

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

**EXECUTIVE SESSION**

**18 June 2009**

**Members Present:**

**Dr. David Lerch – Board President**

**Mr. George Bowen – Secretary**

**Mr. Sanford Jones**

**Ms Stephanie Wright**

**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. He indicated that an 8<sup>th</sup> teacher would be needed if we achieve our projected student enrollment. Sanford Jones also asked about providing funding for a movement teacher. Issue to be further explored during general session

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

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**GENERAL SESSION**

**18 June 2009**

**Members Present:**

**Dr. David Lerch – Board President**

**Mr. George Bowen – Secretary**

**Mr. Sanford Jones**

**Ms Stephanie Wright**

**Mr. Carlos Hernandez - Treasurer**

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

**2. APPROVAL OF AGENDA**

On a motion to by Mr. Carlos Hernandez and seconded by Ms Stephanie Wright, the agenda was amended to add 5.02a – Purchase of Additional Material. Amended agenda approved unanimously.

**3. Report by Head of School.** - No report as HOS is not available.

**4. BOARD OF EDUCATION MATTERS.**

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

**4.02 Approval of Eighth Teaching Position 2009- 2910** – Board discussed projected student enrollment and the possible need for an additional teacher. It was decided that Board would pursue recruitment of a qualified Montessori teacher for the upcoming school year. On a motion by Mrs. Stephanie Wright and seconded by Mr. Sanford Jones the Board approved pursuing the 8<sup>th</sup> teacher with the understanding that final employment decision would be made at the time the contract is brought before the board for approval. Approved unanimously.

**4.03 - Approval of Position Description for Office Manager** – The Board reviewed and discussed the Administrative Assistant job description. It was agreed that the description adequately covered the range of responsibilities that fall within the scope of the Administrative Assistant's responsibilities. Board also agreed that specialized skills required for this job need to be evaluated prior to hire of anyone in the position. HOS and a Board member will conduct the initial interview which will be followed a skills assessment by a qualified Board member. Based on these stipulations the Board unanimously approved the job description following a motion by Mr. George Bowen and seconded by Mr. Carlos Hernandez.

**4.04. Proposed Before and After School Services 2009 - 2010** – Board recognized the need to enhance and improved the before and after school programs. A number of suggestions surfaced, however it was decided to hold off on any action on this item pending the HOS submittal of her concept for the program. Board agreed that the Pryme Tyme program run by the YMCA was not meeting the need of the school. Item to remain open until input received from HOS.

**4.05. Approval of Contract for Lawn Services** – Currently there is an RFQ out for bids to provide lawn maintenance service at the campus. The RFQ closes out on the 10<sup>th</sup> of July. In the interim the Board opted to authorize Dr. Lerch to have a service come out and cut and clean the campus for an amount not to exceed \$500.00. Motion to approve made by Mr. Sanford Jones and seconded by Mr. Carlos Hernandez. Approved unanimously.

**4.06. Approval of Leasing Additional Classroom Units** – The projected student population for the upcoming school year indicates a need for additional classroom space. During extended discussions it was determined that we could secure one additional unit with two rooms which could be turned into administrative and storage space. This would then allow utilization of the current ten portable as student space. William Scotsman has offer to rent a until to CEMCO for \$652.00 monthly. Based on a motion by Ms Stephanie Wright and seconded by Mr. Sanford Jones the Board authorized us to secure the addition unit, however they requested that I revisit the rental agreement to see if I can secure better pricing. Based on this stipulation, the Board approved this item unanimously.

**4.07. Approval of Audit 2006 -2009** – Dr Lerch briefed Board on upcoming audit. The audit will review all expenditure to date and offer a report to the Board on compliance by CEMCO with generally accepted accounting practices. Dr Lerch and Mr. Carlos Hernandez will meet with the auditors to kick off the process. The cost of the audit will be around \$5000.00. Motion to approve made by Mr. George Bowen and seconded by Mrs. Stephanie Wright and approved unanimously by the Board.

**4.08. Bright from the Start (BFTS) Contract 2009 - 2010** – BFTS has approved CEMCO for 40 students for the upcoming school year. Dr. Lerch has signed the contract and returned it to the state. He indicated that they may authorize another class of 20 students but this will not be known for a few weeks.

**4.09. Installment of Treasurer**– Mr. Carlos Hernandez was nominated to take over the treasurer’s position. On a motion by Mr. George Bowen and seconded by Mrs. Stephanie Wright the Board approved the nomination unanimously.

**5. CONSENT** - Nothing to Report

## **6. FINANCE**

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

**6.02. Short Term Loan from Board Member** – Dr. Lerch made the board aware of the shortage of funds to cover expenses until the start of the next fiscal year. The utility bill and the noted from FCB have to be paid. He recommended that the Board approved a 60 day loan from Mr. George Bowen to provide the needed Gap funding. On a motion by Mr. Carlos Hernandez and seconded by Mr. Sanford Jones the Board approved unanimously a short term loan of \$7000.00.

**6,02a. Purchase of Additional Material** – Mr. Sanford Jones pointed out the need for funding to support the purchase of additional instructional and training material. Dr. Lerch pointed out that the budget provided funding for instructional material and also permitted the funds to be reallocated as needed. In additional, he pointed out that his request for a grant for a library would also support the purchase of instructional material that could be shared among classes.

**6.03. SCCPSS Approval of Per Pupil Amount 2009 – 2010** - Dr. Lerch informed Board that per pupil allocation for the upcoming school year will be \$7,320.00.

**7. ADJOURNMENT** - Meeting ended at 4:47PM. July meeting will be announced to Board member by Dr. Lerch when the Agenda is sent out.