

**COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION  
(CEMCO)**

**EXECUTIVE SESSION**

**16 October 2008**

**Members Present:**

**Dr. David Lerch – Board President**

**Ms Anne Monaghan - Board Vice President**

**Mr. George Bowen – Secretary/Treasurer**

**Mr. Tom Kohler**

**Mr. Sanford Jones**

**Ms Mary Shank**

**Ms Tricia Moseley – Head of School**

**1. Call to Order**

Executive Session called to order by Board President Dr. Lerch at 3:07 PM. Discussed personnel concerns and appointed Ms Anne Monaghan as the designated Board representative to handle day to day issues and provide direction and guidance to the Head of School.

Executive session closed at 3:32PM.

**COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION  
(CEMCO)**

**GENERAL SESSION**

**16 October 2008**

**Members Present:**

**Dr. David Lerch – Board President**

**Ms Anne Monaghan - Board Vice President**

**Mr. George Bowen – Secretary/Treasurer**

**Mr. Tom Kohler**

**Mr. Sanford Jones**

**Ms Mary Shank**

**Ms Tricia Moseley – Head of School**

**1. Call to Order at 3:34.**

**2. APPROVAL OF AGENDA**

Agenda amended to include 4.06a – Substitute Teacher Pay, 4.09a – Playground Equipment Requirements and 4.12a – Bookkeeping Training. Motion to approve amended agenda made by Ms. Mary Shank and seconded by Mr. Sanford Jones. Approved Unanimously

**3. ROUTINE MATTERS AND REPORTS**

**3.01. Head of School Report** – Ms Moseley reported that parents had donated bales of hay and pumpkins to school for use as campus decoration. She also lauded the support of parents who had participated in making the Oct 14 Ribbon Cutting ceremony a great success. She has send thank you notes to all DVs who took park in the

ceremony. Ms Moseley also acknowledged a visit by the South Side Fire Department who took the students on a tour of their equipment. Chief Dave Lyons, Garden City Police Department Chief will be sending cars and officers to do a similar program for the students in the near future. Ms Moseley noted that we have one 3 year old who will be attending the school as a tuition paying student next month.

#### **4. BOARD OF EDUCATION MATTERS.**

##### **4.01. Comments by the Public - No Comments**

**4.02. Report on Ribbon Cutting Ceremony** – The ribbon cutting ceremony was very successful. The Board extends thanks to all the parents who help in putting the ceremony together and assisted in managing the events of the day. The Board also extends thanks to all the Distinguished Visitors who took part in the event and extend a special thanks to WTOC for their coverage of the event

**4.03. Montessori Training Report** - Mr. Sanford Jones updated board on teacher training. He stated that all teachers had attended all scheduled training classes. Teachers have prepared two portfolios for the 15 lessons they have completed to date. Mr. Jones has also begun classes for assistants. He is scheduling a field trip for teachers to a successful Bluffton Montessori school next month. Mr. Jones also informed board of an agreement he has reached with KIWI Fleurs to donate flowers that are no longer ideal for sale to the school for use in student floral arrangement sessions.

**4.04. Problem with Bus Scheduling.** Although there are still issues to be worked out with bus scheduling, there has been a dramatic improvement in the services provide to CEMCS.

**4.05. Progress with Lunch Program** – Hot lunches are being provided and service is satisfactory.

**4.06. Other Problems Related to Opening of School** - Dr. Lerch briefed the Board on a problem with the septic system. He has scheduled engineering personnel to come to the site to review and repair the problem. George Bowen discussed the alarm system and efforts underway to resolve technical problems. He also briefed the Board on efforts to have fiber optic cable installed on the campus to provide internet connectivity to each cottage as well as provide a hard wire connection for the fire and alarm system. Mr. Bowen will also meet with Todd Lerch of Washington Works to finalize the language of a professional services agreement to manage computer and network services.

**4.06a. Substitute Pay** - Dr. Lerch shared the SCCPS substitute teacher's pay schedule. He recommended that CEMCS adopt the same schedule. Ms Moseley stated that she usually moves the assistant up to the teacher position when a teacher is absent. The Board accepted this concept and recommended that the SCCPS substitute pay schedule be adopted by CEMCO. On a motion by Mr. Sanford Jones and seconded by Ms Anne Monaghan the motions was approved unanimously.

**4.07. Addition of Parents to Board** – The Board discussed the process for adding 2 Parents to the CEMCO Board. It was recommended that all parents be invited to submit resumes and letter of request to the board for consideration for the two positions. Parents will serve for a period of two years and be subject to background checks and fingerprinting by SCCPS Campus Police. Mr. Tom Kohler has agreed to author the letter to parents and act as the lead for the selection process. He has agreed to have the letters out and report back to the Board at our next meeting. Motion to approve this procedure made by Ms Mary Shank, seconded by Ms Anne Monaghan and unanimously approved by the Board.

**4.08. Playground Needs** – CEMCO Board acknowledged the need to develop an age appropriate playground for students. It was agreed to defer action on this action until George Bowen reports back to the Board with more details on specific requirements.

**4.09. Fencing Needs – Home Depot Application** - Dr, Lerch informed the board of a letter he submitted to Home Depot requesting their support to install perimeter fencing on the CEMCS campus. He has requested that they either donate the fencing or sell it to us at cost. Installation will be accomplished by volunteers with assistance from a qualified contractor. Update will be provided to the Board at our next meeting.

**4.10. Outdoor Lighting – Georgia Power** – Outdoor lighting is needed on the campus to illuminate walkways. Due to our current financial position the Board has authorized George Bowen to seek assistance from Georgia Power to install lights on existing power poles at no cost to CEMCO. Failing that Mr. Tom Kohler made a motion to provide some form of cost effective exterior lighting prior to the adjustment of time clocks. Motion was seconded by Dr. David Lerch and approved unanimously by the Board.

**4.11 Instructional Needs – Walton Grant** – Dr.David Lerch discussed submittal of a grant request to the Walton Foundation. Since it is quite early in the submittal process, an update will be provided to the Board at our next meeting.

**4.12. CEMCO PTO Setup** – Question surfaced as to whether our organization should be a PTO or PTA. Representatives from SCCPS have advised CEMCS parent committee that they must be a PTA. Prevailing opinion is that PTA may not be best model for a Montessori School. CEMCO charter appears to give the Board the discretion of what type parent organization is establish. Dr. Lerch has agreed to ask the SCCPS if CEMCS has to be a PTA. CEMCO will take appropriate action based on

the response received. Board asked Ms Moseley to contact Oglethorpe Academy and find out if they have a PTO or PTA.

**4.13. Facilities Needs – Receipt of Facilities Grant** - Dr. Lerch advised Board of receipt of a \$30,000.00 grant for facilities. Paperwork needs to be completed to complete grant process. Originally it was intended to use the grant to add additional classrooms but it probably will be used to retire some of our existing debt.

**4.14. Planning Committee for Permanent Site – December Date –** Board members have been asked to give some thought as to the composition of the committee to work on the design of the permanent facility. Ms Monaghan strongly suggested that a teacher be included on the committee.

**4.15. Parent Teacher Organization Formulation** - On hold pending resolution of PTO/PTA issue.

**4.16. Timeline for Increasing Student Enrollment** - The Board agreed that tuition based enrollment of 3 and 4 year olds should be encouraged. Tuition will be \$100.00 weekly. On a motion by Ms Anne Monaghan and seconded by Ms Mary Shank tuition based enrollments were approved with a proviso that maximum enrollment would not exceed a total student population of 125. Approved unanimously by the Board.

**4.17. Quick Book Training** - Board agreed that this training was needed by the incumbent administrative assistant. Conditional on verification that this training will provide the necessary skills to maintain financial records, the board, on a motion by Ms Anne Monaghan and seconded by Mr. Tom Kohler, unanimously approved allowing the Administrative Assistant to attend this training.

## **5. FINANCE**

**5.01. First Chatham Loan Balance** – CEMCO currently has an outstanding Loan balance of \$714,000.00. This is some \$70,000.00 above our original loan request.

**5.02. CEMCO Financial Status** – Currently overspent on site development cost. CEMCO has a potential debt of \$84,000.00 owed to contractors.

**6. ADJOURNMENT:** Motion made by Dr. David Lerch and seconded by Mr. Sanford Jones to end General Session adjourned at 5:07PM.  
Approved unanimously.