

# Coastal Montessori Charter School

## Board of Directors Meeting

Monday, April 16th, 2018 ~ 6:00 PM

### **BOARD MEMBER ROLL CALL**

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

Ryan Fabbri, Patricia Gadek, Dr. Cathy Scott, Lesley Steedly, and Rachel Tomovski

**The following members were absent:** Scott Steffen

### **Also in attendance:**

Dr. Nathalie Hunt, CMCS Director

Charles Swensen, Coastal Observer

### **CALL TO ORDER**

Chair, Dr. Scott called the meeting to order at 6:00 PM.

### **COMPLIANCE WITH FREEDOM OF INFORMATION ACT (FOIA) and THE READING OF THE MISSION STATEMENT**

Chair, Dr. Scott read aloud the FOIA statement and the CMCS mission statement.

### **PUBLIC COMMENT**

There were no public comments at this time.

### **APPROVAL OF THE MARCH MINUTES AND THE APRIL AGENDA**

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

### **DIRECTOR REPORT**

Dr. Hunt shared DRAFT ONE of her revisions to the CMCS Employee Handbook for 2018-19, and asked that board members review, and submit via email, any suggestions. She plans to have a second draft for the next board meeting. Chair, Dr. Scott, requested a clause for Safe Schools Act Compliance be added. Dr. Hunt told the Board that the revisions appearing in the HR section were those suggested by the consultant. The consultant also recommended that someone other than the Director perform staff evaluations, thus allowing staff to be able to appeal to the Director, prior to raising the issue with the Board. Chair, Dr. Scott, added that any grievances need to be submitted to the Board via email, eliminating any individual conversations. Furthermore, the chain of command for each staff position should be clearly mapped out in the Employee Handbook ("supervisor" should be defined.) The consultant suggested the Assistant Director take on this role of evaluator, or alternatively a third party could be brought in to do it. Dr. Hunt and the Board discussed the possibility of sharing the process. It was agreed that she should be involved at some level, as she has the background knowledge to mentor the staff (she has been with the school as it has grown into what it is now, and she

has taught in the Montessori classroom at the elementary level.) In discussing a possible third party, Dr. Hunt suggested reaching out to the District Mentor she uses for ADEPT. Chair, Dr. Scott, suggested using the Literacy Coach in this role, as eighty percent of her job is working with the teachers.

Dr. Hunt is seeking volunteers to act as Testing Monitors in May. Volunteers are required to attend thirty minutes of training.

Annual reviews are scheduled for the week of April 23<sup>rd</sup>. These include evaluating progress made on the S.L.O. goals, classroom observations, conferences, and finally, if all is satisfactory, the offer of an employment agreement for next year. Dr. Hunt told the Board that she will need to have a funding question clarified prior to these meetings. She has reached out to the District on numerous occasions with her question regarding a discrepancy of approximately \$100K, and continues to be told that they are working on it. She has asked the accountants to send a letter to the District. Dr. Hunt said that other Charter leaders advised her to maintain the current salary schedule until after being in the new building with full debt service for at least eighteen months, to avoid making promises that cannot be kept. After this period, and once the funding is clarified, she will consider ways to get closer to the targeted salary schedule.

## **BUDGET REPORT**

Dr. Hunt reviewed the Budget (previously circulated) with the Board. The current student count is 241, with 260 projected for next year. There is a significant discrepancy between what CMCS projected for EFA funding, what the accountants projected, and what the District projected. She continues to seek clarification.

Dr. Hunt reported receiving an IDEA check.

Bus fees are deducted from the May EFA check. The cost is based on the number of students who use bus transportation. There continue to be issues with the bus system. CMCS is the only school in the District that can't communicate directly with the drivers. Dr. Hunt told the Board that the necessary technology is not in place at CMCS. The Board feels that since the service is contracted through the District, they should be providing the technology. Dr. Hunt will continue to try to obtain the name of the equipment, in order that it can be included in the Memorandum of Agreement (MOA) ask list.

Dr. Hunt told the Board that it is recommended to have 69 days cash on hand and CMCS currently has 76. However, it is important to note that the excess cash does include the \$100K in which is in question.

Dr. Hunt reported that CMCS has money from the Bond Referendum to spend on building needs. The Board discussed the list of items identified at the walk through (previously circulated) and provided Dr. Hunt with some feedback. Chair, Dr. Scott suggested the drainage issues be prioritized, as well as the gap at the front entrance where the rain pours through. She would like to see the cover extended to have an overhang for carpool. Unsure of the process, the Board did agree that it would be best to submit a list, with quotes, to the District. Dr. Hunt will move forward with contacting Mike Rolinson and start getting bids. She told the Board that three bids are required, but there is no obligation to choose the lowest. Dr. Hunt explained that \$800K was promised to CMCS and the District bought the adjacent property on behalf of CMCS, leaving \$421K still available. The Board raised the question about when the property can be accessed, and

whether or not the District has any expectations for how it should be utilized. This will need to be addressed during the MOA meeting. Dr. Hunt told the Board that she is still waiting for a date to be set for the meeting. It was agreed by CMCS and the District that it should not be prior to Advanced ED (the last week of April.) The Board would like to schedule a working meeting to strategize. Chair, Dr. Scott will contact Vice Chair, Mr. Scott Steffen, and get back to the Board with possible dates. Mr. Fabbri told the Board that he would really like to see CMCS engage the services of an attorney for the MOA meeting, to ensure nothing is missed. Dr. Hunt said one of the challenges CMCS faces is the fact that SC Charter School law is outdated. Its 1996 laws are very different from the Charter School laws of 2018.

**MEETING ADJOURNED**

There being no further business to be transacted, Mr. Fabbri moved the meeting be adjourned. Ms. Steedly seconded the motion. The Board VOTED unanimously, and the meeting was adjourned at 7:55 PM.

Respectfully Submitted,  
Rachel Tomovski  
CMCS Board Secretary