

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

EXECUTIVE SESSION

16 April 2009

Members Present:

Dr. David Lerch – Board President

Ms Anne Monaghan - Board Vice President

Mr. George Bowen – Secretary/Treasurer

Ms Mary Shank

Mr. Sanford Jones

Ms Stephanie Wright

Mr. Carlos Hernandez

Mr. Michael Brown – Board Attorney

1. Call to Order

Executive Session called to order by Board President Dr. Lerch at 3:05 PM. Discussions included a lengthy discussion of staffing for school. Budget constraints are driving the Board to evaluate all staffing for this coming year. Front office staffing is of particular concern. The lack of qualified personnel to maintain financial records and input data has to be addressed as we grow the school. Board is considering modifying the salary of the secretary to possibly fund a part time data clerk. The HOS identified two teachers she is nominating for hire for the upcoming school year. Salaries for these position to be determined. The search committee chairman notified the Board that Ms Tanya Melville is the nominee for the new HOS. Proposed

Executive session closed at 4:17PM.

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

GENERAL SESSION

16 April 2009

Members Present:

Dr. David Lerch – Board President

Ms Anne Monaghan - Board Vice President

Mr. George Bowen – Secretary/Treasurer

Ms Mary Shank

Mr. Sanford Jones

Ms Stephanie Wright

Mr. Carlos Hernandez

Mr. Michael Brown – Board Attorney

Ms Tricia Moseley – Head of School

1. Call to Order at 4:20PM.

2. APPROVAL OF AGENDA

On a motion to by Ms Anne Monaghan and seconded by Ms Mary Shank, the agenda was amended to add 3.04– Protocol for Student Admission. Amended agenda approved unanimously.

3. Head of School Report

3.01. Pryme Tyme and Romy McKlowsky Proposal – Ms McKlowsky presented her proposal to take over Pryme Tyme at CEMCS. She proposes to run the program similar to the existing program except that she would like to be a CEMCS employee with a salary of \$35,000.00 with benefits. If the number of students enrolled fall short of projections, CEMCO would be expected to fund the difference. Board took her proposal under advisement and committed to responding to her in the near future.

3.02. Students not Returning to CEMCO 2009 -2010 School Year - Four parents have failed to meet their contractual agreement with CEMCO for volunteer hours. As a consequence their children are not benefitting from the Montessori experience. HOS requested Board authorization to notify parents that attendance at CEMCS next year would not be permitted. On a motion by Mr. Sanford Jones and Ms Anne Monaghan the Board authorized the HOS to issues letters of notification the parents involved.

3.03 Testing Requirements – Ms Moseley reported on a requirement levied by SCCPS to conduct student evaluations utilizing GKids. Since this is a labor intensive process that requires a minimum of two hours per student, Ms Moseley was requesting direction from the Board on how to proceed. Board felt that our existing evaluation process was superior to the GKids on line evaluation. Accordingly, the Board directed the HOS to submit our evaluation instruments to SCCPS.

3.04. Protocol for Admission - Ms Moseley requested authorization to add a conditional statement to enrollment contracts that advise parents that CEMCS reserves the right to drop a student following a 30 day evaluation period. Board concurred with this actions and recommended HOS work with Board Attorney to firm up the wording.

4. BOARD OF EDUCATION MATTERS.

4.01. Comments by the Public - None

4.02. Head of School Contract 2009 -2010 – Ms Anne Monaghan, Chair of the Interview Committee, Nominated Ms Tanya Melville for the HOS position at a salary of \$72,534. Motion was seconded by Mr. Sanford Jones and approved unanimously by the Board.

4.03. Teacher Contracts 2009 -2010 – HOS nominated two teachers, Ms Sonya Tikerud and Ms Dorthea Monison for the upcoming school year. Salary for these positions will be determined as soon as the ground rules are firmed up for the coming year. Board will be advised of salaries prior to offer being extended to nominees. On a motion by Mr. Sanford Jones and seconded by Mr. Carlos Hernandez the Board approved the nominations.

4.04. Foundation Proposal From Carrie Hirsch – Ms Hirsch proposes to work with the CEMCS PTO to raise funds for playground and health and safety fencing. Board opted to refer her offer to the PTO for review prior to taking action on her offer

4.05. 2009 – 2010 CEMCS Proposed Budget – Dr Lerch walked Board member through the student population and then translated those number into the CEMCS proposed budget. Essentially we have sufficient funds to cover operating cost for instructional staff materials but no funds for increased administrative staff and work space. We will have to find funding within the budget to fund additional portables and storage space. The budget has absolutely no reserves for contingencies.

4.06. Additional Classroom – CEMCS has enough classrooms on site to support instructional needs but we will need to put additional portables in place to serve as administrative and storage space. On a motion by Ms Anne Monaghan and Ms Stephanie Wright the Board authorized Dr. Lerch and Mr. to take actions to satisfy our space needs.

4.07. Schedule for Building Construction – CEMCO Board agreed that we should look into securing the support of SCAD students to develop a video to assist us in seeking funds for our permanent green facility.

4.08. Student Selection for 2009 - 2010 - Board agreed that parents (K students excepted) returning acceptance letter after established acceptance date would be placed on the bottom of the wait list.

4.09. Pryme Tyme Proposal – Submittal being evaluated by Board.

5. CONSENT - Nothing to Report

6. FINANCE

6.01. Expenditures to Date – Details of monthly operating expenses provided in Board member packets.

6.02. Fund Status – No change

6. ADJOURNMENT - On a motion by Dr David Lerch and seconded by Mr. George Bowen the meeting adjourned at 6:06 PM. Next schedule Board meeting will take place on 21 May at 3:00 PM.