

Coastal Montessori Charter School

Board of Directors Meeting Minutes

Monday March 11, 2013 ~ 6:00 PM

BOARD MEMBER ROLL CALL

The following members of the Board were present:

Kristin Alford, Kristin Bohan, Bo Bryan, Rob Horvath, Laura Lee, Martha Propps and Rachel Tomovski

The following members of the Board were absent:

Chris Bird, Lynne Ford, Pamela Grant, Jason Hendrix, Gene Mannella*, Stella Mercado, and Camilla Parker

*Gene Mannella was present via telephone conference following the Director's Report, until the meeting adjourned.

Other Attendees:

Lonnie Yancsurak, CMCS Director

Bill Moser, Financial Consultant

Charles Swenson, Coastal Observer

Dr. Mike Cafaro, GCSD

Luiz Yamashita, MSPI Board

CALL TO ORDER

Chairman Horvath called the meeting to order at 6:08 PM and announced that it would be for informational purposes only, as there was not a quorum present.

COMPLIANCE WITH FREEDOM OF INFORMATION ACT (FOIA)

Chairman Horvath read aloud the FOIA statement.

READING OF THE MISSION STATEMENT

Ms. Tomovski read aloud the CMCS mission statement.

APPROVAL OF THE AGENDA

The Board could not vote at this time to approve the agenda.

APPROVAL OF JANUARY AND FEBRUARY MINUTES

The Board could not vote at this time to approve the minutes.

DIRECTOR'S REPORT

Mr. Lonnie Yancsurak shared that as of April 1st, enrollment will be at 144. Projected enrollment for 2013-2014 academic year is 167, with 26 students currently on the waiting list. There are prospective families calling and visiting on a regular basis, so the wait list should continue to grow.

Mr. Yancsurak has completed teacher mid-year reviews and begun assistant and office staff reviews. CMCS is participating in the GCSD AdvanceED accreditation process, which happens every five years. Parents have been asked to complete surveys. The AdvanceED team is expected to visit the district April 28 – 30. Three CMCS teachers will be attending the AMS National Conference in Orlando March 14 – 17. Third through sixth grade students will be taking the PASS Writing Test March 19 and 20. The PTO has scheduled an event March 22. CMCS will be closed for Spring Break March 3 – April 7. CMCS is currently under budget. Mr. Yancsurak is working with lead teachers, Antoinette Ursits and Sarah Wilson to screen teacher applicants and set up formal interviews with qualified candidates. Sarah Stimpson, currently CMCS art teacher, will be hired for an Assistant position for 2013-2014.

Ms Laura Lee raised a question regarding the recruitment and enrollment process for African American students. Ms Kristin Bohan responded by clarifying Charter School Law that says: once the deadline for applications has passed, every applicant is added to the wait list in the order they are received, regardless of race. In order to improve the odds of being able to admit more African American students in the future, CMCS must start recruiting earlier and perhaps push the deadline out to give them more time to apply. Ms Lee also raised the issue of behavior challenges in Upper Elementary classes. Mr. Yancsurak assured the Board that there has been marked improvement in this area.

DISCUSSION ITEM

At this point, Chairman Horvath called Board Member, Gene Mannella on the phone from the meeting, so that he might participate in the following discussion. It is important to note that Mr. Mannella's virtual presence resulted in a quorum.

Mr. Bill Moser shared his spreadsheets with the Board and conducted a mid-year review of the budget. He highlighted the month-to-date and year-to-date figures. He answered questions from the Board and confirmed that CMCS is in good shape financially. Mr. Moser said the goal should be to have the first reading of the draft budget in February, the second in April and then ideally it would be approved in May. This year, the schedule would be pushed out a month, with the goal to approve in June. He strives to be within a point or two in every line. For the purposes of student funding, the weighted number for CMCS enrollment is 182.53. To close out this P&I portion, CMCS is just waiting on clarification of monies allocated to ExternalEval Services.

REPORTS

Ms Laura Lee reported that the CMCS Library currently has \$1000 left to spend on books. It is considered an exemplary library with a search engine that is hooked up to the

state library. Students will have a username and password. She is receiving donated books daily. Ms Lee said she has learned how to manually input books into the library software, so she is able to buy them less expensively on Amazon. She is still in the process of working on grants, but needs the tax id# which she was told will still be 1-2 months. She is keeping up a library blog at cmcslibrary.org. Ms Kristin Bohan suggested that once the P&I grant has been evaluated and \$10,000 remains, the board should consider reallocating it to the library, since the Waccamaw Community Foundation funds will not be available this year.

Ms Bohan reported that the Minority Recruitment Committee (made up of teachers, board members, and parents) met and discussed their plan for outreach, talks, cultivating relationships, and a written strategic plan for next year. It was agreed that they would commit to bringing potential new families to the April family night.

Ms Bohan reported that the Facilities Design Committee is embarking on the program phase with architect, Steve Goggans. A group has been established to meet with him and brainstorm ideas for the new building. Chairman Horvath pointed out that enrollment plays into facility design, and over the next couple of months, they will be determining what the enrollment will look like for the 2014-2015 academic year: middle school?; Kindergarten?; number of students?

Ms Bohan reported that the USDA Loan Application looks good. They are waiting for a Tax Id number. Nikki Toombe communicates weekly with the committee. She is processing the loan, as a lot can still be completed prior to receiving the tax id. Mr. Bo Bryan reported that after meeting with First Citizens and TD Bank, they are possibilities for interim financing. He also has a meeting scheduled with BNC.

Ms Bohan reported that she and Pamela Martin wrote a Model UN grant for \$15K and submitted it to the TD Bank Foundation. They are waiting to hear back.

ANNOUNCEMENTS

The Board is scheduled to attend Part Two of the Board Leadership Training with Dr. Brian Carpenter on Monday, April 22nd, 2013 in Columbia, SC.

PUBLIC COMMENT

There were no additional comments.

EXECUTIVE SESSION

Chairman Horvath moved the meeting into Executive Session to discuss the Board's Directive to their employee, and CMCS teacher contracts.

RETURN TO OPEN SESSION

At 8:05 PM, Chairman Horvath moved the meeting back to Open Session.

ACTION ITEMS

The Board:

VOTED:

To change employee's hours and log submission requirements.

The Board:

VOTED:

To form a committee to review teacher salaries for 2013-2014 contracts.

MEETING ADJOURNED

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,

Rachel Tomovski
CMCS Board Secretary