

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

Executive Session

21 January 2010

Members Present:

Dr. David Lerch – Board President

Mr. George Bowen – Secretary

Mr. Ben Price

Mrs. Stephanie Wright

Mr. Sanford Jones

Ms. Mary Shank

Mrs. Tanya Melville

Executive Session: Called to order at 5:15PM

Discussion of legal issues as relates to programs currently in place at CEMCO.

Executive Session Closed at 5:40PM

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General Session

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Mr. George Bowen – Secretary

Mr. Ben Price

Mrs. Stephanie Wright

Mr. Sanford Jones

Ms. Mary Shank

Mrs. Tanya Melville

1. Call to Order at 6:00PM.

2. APPROVAL OF AGENDA

On a motion to by Ms. Mary Shank and seconded by Mrs. Stephanie Wright, the agenda was revised to include item 6.01a – Repayment of Loan. The amended agenda was approved unanimously.

3. REPORT BY HEAD OF SCHOOL

3.01. Proposed Parental Letter of Intent – Mrs. Melville shared the results of letters received from parents regarding attendance next year. (See Head of School Report Attached)

3.02. Proposed Application Deadline Date – An early application period for the Lottery was proposed by the Head of School. She proposed Open Houses on 22 Feb and 28 February 2010, with the Lottery taking place on 9 March 2010. Mrs. Melville feels that these dates work for CEMCS to achieve the best results. On a motion by Mr. George Bowen and seconded by Mr. Ben Price, the proposal was approved unanimously.

3.03. Estimated Lottery Date - March 9, 2010 will be the scheduled Lottery date.

3.04. Status of Pryme Tyme – The program does not provide the learning environment that coincides with the Montessori concept. There is a general consensus that the program would be better managed in-house. More on this in the alternative program discussion in 4.06.

3.05. Proposed 2010 Teacher Furloughs - The Governor has proposed 3 additional non-instructional days as furlough days for teachers. The only concrete information received to date is the furlough of Pre-K teachers. No information will be available for the rest of the staff until the legislature acts on the Governor's recommendations.

4. BOARD OF EDUCATION MATTERS.

4.01. Comments by the Public – None.

4.02. Update on Teacher Training – Mr. Jones reports that training is ongoing each Tuesday and Thursday. No problems were reported.

4.02a. Affiliation with MACTE – Mr. Jones reports that he has secured approval to establish a satellite MACTE program at CEMCS. This program would provide teachers with certification of the training they receive and insure recognition of their credentials nationwide. In addition, it would relieve the school of having to fund a full time trainer. On a motion by Mr. Ben Price and seconded by Mr. Sanford Jones, the Board authorized Mr. Jones to investigate further and report back on the feasibility of pursuing an affiliation with MACTE.

4.02b. Presentation by Michele Aspinall, Northbrook Illinois, on All-Day Montessori Program – Mr. Jones reports that Ms. Aspinall is willing to come to CEMCS to discuss the organization of their program and the establishment of a similar program at CEMCS. Mr. Jones has purchased a ticket for her and need the Board to authorize an Honorarium of \$800.00. Further discussion deferred until 4.06 is discussed.

4.03. Proposed Enrollment and Number of New Classes for 2010 – Dr. Lerch advised the Board that enrollment for 2010 – 2011 would be a student population of 250 students. This would translate into 10 classrooms and 10 teachers. On a motion by Mr. Ben Price and seconded by Ms. Mary Shank, the Board unanimously approved these projections.

4.04. Facility Strategic Planning Committee – Mr. Sanford Jones briefed the Board on the outcome of the committee meeting. He offered up the concept that the committee has agreed best provides for the need of CEMCS. Mr. Brent Pack presented data on a metal building that could be purchased for use by the school. He provided the Board with a representative cost and a proposal for erecting the building on the campus. Cost being a consideration, the Board opted to seek additional information on the purchase and cost of erecting the building on the campus. Following a second presentation by Mr. Baxter Frost on the conversion of shipping containers into classroom space, the Board accepted a motion by Mr. Ben Price and seconded by Mr. George Bowen to authorized Mr. Pack to further pursue options for the purchase and installation of a metal building on campus. The Board unanimously approved this motion and further encouraged Mr. Frost to look further into the use of shipping containers as an option for classroom. Mr. Bowen agreed to review the education code to verify that use of shipping containers for classroom is feasible.

4.05. New Facilities – See item 4.04 above.

4.05a. Enrollment for 2010 – 2011 – Enrollment has been established at 250 students

4.05b. 2010 Proposed Staffing – Staffing will consist of 10 teachers with appropriate classroom assistants.

4.05c. Facility Needs for 2010 – 2011 – A total of 10 classrooms will be needed. Additional space will be required for library function and administrative and storage space.

4.05d. Establishment of Capital Fund – The establishment of a capital fund was recommended by Mrs. Melville and Mr. Sanford Jones. Mr. Jones reported the receipt of a \$250.00 check designated for facilities. On a motion by Mr. Ben Price and seconded by Mr. Sanford Jones, the Board unanimously approved establishing a capital fund account with an opening balance of \$250.00.

4.06. Proposed Alternative to Pryme Tyme Before and After School Program – The Pryme Tyme program is not compatible with the Montessori schooling concept. Mrs. Melville and Mr. Jones feel that we need a program that dovetails the Montessori program. To that

end, they have arranged for Ms. Michele Aspinall to come to Savannah to discuss the all-day program they have at their Montessori school in Illinois. Mr. Jones has already purchased a ticket for Ms. Aspinall and requested the Board pay Ms. Aspinall's \$800.00 honorarium. Given our cash flow issues, some Board member expressed reluctance to take on this expense. Since there is a compelling need to secure definitive guidance on an after school program, Board members David Lerch, Mary Shank, Sanford Jones, Ben Price and George Bowen agreed to donate the funds to cover the honorarium.

5. CONSENT – Nothing to Report.

6. FINANCE

6.01. Expenditures to Date – Funding operations are proving to be a challenge. Marketing and fund raising are critical to CEMCS overcoming this challenge.

6.01a. Short Term Loan Repayment – Dr. Lerch and Mr. Bowen will meet to discuss a timeline for repayment of a loan made to CEMCS by Mr. Bowen.

7. ADJOURNMENT - On a motion by Mr. Sanford Jones and seconded by Mrs. Stephanie Wright, the meeting ended at 7:53 PM. February's meeting will be on the 19th at 4:30PM.

ATTACHMENTS

Head of School Report January 2010

Enrollment:

2 three year olds were enrolled at the beginning of January in Rm. 5 with Ms. Kirsten. Two more three year olds will potentially enroll in February. One family transferred to Bartow during the Winter Break as they had older siblings attending there. There was also a withdrawal due to a military relocation.

A proposal regarding the Lottery Timetable was submitted to the Board for review on December 16th 2009. (Please see attached)

I have attached the results of the Intent to Return Form and the number of siblings that wish to enroll for the 2010/11 school year. These results show a strong level of commitment from our parents.

I have also attached enrollment projections for next year based on what I deem to be the worst-case scenario. As I have stated previously, I believe that it is best to set our budget with more definite numbers rather than assumed enrollment.

Professional Development

In December Ann Lois Griffin a Montessori teacher trainer from Sweden visited our school. She observed in our classrooms and conducted a workshop highlighting aspects of her school in Sweden. Several Montessori visitors attended from the wider community. Ann graciously shared curriculum extensions and materials with our staff.

Lynn Avery has completed her training for Project Wild. She and her fellow trainees will publish their work and lesson guides in June. Lynn will help to implement these co-curricular activities in our school through teacher workshops and resources. This is just one aspect of building a school culture that nurtures the child in Nature. Look for more information in the spring.

Lead teachers took part in a tabletop exercise with Sgt. Grefski, from Emergency Management. All teachers will need to renew their First Aid & CPR certificates and to take part in Level 1 safety training. Also it was recommended that the teachers attend a self-defense class. As part of our Emergency Management plan, a Health & Safety Committee has been formed to review our current plans, make proposals to address safety issues, policies and procedures, and to act on a consultative basis with regard to our schools strategic plan and campus development. This committee will officially meet within the next few weeks to get started on an assessment of our procedures during the recent evacuation. So far the committee consists of the following members who bring expertise and perspective concerning safety. My hope is to then add some community members who have expertise in health related fields.

Safety Committee Members:

Amy Thomas	Teacher representative	
Joe Becton	Coast Guard (retired) Parole Officer	Parent
Shane Shifflett	Fire Fighter	Parent
Robert Von Loewenfeldt	Police Officer	Parent

Strategic Planning:

A meeting has been called for January 26th @5.30 pm, to discuss with parents their needs and desires for after-school care. This will be the first in a series of discussions concerning the philosophical and logistical aspects of implementing All Day Montessori. On March 8th Michelle Aspinall from Countryside Montessori School in Northbrook Illinois, will conduct meetings and workshops for our teachers and parents focused on this topic. My goal is to have a proposed program overview for the Boards consideration by the March board meeting. The work that was carried out during the summer of 2009 will provide a starting point for refining our after school services.

I am working with the PTO to conduct a small Peace Pole Celebration during Montessori Week February 21st -27th. We will also be constructing some displays about Montessori that will be placed in local libraries during that week. A press release will also be forwarded to the local media. This is an international celebration and it will become a part of our culture here at CEMCS. At February's PTO meeting a short overview of Montessori's Great Work will be shown to the parents. In March the topic of the Child in Nature and Natural Playgrounds will be introduced to the parents.

A Health and Safety Committee has been established. (See above)

Dear Board Members, after consideration of the discussion at last week's Board Meeting regarding the Lottery, I ask that you consider the following proposal.

Proposal: Schedule CEMCS Lottery before SCCPSS Lottery.

Concern:

I am concerned that due to the present legal aspects of our lottery being open to all in Chatham Co. and that consequently this does not guarantee admission for our already enrolled families in the Primary

program, that this jeopardizes our community building and compromises the integrity of the Montessori developmental continuum. I also have a concern that the legal aspects of the upcoming lottery have not been communicated clearly by the Board to the parents and the staff.

Proposal:

That Coastal Empire hosts the Lottery for both GA PreK 4 & the Kindergarten Charter in late February prior to the SCCPSS Lottery.

Rationale:

- Gives our present parents immediate opportunity, after the break, to ensure that they have registered and turned in the appropriate paperwork. This would allow the school to gauge, which families intend to return.
- Limits the amount of time for prospective parents to observe in the classroom and make an informed decision prior to turning in the necessary paperwork. This would encourage these parents to consider us as their first choice.
- Facilitates the earlier establishment of a waiting list from which to select students when slots become available.
- Draws selected families into our community much earlier allowing us to build relationships prior to the SCCPSS Lottery and after the latter lottery to have assurances that they wish to attend Coastal Empire Montessori. If after said Lottery a family decides on another school, then we can immediately draw from our waiting list and the slot would be reassigned promptly.
- Once an earlier selection is made we would be able to focus our advertising/marketing efforts & monies in a more deliberate manner and we would have a longer period of time to assert ourselves in the market if slots needed to be filled.
- An Early Lottery may make the pool shallow but this may give our present parents a little more comfort in the process and I feel confident that we would have a waiting list that would shore up our potential numbers and help achieve our enrollment projections of 250 students.

Respectfully submitted 12/16/09

Tanya Melville

Head of School

Results of Intent to Return Form

Results from Intent to Return Forms

Room	Returning	Siblings	Not Returning	Form Due
1	19	2	1	
2	15	1	2	1
3	16			1
4	13	1		3
5	14	1	1	0
6	18	4		4
7	16	2	1	2

8	14	4	1	1
	125	15	6	12

Enrollment Projections for 2010/11

(Based on current intent to return forms, sibling enrollments and pk4 allocations --- worst-case scenario)

PK3	30	
PK4	40	
K	60	
LE	86	
Total		216