

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

Executive Session

06 December 2010

Members Present:

Dr. David Lerch – Board President

Mrs. Stephanie Wright – Vice President

Mr. George Bowen – Secretary

Mr. Carlos Hernandez – Treasurer

Mr. Sanford Jones

Ms. Jane Fishman

Mrs. Tanya Melville – Head of School

Executive Session: Called to order at 4:44 PM

Discussion of applicability of amnesty program to CEMCS.

Executive Session adjourned at 4:49 PM.

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

General Session

06 December 2010

Members Present:

Dr. David Lerch – Board President

Mrs. Stephanie Wright – Vice President

Mr. George Bowen – Secretary

Mr. Carlos Hernandez – Treasurer

Mr. Sanford Jones

Ms. Jane Fishman

Mrs. Tanya Melville – Head of School

1. CALL TO ORDER at 4:49 PM.

Formal session opened by Dr David Lerch.

2. APPROVAL OF AGENDA

On a motion by Ms Jane Fishman and seconded by Mr. Carlos Hernandez the agenda was amended to include 2a – Approval of Minutes from Last Meeting and 4.02a – Request by Parent for Reduced Tuition. Amended agenda was approved unanimously.

2a. Approval of Minutes – Mrs. Stephanie Wright surfaced a concern regarding the layout and format of the meeting minutes. She felt an edit was necessary to make the minutes ready for posting to the internet. She agreed to take on said responsibility for editing and preparing the minutes for distribution to the board and posting to the internet. The Board unanimously agreed to this process.

3. REPORT BY HEAD OF SCHOOL

3.01 – Summary of Monthly Report – Mrs. Melville's report is attached. Mrs. Melville elaborated on the need to complete renovation of the classrooms in the new module. She also brought up the need to address air quality and mold conditions. Mrs. Melville also responded to questions posed by Dr. Lerch regarding professional development and the number of days teachers are required to be on campus. Details are included in the monthly report. Ms. Fishman inquired as to the delay in making the renovations to the classroom. It was explained that developing the plans took considerable time especially since we are relying on volunteers to develop the plans. Once plans are in place the required permits will be requested and work will proceed.

4. BOARD OF EDUCATION MATTERS

4.01 – Comments by Public – None

4.02 – Report on Montessori Training – Mr. Jones's report is attached.

4.02a – Request for Reduced Tuition – Mrs. Melville requested the Board consider reducing tuition for one parent by fifty percent. Her basis for this request was the medical hardship the parent was experiencing and her contribution of time and labor to the school. Based on a motion by Mr. Carlos Hernandez and seconded by Mrs. Stephanie Wright, the Board approved the request for a 50-percent reduction in tuition subject to a review in two months. Mr. Bowen was the only no vote.

4.03 – Presentation to SCCPSS Board on December 8 – Dr. Lerch provided Board Members with a comprehensive package detailing his strategy for seeking forgiveness of the \$109,000.00 overpayment received from the District last year. The package includes provisions for a fence around the school, playground equipment, provisions for curriculum alignment, and provisions for school improvements development. Dr. Lerch will be briefing the Board on this request at the December 8th Informal Meeting and has requested the support of the Board and parents.

4.04 – Additional Staffing – This staffing is for the next school year and will be contingent on available funding. Mrs. Melville was given approval to start the planning but no definitive actions can be undertaken until the budget build process begins later in a few months.

5. CONSENT - Nothing to Report

6. FINANCE

6.01 – Expenditures to Date – All bills are paid current with two outstanding bills left unpaid. Current bank balance is approximately \$49K.

6.02 – Annual Audit – Mr. Lynch has agreed to perform the annual audit for CEMCO. Mr. Hernandez has been asked to contact him to begin the process.

7. ADJOURNMENT - On a motion by Mr. Carlos Hernandez and seconded by Mrs. Stephanie Wright the Board adjourned at 5: 51 PM. Next scheduled Board Meeting will be 20 January 2011.

ATTACHMENTS

Head of School Report November 2010

School Administration:

1.	Enrollment						
	PK 3	10		PK 4	40	K	70
	LE 1st Yr	43		LE 2nd Yr	31		
	Classrooms		P1	24		P2	24
			P3	20		P5	23
			P6	28		LE1	37
			LE2	19		LE3	19

Totals in Academy PK3 + PK4 = 10 + 40 = 50

Totals in Charter K + LE (1) + LE (2) = 70 + 43 + 31 = 144

Total Enrollment = 194

Withdrawn Students: 0

2. Lunch Program Breakfast 82 Lunch 75 (average daily numbers)
3. Student absences 116 teacher absences 31 days
4. Student Discipline Suspensions/Expulsions = 0
5. Discipline Referrals = 0
6. Off-Site Meetings
7. SCCPSS Meetings

The HOS attended the SCCPSS Administrators Meeting on November 18th 2010. Points discussed:

- Race to The Top District Programming & Funding
- Common Core Curriculum
- Student Achievement
- Subpoena of Student Records Procedures
- Special Education Policies & Procedures
- Building Alternatives to suspension

CEMCS Staff has not attended any SCCPSS Meetings.

Communication & Interaction with PTO

1. Items sent to parents: Fall Art Fundraiser.
2. Interaction with PTO by Staff

The staff has participated in an art project with the students related to a PTO fundraiser.

The staff collected books for the Savannah Children's Book Festival.

3. PTO announcements related to fund raisers – see www.cemcspto.org
4. PTO newsletters – see www.cemcspto.org
5. Concerns: No concerns have been communicated to the Head of School
6. Schedule of PTO activities – see www.cemcspto.org
7. CEMCS website requires a brief history of the school. (I ask that a Board Member with this background knowledge compose a short two paragraph synopsis)
8. Outreach activities –Student/Teacher recruitment

A schedule of teacher recruitment activities has not yet been devised.

Facilities

1. Safety & Instructional concerns related to Facilities

The retrofitting of the large modular building has still not been completed.

List of scheduled Maintenance

AC in P5 and Lunch Room - Brent Pack Completed

Bees & Ants Extermination – George Bowen Completed

Replaced broken security light - Georgia Power

Grass and Grounds Maintenance – George Bowen

Skirting on new building Completed

2. Facilities needs /modifications

The large Modular needs to be retrofitted according to the Board approved plan.

Testing of modulars for air quality etc.

Student Services

1. Services for Special Needs Students

9 children currently hold an IEP. These students receive services for special education, speech and occupational therapy.

2. Services for Low Income Students

There are no services that have been requested at this time.

3. CEMCS At- Risk Factors

The number of At-Risk children has not been determined nor reported.

4. Academic Progress

All parent conferences have been conducted. Progress monitoring is part of a continuing RtI protocol.

5. Professional Development

Paraprofessionals in the Primary Program are currently participating in four instructional modules mandated by Bright From The Start. The Primary Lead Teachers will be participating on November 30th and December 1st in Bright From The Start New Teacher Training and follow-up on line modules during early spring. (Ms. Avery's parents have agreed to house the teachers when they travel to Dublin to participate in training therefore cutting back on lodging expenses.)

On November 1st Ms. Ann Lois Griffin AMI Trainer from Sweden conducted a workshop on Observation Techniques and Implementation in the Classroom. All Teachers and Paraprofessionals attended. Seven guests from Charles Ellis Montessori were present.

Lynn Avery (Primary) attended the Environmental Educators Alliance Conference on November 5 -6. Ms. Avery has shared the information and resources that she received at the conference and now we have established vermicomposting at the school. Ms. Avery has also scheduled a parent workshop in December to share this knowledge with parents so that they can support their children's learning.

November 12th Teachers attended a reading workshop "Reaching Reluctant Readers", hosted by the Savannah Children's Book Festival.

Meredith Floyd, Sonya Tokerud-Hoelscher, Thea Monsion & Tanya Melville attended The North American Montessori Teachers Association symposium/conference, "Revealing the Montessori Learner: The Three Period Lesson & Beyond", on November 11-14 in Atlanta. The NAMTA conference was informative providing in-depth insights into Montessori Philosophy and Pedagogical Practices within the developmental levels. The faculty thank the CEMCO Board for allocating the funds to attend this conference.

School Finance

Payables - \$5,541.34

Receivables - \$2,503.70

School Lunch: The School Nutrition Department handles all accounts.

School Development

1. Teacher Instructional Expectations for new facility

Documentation from Design Charette Teachers will be available in the school office.

Montessori Structures:

Numerous documents highlighting Montessori architecture and design were given to the Strategic Planning Committee in November 2009. These are available in the HOS office but are too extensive to attached or summarize on this report.

2. Parent Expectations for new facility: Charette TBA
3. Design Ideas

As stated above design ideas are available in the school office.

Respectfully submitted by Tanya Melville 22nd November, 2010

TRAINING REPORT - Nov.-Dec. 2010

The trainees are making good progress with their classwork and homework. This week, they are submitting their first finished albums - Practical Life - for review, along with the first of four essays which they can use for parent meetings for the parents of children in their classes. The essays have been included as a course requirement at the suggestion of Ann Lois Griffin, Montessori teacher and teacher-trainer from Sweden, who made a presentation to our staff in November.

I traveled to Montclair, New Jersey this week for the 90th birthday celebration of Lakshmi Kripalani, who is the last living protege of Dr. Maria Montessori. Miss Kripalani was a student of Dr. Montessori in India during WWII, and when Dr. Montessori left India in 1946, she asked Miss Kripalani to continue to take over the leadership of the school she had started in Karachi. Lakshmi came to the United States in the 1960s and established a school for children and conducted teacher training courses for 35 years in this country. I have been privileged to know and work with her since 1966. She contributes a monthly column to the newspaper, The Public School Montessorian, which we receive at CEMCS. The celebration, held at the Unitarian-Universalist Congregation church in Montclair, was attended by over 100 delegates from the USA, India, China, Malaysia, Pakistan and Australia, and Miss Kripalani was presented with a lifetime achievement award.

Thanks to Juliana for finding surplus shelving and tables for the training room. The training environment is developing each week, as new materials are presented to our trainees.

Respectfully submitted,

Sanford Jones

Director of Training