.5 School Laws and Policy Updates: New policies and laws passed by August 2019 have impact on communication procedures of the school particularly on the use of cellphones for communicating with parents and staff; student discipline; and reading academies for teachers in PK-6<sup>th</sup> grades.
  - 4.6 Updates on duties of the AMCS Superintendent. The Texas Admin Code Chapter 242 provides details on the requirements for a superintendent certification, duties and functions.
5. Executive Close Session: No item was discussed.
6. **Action Items:**
  - 6.1 Delia had the motion to approve the Financial Audit Report for SY 2018-19. It was seconded by Perpetua. All five members present approved.
  - 6.2 Sally had the motion to approve the amended final budget for 2018-2019 and the proposed budget for SY 2019-2020. It was seconded by Paula. All five members present approved.
  - 6.3 Perpetua had the motion to approve the time and date for the next board meeting: Wednesday, February 19, 2020. It was seconded by Nancy. All five members present approved.

Chairperson: \_\_\_\_\_ Date \_\_\_\_\_

Secretary: \_\_\_\_\_ Date \_\_\_\_\_