

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

Executive Session

27 January 2011

Members Present:

Dr. David Lerch – Board President

Mrs. Stephanie Wright – Vice President

Mr. George Bowen – Secretary

Mr. Carlos Hernandez – Treasurer

Mr. Sanford Jones

Ms. Mary Shank

Mrs. Tanya Melville – Head of School

Executive Session: Called to order at 4:46 PM

Nothing to discuss

Executive Session adjourned at 5:49 PM.

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

General Session

27 January 2011

Members Present:

Dr. David Lerch – Board President

Mrs. Stephanie Wright – Vice President

Mr. George Bowen – Secretary

Mr. Carlos Hernandez – Treasurer

Mr. Sanford Jones

Ms. Mary Shank

Mrs. Tanya Melville – Head of School

1. CALL TO ORDER at 5:49 PM.

Formal session opened by Dr David Lerch.

2. APPROVAL OF AGENDA

On a motion by Ms. Mary Shank and seconded by Mrs. Stephanie Wright, the agenda was approved unanimously as written.

3. REPORT BY HEAD OF SCHOOL

3.01 – Summary of Monthly Report – Mrs. Melville's report is attached.

4. BOARD OF EDUCATION MATTERS

4.01 – Comments by Public – None.

4.02 – Report on Montessori Training - Mr. Jones report training is on track and proceeding exceptionally well as a result of the excellent material being utilized. Dr. Lerch requested Mr. Jones bring a sample of the training material to the next Board meeting to familiarize members with the material. Presentation to be approximately 10 minutes. Mrs. Tanya Melville and Mr. Sanford Jones will look into certification for teachers.

4.03 – Fence Installation – Dr. Lerch briefed the Board on the process being utilized to procure and install the campus fence. SCCPS is seeking bids and will probably utilize a contractor to install the fence. Once they have received the bids, they will probably go with the low bidder if the bid falls within the allotted amount. If bids exceed the allocation, CEMCO can then discuss alternatives to achieve the objective.

4.05 – Marketing School Program – Mrs. Melville presented details of effort to develop comprehensive marketing program for CEMS. Plan includes brochures, advertisements and post cards. To allow for further development of this effort, a budget of \$2000.00 was proposed. On a motion by Mr. Carlos Hernandez and seconded by Mr. Sanford Jones, the proposed budget was approved unanimously.

4.06 – Montessori Curriculum Alignment Timeline – Dr. David Lerch briefed the Board on the development of National Standards. He suggested that these be used as a model for developing curriculum alignment standards. Mrs. Tanya Melville indicated she has already begun the process of assigning teachers to work this effort. Further discussion surfaced a concern that insufficient time has been allocated for completion of this effort. The discussion concluded with Dr. David Lerch enlisting the support of Ms. Mary Shank and Mr. Sanford Jones to assist in this effort and to set a meeting time in the near future.

4.07 – Charter Renewal - A charter renewal package has to be submitted to SCCPS by the end of the current school year. Dr. David Lerch will be sending out sections of the charter to Board members for review and input. He will establish a deadline for input as each section is submitted to Board members.

4.08 – Computers – Dr. David Lerch has brokered an agreement with SCCPS' Mr. Felicano to include CEMS in the allocation of funds for computers. Since the purchase for systems schools may deviate from the needs of CEMS, an effort will be undertaken to have the funds designated for CEMS allocated to the Board for purchase of specific computer items for CEMS.

4.09 – Space Needs for 2011 – 2012 – Current facilities are sufficient to satisfy needs for coming year, however some modifications are required. Generally speaking, it was agreed that estimates would be secured and provided to the Board next month for review and action. The Board also reviewed proposals to provide on-going air quality testing for campus. Three proposals were reviewed and the selected vendor was Whitaker Laboratory at a cost not to exceed \$1797.50. Motion by Mr. Hernandez and seconded by Ms. Mary Shank to approve the selected vendor was approved unanimously.

5. CONSENT - Nothing to Report.

6. FINANCE

6.01 – Policies on Financing – Documents to put in place a financial management policy were provided to Board members for review. Feedback from Board members is essential before moving forward with the process.

6.02 – Expenditures to Date – Bills are all paid current. Outstanding debts include First Chatham Bank and Rowe Drilling.

7. ADJOURNMENT - On a motion by Mr. Carlos Hernandez and seconded by Ms. Mary Shank, the Board adjourned at 6:30 PM. Next scheduled Board meeting will be 17 February 2011.

ATTACHMENTS

Head of School Report December 2010

School Administration:

1. Enrollment					
PK 3	10		PK 4	40	
K	70		LE 1 st Yr	43	
LE 2 nd 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 177 teacher absences 18 days (13 maternity leave)
4. Student Discipline Suspensions/Expulsions = 0
5. Discipline Referrals = 0
6. Off-Site Meetings
7. SCCPSS Meetings

The HOS did not attend any SCCPSS meetings. 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 - NA
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. The PTO has graciously purchased materials for the Primary classrooms that will enhance Language Arts within the Montessori curriculum. A total of \$1044.00 was donated. The PTO also intends to purchase materials for the Lower Elementary Classrooms this spring.
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.
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 have completed four instructional modules mandated by Bright from the Start. The Primary Lead Teachers participated in Bright from the Start New Teacher Training November 30th and December 1st. The Primary Lead teachers are completing on line modules during early spring.

School Finance

Payables - \$2,284.88

Receivables - \$5597.60

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 attach 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 13th January, 2011

TRAINING REPORT – CEMCS

January 2011

The training program is progressing on schedule, with full participation by the four trainees who are based in Savannah – two from CEMCS, one from Charles Ellis and one who is currently unemployed and doing observations at CEMCS. Our distance learner in Arlington, VA is working daily in the classroom under the supervision of her mentor, an AMI-trained teacher with forty years' experience. She will return to Savannah for her examination in June. Our Hilton-Head based trainee, who completed the summer portion of our course, has been married and has moved to Columbia, SC, and she is unable to continue her participation.

The trainees are all current in their work, and they will hand in their illustrations for the Sensorial albums, along with the Sensorial essays, on February 8.

Our external examiner, Paula Willingham, an AMI teacher with twenty years' experience at the Duluth Montessori School, Duluth, GA, will conduct the oral examinations on June 3 and 4. The graduation ceremony will be the evening of Saturday, June 4. Please put that date on your calendar, as Board members are invited to celebrate this "rite of passage" for the trainees. Paula served as our examiner of the trainees at the end of our first course. She is a qualified, fair-minded and empathetic examiner who elicits very positive responses from the trainees.

The trainees have been given most of the Language presentations, they are currently working with the Golden Bead material in arithmetic, and they are beginning the Cultural Areas, in particular, Music, this month.

I am scheduling classroom observations during the next several weeks to visit each of the trainees as they interact with children. Each observation will be followed by a conference to offer affirmations and suggestions.

Respectfully submitted,

Sanford Jones

Director of Training