

French and Montessori Education, Inc.
Board of Directors Meeting, October 21, 2006
Minutes

The meeting was called by Board Chairperson, Carlos Zervigon, and was publicized by posted notice at the school, notice on the school website, notice in the Rare Bird, and notice on the Rare Bird list serve.

The meeting was held at Audubon's Broadway campus, 428 Broadway.

Board members present: Janice Dupuy (Principal), Teddi Locke, Edwin Shorty (Vice Chairperson), Laura Watts (Treasurer), Carlos Zervigon (Chairperson).

Board members excused: Jill Otis, Karl Conner, Pierre Lebovics, Sarah Ottinger

The meeting was called to order at 10:15 a.m.

I. Approval of Minutes

Minutes were not approved due to the excused absence of the Board Secretary.

II. Administration Reports

Broadway Campus: The computer lab furniture has been installed in room 306. We also received new science lab equipment. Room 306 has been established as the Computer Lab. Room 305 is being shared as the Art Room and Science lab this year. Dumpsters have been ordered for both buildings to deal with trash left over from furniture deliveries.

Re-wiring of Broadway has begun and is expected to be completed in 5-6 weeks. We need to add an additional electrical panel in the computer lab.

Carrollton Campus: Ms. Dawn reported that the gas leak has been repaired, inspected and approved for use. However, the oven in the kitchen has to be replaced. It has been ordered and is expected to be installed this week so we can return to hot lunches.

The carpet in the library has been replaced. The carpet and toddler sink in Room 108 is scheduled for installation this coming Friday. PreK tables and chairs are arriving next week. Middle School and library furniture has been discontinued and needs to be re-ordered. E-rate wiring will begin in two weeks at Carrollton Campus. Crews will work after hours so they do not disrupt classroom instruction.

Montessori Director Report: Ellen Selvidge reported that she began working at ACS in mid-September. Ellen has visited all Montessori Classrooms so far. She works at Broadway on Monday, Wednesday and Friday. She is based at Carrollton on Tuesday & Thursday. She has conducted one Professional Development session with the teachers so far, and two Parent Education classes. The trainer from Houston Montessori has been to the school once already to observe two of the teachers that received training this past summer.

French School Director Report: Mme. Kellerman reported that all is going well in the French School. Jean Paul attended the required professional development for his grade level this month. Mme. Kellerman will attend the French School conference here in New Orleans this coming November. Two other French teachers are scheduled for Professional Development later this year.

Mme. Kellerman outlined the goals of the French school in terms of admissions and classroom structure for the next school year.

Technology New technology that is coming to Audubon
SASlxp – this is already installed and teachers have begun using xp to enter grades and attendance. There are some glitches as the system is new, and internet is down sporadically due to the re-wiring

Parent Connect – this is the parent portion of SASI. It has not been implemented yet, and will require several hours of training for the teachers. Training is web based and we expect implementation in January

ConnectED – school will purchase a telephone broadcast system. Parents will need to update the office with current and accurate contact information.

Document Scan – School will be scanning all cumulative folders. There will be a back-up system out of the city in the event we need access to student records. There will also be a CD back up for the school.

III. Professional Development Discussion

We will no longer offer after care or Arts Reach on Professional Development days. The teachers and teaching assistants need to participate and are unable to do so because they are working in After care.

In December schedule will be changed so that we have a full day of Professional Development. School will be closed and no child care will be provided on those days. This will allow adequate time for training and teacher collaboration in both the French & Montessori programs. ½ days do not allow adequate time – we cannot begin until 1pm after the Carrollton Campus staff arrives, which gives us only 2 hours.

Additional time has been built into the schedule. If we go to full days, we will still have 30 more hours per year of instructional time than is required by the State DOE.

General – The end of the quarter is October 24th. Report card conferences will be held the first week in November. Janice & Dawn have completed the initial follow-up training for Montessori Administrators in Houston. They will attend additional training in February and the credentialed training this coming summer. Janice, Dawn and Ellen are scheduled to attend the American Montessori Conference in March.

Janice presented the application process to the board, which was reviewed and discussed. No motion to approve was required as this was an administrative report to the board.

IV. Budget Committee Report

Lynette presented the school's current budget. The board was informed that Audubon will be moving to MUNIS for our financial reporting and management of finances. The district is strongly encouraging schools to utilize MUNIS for ease of the AFR. They are going to begin the roll out in November, with implementation scheduled some time in January.

Laura moved that the meeting be adjourned. It was adjourned at 11:37.