

*Coastal Montessori Charter School*  
*Board of Directors Meeting Minutes*  
*Monday, November 19, 2012 ~ 6:00 PM*

**BOARD MEMBER ROLL CALL**

The following members of the Board were present:

Kristin Alford, Kristin Bohan, Bo Bryan, Pamela Grant, Jason Hendrix, Rob Horvath, Laura Lee, Gene Mannella, Stella Mercado, Camilla Parker, Martha Propps and Rachel Tomovski

There were no members absent.

**OTHER ATTENDEES**

Lonnie Yancsurak, CMCS Director  
Charles Swenson, Coastal Observer

**CALL TO ORDER**

Chairman Horvath called the meeting to order at 6:03 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**

Ms. Tomovski read aloud the CMCS mission statement.

**APPROVAL OF THE AGENDA**

The Board:

VOTED:

To approve the agenda with the addition of any questions regarding previously circulated reports.

**MINUTES OF THE PREVIOUS MEETING**

The Board:

VOTED:

To approve the draft minutes of the last Board meetings held on October 15, 2012, in the form previously circulated.

**APPROVAL OF THE CMCS HANDBOOK**

Per the bylaws of the CMCS Board of Directors, Section 4.8 Informal Action by All Directors,

The Board:

VOTED via email on October 24, 2012:

To approve the final edition of the CMCS Parent/Student Handbook.

## **REPORTS**

### **Update on Department of Justice**

Ms Kristin Bohan circulated a report prior to the meeting. Chairman Rob Horvath added an update on interim financing. Mr. Gene Mannella facilitated a meeting with SCBT for December 12<sup>th</sup>, 2012. They seem interested in helping CMCS. USDA Nikki Toombs was also on the conference call.

### **Board of Directors Candidate Application**

Ms Lynne Ford amended the version that was previously circulated and the correct version was handed out in the meeting. She asked that current members complete the application for the record. Ms Bohan suggested the following points be added: interested applicants should attend a board of directors meeting, talk to current members, and read the CMCS Charter.

### **Update on CMCS Volunteer Handbook**

Ms Lynne Ford circulated a report prior to the meeting.

### **Update on Property**

Ms Kristin Bohan circulated a report prior to the meeting.

### **Facility Committee Overview of RFQ**

Chairman Rob Horvath circulated a report prior to the meeting, which included a copy of the CMCS Request for Qualifications from four architectural firms.

### **Library Update**

Ms Laura Lee circulated a report prior to the meeting.

### **Advanced Governance Training**

Ms Rachel Tomovski circulated a report prior to the meeting.

### **PTO Update**

Ms Barb Royal, CMCS PTO President, circulated a report prior to the meeting.

### **CMCS Academic Team**

Ms Martha Propps circulated a report prior to the meeting.

## **DIRECTOR'S REPORT**

Mr. Lonnie Yancsurak circulated a report prior to the meeting, and shared some highlights. Open enrollment runs November 1<sup>st</sup> through December 18<sup>th</sup>. Information sessions are scheduled for four libraries. Applications are available at those locations. Board members should sign up to attend one or more of these sessions in order to answer questions. There will also be a session held at MSPI. There are 32 openings in first grade and 4 openings in fourth grade. However, applications are being accepted for all grades. Fifteen applications have been received so far. After winter break, CMCS will request letters of intent from current families planning to return next year. Ms Propps asked if it had been determined yet how many of the applicants are siblings of current students. That information will be available shortly.

Mr. Yancsurak attended a district meeting on October 24<sup>th</sup>, where GCSD concerns and expectations were discussed. Issues included certification of teachers and the evaluation of teachers. CMCS confirmed that all six are now certified retroactive to July 1<sup>st</sup>, 2012. CMCS agreed to use ADEPT for now as their development/evaluation system. It will be tweaked for Montessori. Ms Bohan added that Lonnie has done a great job of finding a way to protect CMCS teachers and ensure that they are not being evaluated according to inappropriate standards. Dr. Scott is very open and excited about supporting CMCS. Alongside this, department heads will continue to observe other teachers and Mr. Yancsurak plans to begin observing in the classrooms as well.

Mr. Yancsurak reported that Dr. Dozier expressed concern for tracking CMCS students' progress. Montessori Records Express is a highly detailed reporting system used by all CMCS teachers, and it is now aligned with the Common Core Standards. Some samples were sent to Patti Hammel, GCSD's instructional lead and she responded that they "looked good." The last week of each month, teachers will email parents an MRX report for their student. Ms Kristin Alford added that there will be an opportunity for parents to learn more about these reports at the next family night. MRX wants to work with CMCS to develop reports.

Another concern addressed was cleanliness, due to the different needs of elementary students compared with middle school students. CMCS students have taken on more chores to compensate for this. In addition, CMCS has worked out a schedule with the WMS maintenance team. Dr. Dozier sent a paint crew to redo the CMCS bathrooms. COGAT testing is required for second graders. It is important mainly if students leave CMCS. Montessori, by nature, treats all students individually, in much the same way as the Gifted and Talented program. Parents will be sent the scores.

MAP testing has finally been completed. The next round is scheduled for the last week in January. There will be opportunity for interventions between 3 and 3:30 PM Mondays, Tuesdays and Thursdays, beginning in January. Volunteers will tutor groups of four or five students who are not projected to pass the State test. It is anticipated that there are approximately thirty-five students needing this intervention, but Ms Propps added that she will be discussing it further with the teachers. More tutors are needed.

The next family night is scheduled for November 29<sup>th</sup>. Ms Alford announced that the students would be wrapping gifts for Ms Ruby's Kids, followed by the parents breaking into groups to learn more from the teachers about the morning work cycle and MRX. Ms

Laura Lee expressed a concern about what the children would be doing at this point. It was agreed that the PTO could organize activities for them.

The CMCS Winter concert and family meeting will be held December 13<sup>th</sup>.

CMCS has been getting paid for enrollment; however the District has not yet issued a bill for what is owed to them. The 45 day count was submitted to the District and then to the State. Once it comes back certified, CMCS will ask the GCSD what they owe.

### **DISCUSSION ITEM**

Mr. Yancsurak asked the Board to approve the addition of another full time office assistant to free him up to do the job he was brought in to do, namely strategize for the future of CMCS and work with the teachers to ensure a quality education for all CMCS students. Responsibilities of the new assistant would include answering the phone and the door, attendance, processing paperwork for the buses, and escorting students to the nurse. This person would be the primary safety and supervision contact. Currently Kristy and Lonnie are sharing these tasks. The addition of an office assistant would free Kristy up to fulfill her role as Office Manager more effectively. Her responsibilities include the development of procedures, student/staff file maintenance, accounting, and supplies maintenance. It is estimated that this new position would be hourly and begin in January, costing CMCS approximately 12K for the current year. Mr. Yancsurak will work with Bill Moser to determine an appropriate contract. CMCS would continue to utilize volunteers as needed and to fill in for office employees who are out sick.

### **ACTION ITEM**

The Board:

VOTED:

To approve the addition of an office assistant, paid by the hour.

### **PUBLIC COMMENT**

There were no comments.

### **MEETING ADJOURNED**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,

Rachel Tomovski, CMCS Board Secretary