

Coastal Montessori Charter School

Board of Directors Meeting Minutes

Monday January 14th, 2013 ~ 6:00 PM

BOARD MEMBER ROLL CALL

The following members of the Board were present:

Kristin Alford, Chris Bird, Kristin Bohan, Bo Bryan, Lynne Ford, Jason Hendrix, Rob Horvath, Laura Lee, Gene Mannella, Camilla Parker, Martha Propps and Rachel Tomovski

The following members of the Board were absent:

Pamela Grant and Stella Mercardo

Other Attendees:

Lonnie Yancsurak, CMCS Director

Charles Swenson, Coastal Observer

CALL TO ORDER

Chairman Horvath called the meeting to order at 6:04 PM.

COMPLIANCE WITH FREEDOM OF INFORMATION ACT

Chairman Horvath made the following statement in accordance with FOIA: This meeting of the CMCS Board of Directors was publicly announced in advance and is open to the public.

READING OF THE MISSION STATEMENT

Mr. Jason Henrix read aloud the CMCS mission statement.

APPROVAL OF THE AGENDA

The Board:

VOTED:

To approve the agenda with the following additions:

- Discussion Item: DNO Liability Insurance
- Library Update
- Executive Session following adjournment of Meeting to discuss mid year assessment

MINUTES OF THE PREVIOUS MEETING

The Board:

VOTED:

To approve the draft minutes of the last Board meetings, held on November 19th and December 20th, 2012, in the form previously circulated, with the following addition:

- November 19th Roll Call should include Lynne Ford as being present.

DISCUSSION ITEMS

The Board reviewed the proposal for seven new policies, as presented in the form previously circulated.

Chair Rob Horvath and Ms Kristin Bohan have been the main point of contact for the Georgetown County School District (authorizer to CMCS.) The Board discussed formalizing this relationship by appointing an official Liaison to the Authorizer.

Mr. Bo Bryan recommended increasing the liability limits for Directors and Officers insurance. The stand alone policy obtained last December has expired. While the Board is covered under the School's Umbrella policy, Mr. Bryan feels the D&O Insurance needs to be higher, given the number of Board Members currently serving. He asked that the Board consider \$5 or \$10 Million, as described in the form previously circulated.

ACTION ITEMS

The Board:

VOTED:

To approve the seven new policies as written.

On December 18th, 2012, as CMCS Board Chair, Mr. Rob Horvath gave authorization to Kelley-Moser Consulting to begin the process of setting up direct deposit for the CMCS staff. Chair Rob Horvath asked for a motion to execute this authorization to Kelley-Moser Consulting for direct deposit. Mr. Chris Bird made the motion. Mr. Bo Bryan seconded the motion.

The Board:

VOTED:

To approve the Resolution for Direct Deposit for CMCS employees.

The Board:

VOTED:

To appoint Ms Kristin Bohan and Mr. Rob Horvath to the position of Liaison to the Authorizer (GTCSD.)

The Board:

VOTED:

To approve an increase in Directors and Officers Insurance from \$1 Million at \$730 per year to \$3 Million at \$1765 per year.

DIRECTOR'S REPORT

Mr. Lonnie Yancsurak reported that by the enrollment deadline, CMCS had received 32 applications for the 32 open spots in 1st grade, 5 applications for 5th grade and 2 applications for 4th grade. A lottery will be conducted to order the waiting list for the 4th and 5th grade applicants. There are currently two applicants on the waiting list for 1st grade. Intent to return forms are being collected from current families.

Enrollment for next year is 167. Mr. Yancsurak has completed a five year projection and it is available to anyone who is interested.

CMCS is operating on a new schedule: Specials are being held throughout the week instead of all on Wednesday. It is working really well.

A second round of MAP Testing will provide growth numbers at the end of the month. 3 - 3:30 PM daily will be allocated for enrichment programs and differentiated instruction.

Mr. Yancsurak will be giving an update at the January 22nd GCSD meeting.

He reported that all is well with the budget.

A new administrative assistant was hired, Tia Bergeron. From New Hampshire, formerly military police. She is college educated. Her position will be full time throughout the academic year. Kristy Harborough was given a raise and her title was changed to Office Manager.

Ms Kristin Bohan said that CMCS will continue to work to attract minority applicants. She suggested a committee be formed to focus on recruitment, and especially recruitment of African American children. Members would capitalize on relationships and credibility within the community. Now that the school is open, CMCS can be used to host information sessions. Ms Camilla Parker volunteered to work with this committee. It was agreed that this could be an item on the next meeting's agenda.

Ms Bohan has been invited to speak at two events for Miss Ruby's Kids. This is a good opportunity to let them know about CMCS.

ANNOUNCEMENTS

Mr. Bo Bryan, Personnel Committee Chair, reported that the committee was charged with conducting a 360 Performance Evaluation of the CMCS Director. It includes a staff survey, a board survey, a written self-evaluation and an oral piece. All the questions were derived from the Charter document. The committee will compile and analyze the data and provide feedback. A parent survey will be included at the end of the year.

Ms Kristin Bohan reported that the USDA loan application was submitted two weeks before Christmas. CMCS is working with two or three banks for the interim loan.

Mr. Chris Bird reported that an offer for the purchase of the Longleaf Pine Property was submitted and he is waiting for a response.

Ms Laura Lee reported that the \$10,000 for the CMCS Library has been spent and training will occur this week for assistants and five volunteers. A decision about the Library grant will be made shortly. A budget needs to be drawn up. It was suggested that

a Library Committee be formed and that this could be an item on the next meeting's agenda.

PUBLIC COMMENT

There were no public comments.

MEETING ADJOURNED

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:01 PM, and the Board, with Director Lonnie Yancsurak, moved into Executive Session.

Respectfully Submitted,

Rachel Tomovski
CMCS Board Secretary