

Coastal Montessori Charter School

Board of Directors Meeting

Monday, June 18, 2018 ~ 6:00 PM

BOARD MEMBER ROLL CALL

The following members of the Board were present:

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

The following members were absent: Lesley Steedly and Scott Steffen

Also in attendance:

Dr. Nathalie Hunt, CMCS Director

Keely Elliott, CMCS Spanish Teacher

Kim Evans-Robey, CMCS Art Teacher

Chris Sokowloski, 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 MAY MINUTES AND JUNE AGENDA

Ms. Pat Gadek made a motion to accept both May's Minutes, and the June 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 informed the Board that she has surveyed the staff, asking for feedback regarding things they like and things that need improvement.

She reported that the service the District is providing for lunch is very inefficient and problematic. Perhaps it is time to consider an alternative. Ms. Keely Elliott explained how the Pawleys Island Bakery school lunches work. Families pre-order as many days as they would like by the month. If lunch continues to be provided by the District, it may be best to require families wishing to participate to commit to every day. Dr. Hunt will survey the parents.

Understanding and addressing truancy issues is proving to be quite a challenge. Dr. Hunt continues to try to clarify with the District.

The Teaching Assistants meet twice a month for training. The Lead Teachers are determining a time for them to meet. A procedural/accountability manual will provide guidance regarding their role. They will develop a grading policy. This should be a

shared duty for T.A.s and Leads. Weekly plans must be communicated to the T.A.s. Dr. Hunt will be checking the previous week's lessons and record keeping. The goal is to ensure everyone is doing an efficient job.

With regards to scheduling, the Middle School students would like to be able to enjoy lunch on their own apart from the Elementary students. This would require a rotating schedule for Middle School Teacher monitors, and they would need to assist the Building Manager in cleaning and getting the room ready for P.E. following their lunch. Ms. Tomovski asked if the Middle School could have lunch in the classroom.

Going forward, T.A.s will be used as substitute teachers for the Specialty Teachers. Dr. Hunt would like to enroll in the Principal Program offered through SCDE. It is a one year undertaking.

Regarding the Revised Employee Handbook, she continues to work on developing a Progressive Discipline manual for staff that outlines procedures and consequences. This manual will also establish the difference between method (Montessori) and policy (Health and Safety.) When an issue is escalated to the Board, there will be a problem resolution committee appointed to address it. An email to the entire Board will outline steps already taken and documentation of all communication and outcomes will be included. Dr. Hunt has requested that the Board approve funds for an HR consultant to review the manual. Chair, Dr. Scott agreed to entertain a quote.

Dr. Hunt will create a one page fact sheet about CMCS to be given to families at registration.

CMCS will continue to focus on math, as the data shows that to be the area of least growth and proficiency. Math is typically a challenge for public Montessori programs, as there is not a lot of alignment between instruction and state assessment. Teachers will increase the amount of time spent in math, and they will conduct more review lessons. They will be even more intentional about teaching math concepts during other lessons, such as practical life.

BUDGET REPORT

Dr. Hunt reviewed the Budget (previously circulated) with the Board. CMCS has 264 students enrolled for 2018-19 school year: 100 Lower Elementary; 100 Upper Elementary; 32 Seventh Grade; and 32 Eighth Grade. Existing students returning are 14% Special Ed, 17% Gifted and Talented, and 13% Free or Reduced Lunch. There are currently 86 students on the waitlist.

Teachers have identified the following needs for the remainder of the Bond Referendum funds: Chromebooks, chairs and desks, tray tables, community circle rug, surface tablet for Art, library PC needs drive replaced, tack-able panel for student art display, and swing gate for Barony entrance (\$12K). She plans to present a total at the meeting with the District.

CMCS is required by law to have thirty days cash on hand at all times. A letter will be issued at twenty days.

It may be possible to add two students per classroom to increase revenue (\$50/student.) The OSF building code requires twenty square feet per student, not including hallways. Dr. Hunt told the Board she would like to continue offering After Care. There seems to be a need to have it available from 3:15 to 5:15 PM. Many of the incoming families have said they will need this. The program was being run privately by staff members, but Dr.

Hunt would like for the school to take it over next year. She needs to determine if overtime pay would be required for fulltime staff to work until 5:15, or if it could be classified as dual employment. Ms. Tomovski will check with the HR consultant. If overtime is required, this will need to be factored into the cost. Dr. Hunt will survey the parents regarding hours and cost.

Dr. Hunt reported that substitute teacher pay will increase by \$20/day next year, making it between \$75 and \$85, depending on credentials.

Dr. Hunt told the Board that the walls in the halls need to be painted. The Board suggested, in the interest of saving money, she invite families and staff to participate in a "Painting Party."

OTHER BUSINESS

Dr. Hunt requested that she be permitted to use four of her PTO days in July. The Board agreed that would be fine.

Dr. Hunt shared that the Middle School teachers are asking for three additional PTO days to use for meeting and planning after Mr. Chad returns from his training in Houston. The Board agreed they could use three of their allotted days for Professional Development in this manner, but that calling it PTO is not the appropriate classification.

MEETING ADJOURNED

There being no further business to be transacted, Ms. Gadek moved the meeting be adjourned. Ms. Tomovski seconded the motion. The Board **VOTED** unanimously, and the meeting was adjourned at 7:50 PM.

Respectfully Submitted,
Rachel Tomovski
CMCS Board Secretary