

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

**EXECUTIVE SESSION**

**16 July 2009**

**Members Present:**

**Dr. David Lerch – Board President**

**Ms Anne Monahan – Board Vice President**

**Mr. George Bowen – Secretary**

**Mr. Ben Price**

**Ms Mary Shank**

**Mr. Sanford Jones**

**Ms Stephanie Wright**

**Mr. Michael Graham – Board Attorney**

**Mr. Carlos Hernandez - Treasurer**

**1. Call to Order**

Executive Session called to order by Board President Dr. Lerch at 3:00 PM. Dr. Lerch kicked off the meeting with a discussion of staffing. There being no pressing personnel issues the Executive Session was terminated.

**Executive session closed at 3:05 PM.**

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

**GENERAL SESSION**

**16 July 2009**

**Members Present:**

**Dr. David Lerch – Board President**

**Ms Anne Monahan – Board Vice President**

**Mr. George Bowen – Secretary**

**Mr. Ben Price**

**Ms Mary Shank**

**Mr. Sanford Jones**

**Ms Stephanie Wright**

**Mr. Michael Graham – Board Attorney**

**Mr. Carlos Hernandez – Treasurer**

**Ms Tanya Melville – Head of School**

**1. Call to Order at 3:05PM.**

**2. APPROVAL OF AGENDA**

On a motion by Ms. Stephanie Wright and seconded by Mr. Ben Price, the agenda was amended to add 4.05a – Encore Program fess for 3 year old tuition based students. Amended agenda approved unanimously.

**3. Report by Head of School.** – Ms Tanya Melville provided the board with an update on student enrollment. Of the available spaces, 16 remain to be filled. Ms Melville also informed the board that she is working to have all teachers complete required training for Bright from the Start (BFTS) program. She also indicated that she is working to develop a schedule of assessments for students that is compliant with the provisions of GKIDS. Teachers will also be trained to construct portfolios that are aligned to BFTS standards.

**4. BOARD OF EDUCATION MATTERS**

**4.01. Comments by the Public – N/A**

**4.02 Approval of Revised Quote for Additional Classroom(s)** – Ms Melville had submitted a request to the board for an additional portable. She was unaware that the portable we were considering placing on the campus consisted of two classrooms of approximately 764 square feet. This information resulted in her withdrawing her request. Board will proceed with taking steps to lease the William Scotsman portable for a period of two years at a contract price of \$575.00 monthly.

**4.03. Timeline for Installing new Classroom(s)** - Board is attempting to have the portable in place prior to the next Board meeting.

**4.04. Student Count for September** - Estimate student population will be 200

**4.05. Proposed Encore Program (before and after school services)** – Ms Melville in conjunction with Ms Stephanie Wright has developed an in-house program that will accommodate 25 children age 3 – 5 and 25 children age 6. Spaces will be allotted on a first come first serve basis. There will be a registration fee of \$100.00 for the first student and a \$50 dollar fee for siblings. Weekly cost for both age groups (and siblings) is proposed at \$40.00. The program management details will be fully developed by the HOS. On a motion by Mr. Ben Price and seconded by Ms Stephanie Wright the proposed was unanimously approved by the Board.

**4.05a. Encore Program Fees for 3 Year Old Tuition Based Students.** Based on the approval of the Encore program by the Board, Ms Stephanie Wright suggested that the previous approval of \$500.00 monthly tuition for 3 year old be rescinded and established at \$400.00. This reduction in tuition would be offset by the fees paid by parents to participate in the Encore program. On a motion by Dr. Lerch and seconded by Mr. Sanford Jones this proposal was approved unanimously.

**4.06. Approval of Tree Donations** – The Savannah Tree Foundation wishes to donate and plant approximately 42 trees on the campus. The trees will be young saplings and the foundation will have student participate in the tree planting. Planting will occur in December. On a motion by Mr. George Bowen and seconded by Mr. Ben Price, the Board unanimously approved the donation with the stipulation that the Foundation provide the Board with a landscape plan with proposed locations of trees for approval prior to any tree planting.

**5. CONSENT** - Nothing to Report

**6. FINANCE**

**6.01. Expenditures to Date** – Details of monthly operating expenses reviewed by Board. Board also suggested that audit of CEMCO books be shopped to various auditors to secure the best price.

**6.02. Short Term Loan from Board Member** – Dr. Lerch requested that short term loan payment be delayed for another 30 days. Mr. George Bowen agreed.

**7. ADJOURNMENT** - Meeting ended at 4:26PM following a motion by Mr. George Bowen and Ms Mary Shank. August meeting will be held on the 20<sup>th</sup> at the CEMS campus. Board retreat is scheduled for 23 August on Tybee Island from 1:00 PM - 6:00 PM Location to be announced.