

ALIEF MONTESSORI COMMUNITY SCHOOL
Regular Board Meeting Agenda
Wednesday, November 15, 2017 @ 11:30 a.m.

A Regular Meeting for the Board Directors of Alief Montessori Community School will be held on **Wednesday, November 15, 2017**, beginning at **11:30** a.m., at the elementary school library located at 4215 H Street, Houston, Texas 77072.

Attendees: Nancy Chieu, Charmaine Constantine, Perpetua Salvatus-Guerrero, Sally Hsieh, Fu-Chin Kuo, Paula Palamountain, Melodi Weinberg

- I. Call to Order**
- II. Establishment of a Quorum**
- III. Reading/Approval of the Meeting Minutes of September 13, 2017**
- IV. Hearing of the Citizen**
- V. Reports**

Annual Financial Audit Report by Stephanie Harris, Belt Harris Pechacek, LLP

Audit report from July 1, 2016 to June 30, 2017

Report by Nancy Chieu & Delia Presillas

1. Update on properties acquisition: We will close the 4219 J Street property by Friday, Nov. 17. I am working on getting the property for long term expansion: Westpark Tollway or Synott
2. Recommend staff bonus for the holiday seasons
3. Change my title to "Director of Development" and Board signs a new contract for me.
4. Plan to put portable building for 4230 J Street properties.
5. Revise and sign yearly employment contract for Nancy Chieu's TRS retirement purpose since Ms. Chieu's contract was 5 years, not yearly.
6. Revision of Supply Fee Policy.

Financial Report by Perpetua Salvatus-Guerrero

Report on updated Financial Statements.

Review the Actual Expenditure ending October 31, 2017 with the budget amendment.

VI. Action Item:

Approve the 2016-2017 audit report

Approve staff holiday bonus

Approve the proposed revised budget for 2017-2018

Approve for Nancy Chieu to negotiate the prospective long-term expansion property

Approve to sign yearly employment contract based on a formerly signed 5 years contract

Approve the revisions to Supply Fee Policy.

VII. Approve the time and date for the next board meeting:

Tuesday, February 20, 2018