

Coastal Montessori Charter School

Board of Directors Meeting

Thursday, November 16th, 2017 ~ 6:00 PM

BOARD MEMBER ROLL CALL

The following members of the Board were present:

Ryan Fabbri, Patricia Gadek, Gene Mannella, Cathy Scott, Lesley Steedly, Scott Steffen, and Rachel Tomovski

The following Board members were absent:

Jason Hendrix and Stella Mercado

Also in attendance:

Dr. Nathalie Hunt, CMCS Director
Michelle Jones, Elliott Davis Decosimo
Emily Topper, Coastal Observer

CALL TO ORDER

Chair, Dr. Cathy Scott called the meeting to order at 6:04 PM.

COMPLIANCE WITH FREEDOM OF INFORMATION ACT (FOIA)

Chair, Dr. Scott read aloud the FOIA statement.

READING OF THE MISSION STATEMENT

Board Secretary, Ms. Rachel Tomovski, read aloud the CMCS mission statement.

PUBLIC COMMENT

There were no comments.

APPROVAL OF THE OCTOBER MINUTES AND THE AGENDA

Ms. Patricia Gadek made a motion to accept both October's Minutes, and the November Agenda (previously circulated.) Mr. Scott Steffen seconded the motion. The Board VOTED unanimously to approve both the Minutes and the Agenda, and the motion passed.

AUDIT REPORT

Ms. Michelle Jones presented the Board with Elliott Davis' Report on Financial Statements and the Report to the Board of Directors, prepared for CMCS, for the year ended June 30, 2017. She directed the Board's attention to the "Summary of Audit Adjustments," and there were no material items of concern, and no disagreements arose during the course of the audit. The Board did not have any questions for Ms. Jones at this time. Dr. Hunt asked if the District had received the report yet, and Ms. Jones responded that she had sent it electronically. Dr. Hunt stated she would ensure that a hard copy is given to them as well.

DIRECTOR REPORT

Enrollment: To date, CMCS has received 40 applications for first grade next year. The deadline for Open Enrollment is December 15, 2017. The Lottery is scheduled for Thursday, January 4, 2018 at 6:00 PM. Dr. Hunt told the Board that marketing efforts to increase the diversity at CMCS include postcard mailings to target locations, two billboards in Georgetown, networking with pediatricians, and one on one meetings with Head Start families. CMCS will hold an Open House on November 30th, from 6 to 7:30 PM. The CMCS community will participate in the Georgetown Christmas parade on Front Street on December 2nd, during which they will hand out brochures to families in the crowd. CMCS students will perform at Barnes and Noble in Market Commons on December 9th.

Human Resources: Dr. Hunt shared that the team is working together to develop five core values, and that she has implemented a discussion format for part of their staff meetings. She also reported that the thirty minute Leads' meeting each week is developing nicely. The front office roles are being reconfigured, and they are working to clarify administration versus front office responsibilities. Dr. Hunt reported that currently CMCS has thirteen staff members who are also parents, and that number will increase to fifteen next year. She is open to any guidance, workshops, seminars, etc., which address the challenges of staff members who are also parents. Dr. Hunt also noted that she is scheduled to attend an IEP/504 Professional Development on November 30th.

Special Services: To date, CMCS has identified 35 students as L.D. (having learning differences.) That is 14.22 % of the student population as compared to 13% in the rest of the District schools. Dr. Hunt has asked for access to the GCSO Special Ed substitute list, as the District is CMCS' Local Education Agency. She met with Mr. Jon Tester, Georgetown County School District's Executive Director for Human Resources, to discuss it, and he agreed to ask the stakeholders on her behalf. The District uses Kelly Services. They promised to present some options in January.

Personnel: A part time media clerk to work fifteen hours per week is being added. In the future, Dr. Hunt would also like to hire an HR manager, a part time school counselor, and possibly a part time in-house accountant. She is open to an outside vendor for the HR position, but she plans to look into what might be available through the District first. This may involve adopting part of the District's handbook. Of course there are aspects that do not apply to CMCS, but she is interested in seeing what an HR partnership could look like.

BUDGET REPORT

Mr. Gene Mannella told the Board that October's negative balance was driven by one particular item that is paid in full once a year.. Again, he and Mr. Fabbri, commented that the new reporting format is not very user friendly. Mr. Mannella has been in contact with KM Consulting and he was very clear about what reports need to be sent to CMCS going forward.

INTEREST ITEMS

Dr. Scott asked for volunteers to be on the parent panel at the Open House on November 30th, and Mr. Fabbri agreed to participate.

Rachel Tomovski 11/28/17 1:07 PM

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Dr. Hunt asked for volunteers to substitute in the classrooms as teaching assistants during the week of February 20th when all Upper EI leads will be in New York for the MMUN conference and Lower EI leads will be attending the MEPI conference. Dr. Scott said she would see if any of her CCU students would be available. Mr. Fabbri volunteered to do one day.

Dr. Scott reported that the Building Walk Through with the architect and contractors had gone fairly well. Dr. Hunt shared a report listing all items needing attention, and showing which of the three entities accepted responsibility for them: FBI, SGA, or CMCS.

EXECUTIVE SESSION

Mr. Mannella moved that the Board enter Executive Session to discuss certain matters that had come to his attention. Mr. Fabbri seconded the motion. The Board VOTED unanimously to enter Executive Session at 7:02 PM. Dr. Hunt was invited to remain.

RETURN TO OPEN SESSION

Ms. Tomovski moved that the Board return to Open Session. Mr. Mannella seconded and the Board VOTED unanimously to return to Open Session at 7:20 PM.

MEETING ADJOURNED

There being no further business to be transacted, Ms. Lesley Steedly moved that the meeting be adjourned. Ms. Gadek seconded. The Board VOTED unanimously and the meeting was adjourned at 7:21 PM.

Respectfully Submitted,
Rachel Tomovski
CMCS Board Secretary