

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

Executive Session

19 August 2010

Members Present:

Dr. David Lerch – Board President

Mr. George Bowen – Secretary

Mr. Carlos Hernandez – Treasurer

Ms. Mary Shank

Mr. Sanford Jones

Mrs. Stephanie Wright

Mr. Ben Price

Mrs. Tanya Melville – Head of School

Executive Session: Called to order at 4:35 PM

Discussion of teacher contracts.

Executive Session adjourned at 4:56 PM.

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

General Session

19 August 2010

Members Present:

Dr. David Lerch – Board President

Mr. George Bowen – Secretary

Mr. Carlos Hernandez – Treasurer

Ms. Mary Shank

Mr. Sanford Jones

Mrs. Stephanie Wright

Mr. Ben Price

Mrs. Tanya Melville – Head of School

1. CALL TO ORDER at 4:53 PM.

Motion to open formal session made by Mr. Ben Price and seconded by Mrs. Mary Shank.

2. APPROVAL OF AGENDA

On a motion by Mr. Ben Price and seconded by Mr. Carlos Hernandez the agenda was approved unanimously.

3. REPORT BY HEAD OF SCHOOL – Mrs. Melville’s report is attached. The only action item requiring Board action is listed below.

3.01 – Status of Teachers – Mrs. Melville sought approval of Lead Teachers Sabrina Rivera and Mitti Staininger. These individuals need contracts and notification of how they will be paid from the CEMCS Academy and their benefits package. Mrs. Melville was directed to talk with Mr. Jackson at SCCPS regarding placing these individuals on the district’s payroll. On a motion by Mr. Ben Price and Mrs. Stephanie Wright, the Board approved unanimously the appointment of the two teachers. In addition, Mrs. Melville’s request for hiring of two teaching assistants, Andrew Wiley and Heather Carswell, was approved unanimously following a motion by Mrs. Stephanie Wright and Mr. Sanford Jones.

4. BOARD OF EDUCATION MATTERS

4.01 – Comments by Public – Numerous parents and teachers were in attendance but no comments were made.

4.02 – Report on 2010 Summer Training Program - Mr. Jones reports that training is on track. His report is attached to these minutes.

4.03 – 2010 – 2011 Revised Proposed Budget – Dr. Lerch reported on his meeting with the SCCPS Superintendent regarding the upcoming budget. CEMCO disagrees with SCCPS staff calculations of \$6152.00 per student. Our calculations indicate the number should be around \$8000.00. Dr. Lockamy has agreed to review their calculations and advise of his finding by Friday. If the district finds in CEMCO’s favor, this would net out additional funding that will allow for additional flexibility in staffing and funding of school needs. Mrs. Melville indicated a possible need for 2 additional teaching assistants. To provide Mrs. Melville with maximum flexibility to act on hiring teaching assistants, the Board authorized hiring additional two teachers/assistants based on availability of funding. Motion made by Mr. George Bowen and seconded by Ms. Mary Shank was approved unanimously.

4.04 – Teacher Contracts – Acted on in 3.01 above.

4.05 – Resignation of Board Member – Dr. Lerch informed the Board of Mr. Michael Graham’s request to resign from the Board. On a motion by Mr. Ben Price and seconded by Mrs. Stephanie Wright the Board approved the resignation unanimously.

4.06 – Election of Board Member – Dr. Lerch acted on Mrs. Stephanie Wright’s proposal to add Ms. Jane Fishman to the CEMCO Board. On a motion by Mr. George Bowen and seconded by Mr. Carlos Hernandez the appointment was approved unanimously.

4.07 – Status of Classroom Building – Dr. Lerch briefed the Board on the status of the classroom addition. The building is on site and almost finished. The plumbing work is in progress and electrical is about ready to start. William Scotsman still needs to lay carpeting, paint the building and put the skirting around the building. In addition, we still need to work interior issues that Mrs. Melville desires. Mr. Brent Pack will take on getting the ramps built and will assist with interior work that may be deemed appropriate. Dr. Lerch and Mr. Bowen will meet on Friday, 20 August to work permit and other administrative issues.

5. CONSENT - Nothing to Report

6. FINANCE

6.01 – Expenditures to Date – See attached financial reports.

7. ADJOURNMENT - On a motion by Mr. Ben Price and seconded by Ms Mary Shank, the Board adjourned at 5:54 PM. Next scheduled Board meeting will be 16 September 2010.

Head of School Report August 19th 2010

Enrollment: The 2010/11 Enrollment Status is as follows:

PK3	17PK4	40	(33 on wait list)K	89	LE level 1	48 + 1 applicant in process
	LE level 2	39	Totals in Proposed Academy Level		57	Totals in Charter School Level
	177	Total Enrollment as of 06/17/10		234		We have had one family from the Lower Elementary that informed us they would not return for the 2010/11 school-year. The family is relocating

to South Carolina. As per the required cuts in the number of teachers the following reassignments have been made regarding enrollment per classroom.

P1. 28 students

P2. 24 students

P3. 28 students

P4. 0 students dissolved class and reassigned teacher to ADM

P5. 27 students

P6. 38 students (All Day Montessori)

LE 1. 44 students (combined LE 1 & 4 houses children in Pryme -Tyme)

LE 2. 23 students

LE 3. 22 students

As demonstrated in the above figures are Primary classrooms are above capacity of 25 and cannot accept any other children regardless of age. We still have possibly 5 slots in Lower Elementary. We will maintain a waiting list for each level of Primary and Lower Elementary.

Professional Development

Sabrina Rivera and Martha (Mitti), Staininger are currently engaged in Primary Montessori Training with Sanford Jones. Teachers and staff will take part in pre planning starting August 23rd.

Personnel: The following is the current status of assigned teachers for the 2010/11 SY

Primary 1 Lead: Lynn Avery

Teaching Assistant: Heather Carswell, (TBA)

Primary 2 Lead: Meredith Floyd

Teaching Assistant: Jera Hunter

Primary 3 Lead: Sabrina Rivera

Teaching-Assistant: D. Mozee

Primary 4 Class Reassigned

Primary 5 Lead: Kirsten Leske

Teaching-Assistant CaseyThompson

Primary 6 Lead: Patricia Loper
Shapiro

Assistant Teacher: Mitti Staininger

T.Assist: Sara Burns-

Lower Elementary

LE 1. Lead: Thea Monsion

Lead: Brooke Burcham, (LE1 & LE 4 class)

LE 2. Lead: Sonya Tokerud-Hoelscher

Teaching Assistant: Andrew Wiley (TBA)

LE 3 Lead: Christy Brozowski

Teaching-Assistant: Maryellen Brown

I am awaiting the CEMCO Board's decisions on the following:

- Approval of Lead Teachers, Sabrina Rivera & Mitti Staininger. These two individuals need contracts and notification of how they will be paid from the CEMCS Academy and their benefits package.
- Approval of Assistant Teachers Andrew Wiley & Heather Carswell. These two persons will be pay-rolled under SCCPSS.

TRAINING REPORT

Our 2010-11 class of six trainees completed the six-week summer portion of the Primary training course on Friday, August 6. The group included 2 new CEMCS staff members (head teachers) and 4 others from other schools, public and private, local and from other locales. All 6 completed the requirements of attendance and participation. The second increment of the course will be given at CEMCS on Monday and Tuesday afternoons 4:15-6:15, throughout the school year, with the final oral examinations at the beginning of June 2011.