

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

**EXECUTIVE SESSION**

**20 August 2009**

**Members Present:**

**Dr. David Lerch – Board President**

**Ms Anne Monahan – Board Vice President**

**Mr. George Bowen – Secretary**

**Ms Mary Shank**

**Mr. Sanford Jones**

**Ms Stephanie Wright**

**Mr. Carlos Hernandez – Treasurer**

**Mr. Tom Kohler**

**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 legal matters and staff contracts. Dr. Lerch briefed the Board on the implications of the staff furlough days. He also made the Board aware of the financial impact of the funding cuts being mandated by the state. He also discussed contract modifications that will be needed in order to keep financial outlays within available resources. Concessions requested for individual staff contracts were discussed and the implications briefed to the Board.

**Executive session closed at 3:37 PM.**

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

**GENERAL SESSION**

**20 August 2009**

**Members Present:**

**Dr. David Lerch – Board President**

**Ms Anne Monahan – Board Vice President**

**Mr. George Bowen – Secretary**

**Ms Mary Shank**

**Mr. Sanford Jones**

**Ms Stephanie Wright**

**Mr. Carlos Hernandez – Treasurer**

**Mr. Tom Kohler**

**1. Call to Order at 3:38PM.**

**2. APPROVAL OF AGENDA**

On a motion by Ms. Anne Monaghan and seconded by Ms Mary Shank, the formal session was called to order. Amendments to the agenda included the addition of item 4.02A – HOS Report, 4.02b – Training Report and 4.08a – Classroom Addition. On a motion by Mr. Carlos Hernandez and seconded by Ms Stephanie Wright, the amended agenda was approved unanimously.

**3. BOARD OF EDUCATION MATTERS**

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

**4.01b Report by Head of School.** – Ms Tanya Melville provided the board with a written update on the effort to implement the Encore Program at CEMCS. It seems that we lack the credentials to run a before and after school program. Ms. Melville has met with YMCA Pryme Tyme director and discussed the problems we experienced last year. Based on this discussion she has reached an agreement for Pryme Tyme to run the program again this year with input and oversight from her. The on-site program director has agreed to shape the program to coincide as much as possible within the framework of the Montessori program. Ms Melville will look into the licensure protocol and attempt to secure the proper credentials to manage the on-site pre and after school program. Ms Melville also provided the Board with written details of the proposed teacher furloughs. Basically, CEMCS will follow the SCCPS protocol.

**4.01b . Training Report** – .See attached training reports for details.

**4.02 Approval of Teacher and Administrative Contracts** – Contracts for the Administrative Assistant, Lead Primary Teacher, Half Time Special Education Teacher (Inclusion) and the Primary Assistant were discussed and accepted by the Board as submitted. One Primary Assistant (Casey Thompson) contract was accepted at the recommended hourly rate and a waiver of the CEMCS three year old tuition. Participation in the Pryme Tyme program will be at the prevailing rate and the employee's responsibility. Primary Assistant (Jera Hunter) was accepted at the requested \$13/hr rate based on her awarded master degree. The Montessori Trainer's contract was modified to reflect a mutually agreed upon salary of \$54K. It was also agreed that outstanding August salary of \$400 would be paid immediately and mutually agreed that flexible a payment options could be exercised for payment due during the period of the contract in the coming year until CEMCS finances stabilized. Motion to approve these actions was made by Mr. Tom Kohler and seconded by Ms Mary Shank. Approved unanimously by the Board.

**4.03. Opening of School Requirements:** School starts on 1 September 2009. Board agreed that available Board members would make themselves available to assist staff with tasks during this period.

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

**4.05. Creative Coastal Alliance Innovative Award Application** – Board briefed on Mr. Michael Graham's effort to put together a submittal on behalf of CEMCO. He is working with Ms Stephanie Wright to get the submittal ready prior to the deadline tomorrow.

**4.06. Grass Cutting Contract** – Mr. George Bowen has been working to get the school campus cleaned up for the upcoming school year. The contractor he engaged did a poor job, He is now working with several groups to complete the job and put an on-going contract in place. He has agreed to pay for the cleanup of the campus for the start of school and will work to bring a reasonable contract for on-going maintenance to the Board .

**4.07. Proposed Pryme Tyme Program (before and after school services).** Based on input from Ms Melville and her negotiations with the YMCA, the Board has opted to continue with the Pryme Tyme program on campus until such time that Ms Melville feels comfortable and qualified to recommend changes. On a motion by Mr. George Bowen and Ms Anne Monaghan the board unanimously approved the continuation of the Pryme Tyme program under the aegis of Ms. Melville..

**4.08. Approval of State Facility Application** – Dr Lerch briefed the board on an application he submitted to the state for funding to establish a library facility on campus. Approval of the application was required by the Board. On a motion by Mr. Tom Kohler and seconded by Ms Anne Monaghan, the Board approved the application unanimously.

**4.08b. Classroom Addition** – Due to a lack of funding, actions to put an additional classroom on campus has been placed on hold.

**5. CONSENT** - Nothing to Report

**6. FINANCE**

**6.01. Expenditures to Date** – Dr. Lerch updated board on monthly expenses. Currently there is just enough money to pay monthly recurring bills. There are not sufficient funds to pay back short term loan to Mr. Bowen. Mr. Bowen agreed to extend the non-interest loan for another 30 days.

**6.02. Budget Shortfalls** - Cuts by the state is dramatically impacting the resources available to the school. This situation could be exacerbated next year if further cuts are deemed necessary by the state.

**7. ADJOURNMENT** - Meeting ended at 4:43PM following a motion by Mr. Tom Kohler and seconded by Ms Mary Shank. September meeting will be held on the 17<sup>th</sup> at the CEMS campus. Board retreat is scheduled for 23 August on Tybee Island from 1:00 PM - 5:00. Retreat will be held at the old school on Fifth Street on Tybee at 1:00 until 5:00. Directions, the old school is on Fifth Street off Butler Avenue. Go past City Hall and take the next right. There is a parking lot and we will meet in the old cafeteria. Will try to have a sign.