

# Coastal Montessori Charter School

## Board of Directors Meeting

Thursday, December 14th, 2017 ~ 6:00 PM

### **BOARD MEMBER ROLL CALL**

**The following members of the Board were present:**

Ryan Fabbri, Patricia Gadek, Gene Mannella, Dr. Cathy Scott, Scott Steffen, and Rachel Tomovski

**The following Board members were absent:**

Jason Hendrix, Stella Mercado, and Lesley Steedly

**Also in attendance:**

Dr. Nathalie Hunt, CMCS Director

Emily Topper, Coastal Observer

Don Tempalsky, CMCS Parent

### **CALL TO ORDER**

Chair, Dr. Scott called the meeting to order at 6:05 PM.

### **COMPLIANCE WITH FREEDOM OF INFORMATION ACT (FOIA)**

Chair, Dr. Scott read aloud the FOIA statement.

### **READING OF THE MISSION STATEMENT**

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

### **PUBLIC COMMENT**

Mr. Don Tempalsky addressed the Board. He is advocating for the presence of a Safety Officer at CMCS on a daily basis. He told the Board that CMCS is the only public school in the county without one. The Board thanked him for his comment, and he excused himself from the meeting.

Mr. Mannella inquired about the cost of having a police officer at the school. Dr. Hunt looked up the salary schedule and it would be approximately \$35K. The Board agreed that's not in the budget at this time. Mr. Mannella asked if there was an incident, would the liability be with the District, and if so, they should be providing this resource. Mr. Steffen believed the liability would fall squarely on the District. Chair, Dr. Scott will include this ask when they meet to discuss the Memorandum of Understanding.

### **APPROVAL OF THE NOVEMBER MINUTES AND THE AGENDA**

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

### **DIRECTOR REPORT**

**Personnel:** Dr. Hunt repeated her ask from the last meeting, for a part time media clerk,

in order to be able to offer more library hours. This person would work fifteen hours per week. She is seeking approval for a January start date.

A new need she shared with the Board is for a part time custodian to support the building manager, who said he would consider forgoing a raise in exchange for an additional person to work fifteen hours a week.

Mr. Mannella said he would like to review with Mr. Fabbri and Dr. Hunt the CMCS budget to determine what can be done with respect to Dr. Hunt's requests.

#### **Instructional Equipment Purchase Requests:**

- Mac Book Airs to replace 2012 models (\$6,980.68)
- Lenova N23 Chromebooks (\$5,725)
- Charging tubs for Chromebooks (\$4,396.22)

These are already included in the Montessori Program Technology Budget, which has \$19,900 remaining and the Administration Technology Budget, which has \$13,000 remaining.

#### **Advanced Ed Update:**

Surveys have been collected. The assistant principal, Ms. Lynn Thurlow, and Dr. Hunt are using the ELEOT tool, which is working very well for Montessori as it supports and encourages a student led environment. They are each doing one classroom observation per teacher. Based on these observations they will be devising an improvement plan. CMCS is expecting a possible on-site visit in April 2018.

**Enrollment:** To date, CMCS has received 48 applications for next year's first grade. The deadline for Open Enrollment is December 15, 2017. The Lottery is scheduled for Thursday, January 4, 2018 at 6:00 PM. Overall, it appears that the school is starting to attain a more diverse student population, however, more work needs to be done in this area, especially at the first grade level. Dr. Hunt is working with the Marketing Director and others to determine the best way to address this issue.

**Annual Report:** Dr. Hunt has been working on the Annual Report, which is due December 31<sup>st</sup>. She is using last year's report as a template, and going through all the current data and Excel spreadsheets. Once this year's draft is completed, she will send it out to the Board for a final review.

#### **BUDGET REPORT**

Mr. Mannella informed the Board that after reviewing the budget through November 30, 2017(circulated to the board previously,) it appears that the year to date results is in-line with expectations. He also added that since the Board had its discussion with David Faunce of KM consulting a few weeks back, and KM is doing a much better job of supplying timely and accurate information.

#### **EXECUTIVE SESSION**

Mr. Mannella moved that the Board go into Executive Session to discuss the pay raises Dr. Hunt proposed. Mr. Fabbri seconded the motion and the Board VOTED unanimously

to enter into Executive Session at 6:36 PM. Ms. Topper excused herself. Dr. Hunt was invited to stay.

**RETURN TO OPEN SESSION**

Ms. Gadek moved that the Board return to Open Session. Mr. Steffen seconded the motion and the Board VOTED unanimously to return to Open Session at 7:03 PM.

**ITEM TO VOTE ON**

Mr. Mannella moved that Dr. Hunt's request to hire a part time media clerk be granted. Mr. Fabbri seconded the motion. The Board VOTED unanimously and a part time media clerk position was approved for January 2018.

**OTHER ITEMS**

Mr. Manella reported that the Board would be prepared to make a recommendation at the January meeting, regarding raises for the office staff.

Chair, Dr. Scott reported that the Director Evaluation committee would be collecting teacher feedback.

**MEETING ADJOURNED**

There being no further business to be transacted, Mr. Steffen moved that the meeting be adjourned. Ms. Gadek seconded. The Board VOTED unanimously and the meeting was adjourned at 7:06 PM.

Respectfully Submitted,  
Rachel Tomovski  
CMCS Board Secretary