

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

EXECUTIVE SESSION

20 November 2008

Members Present:

Dr. David Lerch – Board President

Ms Anne Monaghan - Board Vice President

Mr. George Bowen – Secretary/Treasurer

Mr. Sanford Jones

Ms Mary Shank

Mr. Michael Graham, Board Attorney

Ms Tricia Moseley – Head of School

1. Call to Order

Executive Session called to order by Board President Dr. Lerch at 3:04 PM. Discussed legal implications of terminating contract with ADS Security should they fail to resolve long standing alarm issues associated with the fire and burglar alarm system. The system has not functioned properly since it's installation with frequent false alarms. ADS has been given until the 21st of November to resolve the problems. If they fail to do so, CEMCO is prepared to terminate the existing agreement with ADS. Dr. Lerch will take lead on working this problem.

Discussion of CEMCO's legal financial commitment were reviewed and discussed with the Board Attorney.

Executive session closed at 3:40PM.

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

GENERAL SESSION

20 November 2008

Members Present:

Dr. David Lerch – Board President

Ms Anne Monaghan - Board Vice President

Mr. George Bowen – Secretary/Treasurer

Mr. Sanford Jones

Ms Mary Shank

Mr. Michael Graham, Board Attorney

Ms Tricia Moseley – Head of School

1. Call to Order at 3:34.

2. APPROVAL OF AGENDA

On a motion to by Ms Anne Monaghan and seconded by Mr. George Bowen, the scheduled agenda was approved unanimously as written.

3. Head of School Report

3.01. Status of Teacher Training – Plans are being developed to address needed teacher training for next school year next summer. Training is factoring in both those students moving up and new students entering the program

3.02. Status with Bus Scheduling - Operations much better. There are still 2 buses that are consistently late. Staff working with First Student in an effort to solve this problem.

3.03. Status of Lunch Program – Current staff providing Excellent support.

3.04. Problems Related to Ongoing Operation of School – Office furniture and filing cabinet are needed.

3.05. Playground Needs – Fencing and appropriate playground equipment is a priority. Lighting is another concern but is scheduled to be installed within the next week.

3.06. Instructional Needs – Basic materials for current school year are in place, but addition material to support Pyme Tyme and students moving up next school year will be required.

3.07. Facilities Needs – Board discussed facilities that will be required to support next year’s classes. Student population will be the ultimate driver for final decision. Ms Moseley and Mr. Sanford have proposed two concepts which appear viable. Pyme Tyme and a Summer Camp program have been proposed. Ms Moseley and Mr. Sanford to develop a conceptual budget for review and analysis by the Board.

3.08. PTO Meeting – Parent group is coming together. They are working on providing support to the school. In conjunction with their fundraising, they would like to establish a PTO checking account under the CEMCO umbrella. The Board has no objections; however George Bowen has been tasked to verify that such an arrangement is permissible.

4. BOARD OF EDUCATION MATTERS.

4.01. Comments by the Public - No Comments

4.02. Montessori Training Report - Mr. Sanford Jones updated board on teacher training. Teachers are doing great in training. Assistant's training is complete. Assistants will receive 1 PLU for completing the training. Mr. Jones stated he plans to use an outside consultant to review training portfolios to minimize any potential bias in the evaluation process. Mr. Jones will be funding the visit by the consultant.

4.03. ADS Security Problems - The ADS Security System has been plagued with problems since its initial installation. The system generates false alarms on a regular basis. CEMCO has approximately eight pages of false alarms generated by the system since its initial activation. Despite numerous calls to ADS, they have been unable to stabilize the system. In a note to ADS management, Dr. Lerch informed them that they had until the 21st to bring the system to full functionality or CEMCO would terminate the contract. Installed equipment would remain in place in lieu of requesting a refund of the \$7,000.00 paid to ADS. ADS has not agreed to this and would opt to remove the equipment. CEMCO position is that we contracted in good faith for a reliable system that would offer maximum protection for the young students attending CEMCS. To date that system has not been delivered.

4.04. Addition of Parents to Board – Letters were sent to all parents requesting the submit applications for Board membership. Only one application has been received so far. Board asked committee to review the submittal on hand and be prepared to discuss with the Board at our next meeting.

4.05. Status of Home Depot Application for Fencing. No response has been received from Home Depot. Dr. Lerch will follow-up.

4.06. Status of Outdoor Lighting – Georgia Power – Dr, Lerch has contracted with Georgia Power to install required lighting.

4.07. Facilities Grant – CEMCO has received a \$30K grant from the State of Georgia for facilities.

4.08. Planning Committee for Permanent Site – Set December Date Names of parents interested in sitting on the planning Committee for

the permanent site need to be brought before the Board. Once impaneled the Committee will review various options for construction of the permanent school.

4.09. Timeline for Increasing Student Enrollment – Plan to grow school needs to be developed. Tenth day enrollment has CEMCS at 111 students, 14 short of the 125 goal. Ms Moseley advised the Board that she has 2 tuition based 3 years olds starting this week, 2 for December and 2 for January. These students were enrolled based on word of mouth. CEMCO Board needs to develop a recruiting schema to enhance this effort.

4.10. Tuition Schedule – Tuition will be based on a fixed cost per school year. Payment may be made on a monthly basis by electronic transfer. Ms Moseley has made arrangements with First Chatham Bank to accommodate this process.

5. FINANCE

5.01. First Chatham Loan Balance – Initial facilities site preparation cost exceed CEMCO's original estimates. CEMCO's loan balance reflects the increased cost.

5.02. CEMCO Financial Status – Current Bank Balance is approximately \$40K but outstanding debt exceeds this amount.

6. ADJOURNMENT - Motion by Mr. Sanford Jones and seconded by Ms Mary Shank. Next CEMCO Board Meeting – 3 December 2008. Time out 5:17 PM

HEAD OF SCHOOL COMMENTS ARE APPENDED AND MADE A PART OF THE GENERAL SESSION NOTES.

Board Meeting

November 2008

CEMCS

HOS Report

- Status on Teacher Training: Looking at hiring new teachers for next year and am already starting informal interviews on some candidates. I think we are going to need 4 lower leads with one assistant that floats and also looking at a toddler community!
- Status on Bus scheduling: going much better- trying to get the emergency action plan practiced and have sent thank you memos to all constituencies for all of their help
- Status on lunch Program: going very well! Have sent our thank you memos to all constituencies for all of their help. Robbie Woods has contacted me and is working with the dept of agric. With our lunch program hopefully we can start this in the Spring
- Problems related to Operations: no money readily available to pay bills and order materials/consumables. How do I collect monies/where does it come from? Walk ramps need repairing, paper towels, toilet paper etc. and a file cabinet
- Playground needs: we need one, parents are very eager to purchase one
- Instructional Needs: Pryme Tyme needs materials and shelves and tables: can we do Pryme Tyme on our own?

- Facilities Needs: Lighting, Fence, CRX trains, Pryme Tyme

- PTO Meeting Book sale, Rummage Sale, Usborne Books offers free books to schools when they receive monies in donations or grants! Can the PTO fall under the CEMCO non-profit status when opening up a checking account? Michael Graham says yes. I am meeting with the PTO president once a month to touch base.

- Tuition schedule- FCB Automatic withdrawal set up fee- employee reductions in tuition?

- Timeline for increasing student Enrollment: Schedule pro-rated for holidays- Board says no.
 - 2 tuition based starts this past week- 11-17-08
 - 1 tuition based starts on Dec 1, 2008
 - 1 K starts on Jan 5th
 - 2 siblings interested in starting in Jan 2009

- Conferences this week are going very well!

- Parent education going very well- very well attended- showed great Montessori video these month- parents really like this!

- Staff has visited May River Montessori- going again to observe- entire staff and parents are coming in to help out during these days

- I visited sea Pines Montessori this week and met with the Director- I am trying to establish a relationship with these schools!
- I would like to create a Summer Camp here at the school site!
- Am trying to schedule an emergency action drill within the next 3 weeks
- Can someone help me out with the BOE and our school signs?
- Invited Board to the Thanksgiving Celebration and the Holiday celebration!
- School Pictures are going very well! Showed Board the pictures Jamie Weaver has taken!
- Have parents painting classroom flowers, creating mosaics and sketches of the flowers and plants!
- Michelle Hartzell approached me with healthy Kids initiative and I am going to accept here offer to be a part of this program!
- Bobbie needs a new chair- handed out the chair flyer to board- did not get an answer if it was approved
- We need an accountant for this school. Please. I am feeling a bit overwhelmed with the monies right now. Not something I cannot get a hold of, but need to get this organized first
- I want the Board to meet separate from this venue and discuss their vision for this school. I am meeting with the teachers to tell them to do the same and the parents as well. I would like for the entire school community to get together in the spring to create a centric vision from all constituencies for the next school year.
- Mary- please help me find a place for Dr. Lucy Greene to stay when she comes to speak with us in the Spring

- I gave Michael the contract from FCB re the tuition-based parents.