

Coastal Montessori Charter School

Board of Directors Conference Call

Tuesday, May 29, 2018 ~ 7:30 PM

BOARD MEMBER ROLL CALL

The following members of the Board were present:

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

CALL TO ORDER

Chair, Dr. Scott called the meeting to order at 7:34 PM.

DISCUSSION: ASSISTANT DIRECTOR POSITION

Group supports the idea of a full-time person taking on the advertised position. The board agrees that this person will need time to get to know the students/culture of the school when handling discipline. Rachel noted that the AD position at any school handles discipline.

Rachel shared process for receiving teacher feedback:

- Shared job description with teachers, Literacy Coach wrote a response and had lots of input and feedback; one lower elementary teacher pulled together consensus of all lower el teachers and shared via email; middle grades and upper elementary did not share feedback, with the exception of one upper elementary teacher.
- Rachel then emailed all teachers agree to select a rep from each level - Lower El has replied with contacts available depending on dates; nothing from Upper and Middle (emailed them May 25). Action item: Cathy will send a friendly reminder to them to reply.
- The team will first conduct a phone interview to screen candidates
 - 1st interview face-to-face with teachers, Nathalie, board members
 - 2nd interview with additional teachers and board member, Nathalie
- Teachers will be involved in the process once the board narrows down candidates for face-to-face interviews.

Rachel made a motion to approve job description with the change in title from **Assistant Director to Assistant to the Director**; Lesley seconded.

- Scott - in favor
- Cathy - in favor
- Lesley - in favor
- Pat - in favor
- Ryan - in favor

- Rachel - in favor

The board discussed the salary amount for the position, and agreed that the position would be for \$55000. The board will let the Director know that she may go lower on the offer.

The board agreed on the following items for the June meeting:

- Signing confidentiality forms (new board members)
- Review of the Employee Policies and Procedures Manual
- Discussion of budget/allocation of funds towards 3% cost of living increase, if possible

The call ended at 8:03 pm.

MEETING ADJOURNED

There being no further business to be transacted, Dr. Scott moved the call be adjourned. Ms. Tomovski seconded the motion. The Board **VOTED** unanimously, and the call was adjourned at 8:04 pm.