

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

Executive Session

19 January 2012

Members Present:

Mr. Brent Pack – President

Mr. Theodore Beiter – Vice President

Mr. George Bowen – Secretary

Dr. David Lerch – Treasurer

Mrs. Leslie Sheehan

Dr. Laura Frost

Ms. Christina Placek – Head of School

Executive Session: Called to order at 4:36 PM. Personnel issues and staffing were discussed.

COASTAL EMPIRE MONTESSORI COMMUNITY ORGANIZATION (CEMCO)

General Session

19 January 2012

Members Present:

Mr. Brent Pack – President

Mr. Theodore Beiter – Vice President

Mr. George Bowen – Secretary

Dr. David Lerch – Treasurer

Mrs. Leslie Sheehan

Dr. Laura Frost

Ms. Christina Placek – Head of School

1. CALL TO ORDER at 5:06 PM.

Formal session opened by Mr. Brent Pack. Mr. Pack acknowledged the presence of visitors from the State Board of Education.

2. APPROVAL OF AGENDA

The agenda was approved unanimously following a motion by Dr. David Lerch and seconded by Mr. Theodore Beiter.

3. COMMENTS FROM THE PUBLIC – No comments.

4. FINANCE REPORT – The most significant item briefed was a finding by the auditor that SCCPSS has underpaid the school by \$18,498.00. These funds have been received and are helping fund much needed classroom materials. See attached report for details of the current financial status.

5. HEAD OF SCHOOL REPORT

4.01 - Administrative Report – (See attached report). Significant progress has been made in developing assessment tools for evaluating student performance. These tools allow staff to provide meaningful data relevant to student performance. In addition staff is working to positively correlate this data with state and local measurement standards.

6. COASTAL EMPIRE MONTESSORI SCHOOL MATTERS

6.01 – Classrooms for 2012 - 2013 - Board was briefed that approximately 2 additional classrooms will be required for the upcoming school year. Facilities committee will work this issue and make a recommendation to the board.

6.02 –Board Member Replacement – Deferred until the next meeting until the charter address the Board composition issue.

7. POLICIES AND PROCEDURES

7.01 – Committee Report – Mr. Theodore Beiter reported that the committee continues to work policy issues but have delayed work pending the selection of a teacher to serve on the committee. Ms. Placek indicated she has a teacher who has indicated a willingness to serve as a member the committee. Bylaws cannot be completed until the new charter is completed so that stipulations levied by the SCCPSS with respect to Board composition can be addressed. The committee is on track to have a new student handbook available by the start of the new school year. Further actions are being held in abeyance until the committee is fully staffed.

8. CEMCO Funding Committee

8.01 – Dr. Laura Frost reports that the funding committee is actively seeking funding sources to satisfy the needs of the school. The committee is currently working technology issues. They are working to secure computers for the classrooms and the library. Dr. Frost had two suggestions for computers: donations from business sources or the purchase of rehabbed computers. Following discussions with the Board, it was decided to hold off any actions pending efforts by several Board members to secure either computers or furniture from various sources. Board members Dr. David Lerch and Mr. George Bowen are working sources in an effort to resolve the computer problem and will report back to the committee

9. BOARD OF EDUCATION MATTERS

9.01 – One Year Charter Status –Discussion deferred until special call meeting on 20 January 2012.

10. ADJOURNMENT – On a motion by Mr. George Bowen and seconded by Dr. David Lerch the general session was adjourned. Next scheduled Board meeting is scheduled for 16 February 2012 at 4:30 PM.

COASTAL EMPIRE MONTESSORI ACADEMY

General Session

19 January 2012

Members Present:

Mr. Brent Pack – President

Mr. Theodore Beiter – Vice President

Mr. George Bowen – Secretary

Dr. David Lerch – Treasurer

Mrs. Leslie Sheehan

Dr. Laura Frost

Ms. Christina Placek – Head of School

1. CALL TO ORDER at 6:01 PM.

2. APPROVAL OF AGENDA

On a motion by Mr. Theodore Beiter and seconded by Mrs. Leslie Sheehan, the agenda was unanimously approved.

3. COASTAL EMPIRE MONTESSORI ACADEMY MATTERS

3.01 – Financial Manager’s Report – (See attached Academy Financial Report) Finances are not deviating far from the norm. One family had to be dis-enrolled due to non-payment of fees. Tax exempt status has been received from the IRS which will allow the establishment of formal retirement plans for Academy employees. Funds have been set aside to facilitate this action.

3.02 – Administrative Report – Extended Care employees were give a 10% salary increase because of increased enrollment. Funds to support this action were available and have minimal impact on finances.

4. ADJOURNMENT – On a motion by Dr. David Lerch and seconded by George Bowen the CEMA meeting was closed at 6:12 PM.

Administrative Report for January 19, 2012

Coastal Empire Montessori Charter School

I. Student Data:

A. Student Enrollment

- Student enrollment for the Charter School is 180 students
- Student enrollment for CEMA is 66 students
- 14 students have IEPs, 11 of whom are being served for speech
- RTI is in the process at various stages for any child who is not on grade level. We are working on putting together a document to help parents better understand the RTI process. We have been working closely with our partners in the SCCPSS to make sure that we are following Special Ed protocol for testing and several students are proceeding in this direction.
- We have been having a bit of difficulty with a few friends who are not able to pay. Carlos has been making sure to address accounts that are late. I am meeting with families who are more than a month behind.

Grade Level	Pre-K 3	Pre-K 4	K	1	2	3	Total
September	23	44	59	62	43	24	255
October	23	42	58	58	42	26	249
November	21	42	56	58	41	26	244
December	23 *	43*	56	56	42	26	246

* Wait List exists, being worked through now.

Students Departures & Arrivals: This month one family withdrew their 1st grader due to disagreement with a suspension and issues with the bus. This same family also was 4 months behind on their three-year-old's tuition and withdrew this child as well. We had 4 new 3-year-olds start with us after Winter Break and we recently admitted a Kindergartner and 2nd grader from the Wait List.

Student Absences: No news.

Enrollment Outreach: We are conducting Open Houses once a week. We typically have 10 - 15 families attend each Open House. We are working on a billboard, radio spots, and other means of advertisement.

Trends in enrollment: Our application process has opened. The window opened on January 9 and will close on March 2. We are accepting applications for grades PK3 – 4th. To date, we have received 77 applications, the majority for PK3 and PK4, with a good number for K, and some for the upper grades.

Additionally, a portion of these applications are for returning students. Intent to Return Forms will be going home in the next 2 weeks for students in the grades that do not need to participate in the Lottery.

Finally, the Lottery will be held on Monday, March 2 @ 6PM.

Special information: None.

B. Student Discipline

Threats	Physical Violence	Other	OSS
3	2	8	2

II. Advertising and Website:

1. Website: The website is updated fully. Teacher profiles have been uploaded. The new phone system through the web is working well. In addition, all parent emails have been put into an email system where they will get reminders to events.
2. Advertising: Oglethorpe Mall and billboard advertising is being organized.

III. Fire/Evacuation Drills:

Month	Date of Drill
August	8/30/2011
September	9/2/2011 and 9/19/2011
October	10/25
November	Unannounced Fire Marshall Visit. 60 days to correct concerns. Concerns already corrected. Severe Weather Drill was conducted.
December	12/15/11
January	To be 1/24/12

IV. Parent and Community Engagement

1. Parents are organizing with PTO a Town Hall Meeting to be held quarterly to help the school target areas to grow.
2. Family Fun Night is organized for the 28th at the Savannah Morning News building.
3. Parent Workshop- Following the Child: The Montessori Philosophy went well, with many families attending.
4. Parent Workshop- CRCT Prep for Parents was heavily attended. Parents were interested in hearing ways they could help facilitate success at home in addition to learning about test-prep resources for the students (OAS and Study Island). We have purchased Study Island access for all of our 3rd graders as a way to help them prepare.

V. Special Programs and Events

1. The Special Events Committee met this month to finish preparations for participation in the Georgia Day Parade, an Art show, Outdoor School for our third graders, and Field Day.
2. Third graders are participating in the “CRCT Prep Rally” and special test-prep course with Mrs. Stephanie and Ms. Tina.
3. A Ben Franklin re-enactor will come and present to all our students during an assembly next Monday.
4. Creative Movement and Zumba classes are continuing to be conducted.

VI. Personnel

1. Teacher coverage for maternity leave is being advertised. We have temporary long-term coverage for Thea’s room, as she unexpectedly gave birth one month early. Applicants are continuing to be interviewed. We have 2 promising interviews on Friday and Monday.

VII. Curriculum, Instruction, and Assessment

1. Use of AIMSweb has spread school-wide. Winter benchmark reading assessments are being wrapped up now. The AIMSweb equivalent to the DIBELS is called the R-CBM (Reading Curriculum-Based Measurement) and is being used on the computer for the first time by many teachers. Reaction from the faculty has been very positive, and so have the reading results. Stephanie will present some highlights in the meeting.
2. School Improvement Team is working on Math. They will be presenting to the whole staff about AIMSweb Math, progress monitoring regarding the recently-revised Common Core Standards, and ways to increase problem solving work in the classroom. A special emphasis will be given to the new third grade problem-solving books in preparation for the new common core standards.
3. The curriculum is continuing to be revised to meet common core standards. So far Math has been revised. Language Arts is being modified currently. In order to address the Language Common Core, Science and Social Studies are being revised to make sure adequate non-fiction selections are added to increase reading standards. The timeline for this has been added to the new charter to be submitted to the state.

VIII. Professional Development and In-service Dates Activities

Who?	Other meetings	SCCPSS	Montessori
K and Lower Elementary teachers/ admin	AIMSweb training webinar		
K and Lower Elementary teachers/ admin	Aimsweb training phone help		
Melissa & Mittie	BFTS training		

Future AIMSweb trainings are being organized, as the software has so much functionality.

IX. Facilities

1. Air conditioners/ heaters in the whole school have been set to reduce heating cost. Three thermostats needed to be replaced; MSpace has worked with us to remedy all the problems.

X. Charter Information

1. State visited the school today.
2. We are ready to present data to SCCPSS by the January 23, 2012. In turn, SCCPSS stated that they will make sure that it is ready for the state by the deadline.

All Financial Reports (Checking Account Detail, Accounts Payable, Profit and Loss Summary, Profit and Loss Details, and Electricity Report) are available upon request from the Business & Operations Office at CEMCS.