

DRAFT

COASTAL MONTESSORI CHARTER SCHOOL

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

MONDAY, AUGUST 19, 2019

Directors Present:

Kelly Hayes, Kathy Redwine, Paula Johnson, Tyler Easterling, Sarah Smith, Jennifer Plunkett, Joy Burch

Also, Present:

Dr. Chip Hennezy, Interim Director

Absent: Carla Todd

Quorum:

Yes

Call to Order

A meeting of the Board of Directors of Coastal Montessori Charter School (CMCS), was held on Monday, August 19, 2019 at 6:00 PM at Coastal Montessori Charter School, 111 Old Plantation Dr., Pawleys Island, SC 29585. The meeting was called to order by Kelly Hayes at 6:10 PM. Kathy Redwine agreed to take minutes until Secretary established.

Swearing-In of Incoming Board

The new board members were sworn in by Dr. Michael Cafaro.

No Public Comment.

Business

- I. Motion made to approve revised minutes from April 2019 and to approve the 2019-2020 budget.
 - a. Discussion that 24-hour notice required to approve motion on revised meeting minutes. April 2019 minutes contain typo on estimate amount.
 - b. Motion made to table voting on budget and minutes due to 24-hour period. Seconded and approved.

Adoption of Agenda

- I. Motion to adopt agenda as is. Seconded and approved.

Election of Officers for 2019-2020 School Year

- I. Motion to nominate officers. Tyler Easterling nominated as Chairperson- Seconded and approved. Tyler Easterling takes over the board meeting as chairperson.
- II. Tyler calls for nominations for vice chairperson. Motion for Sarah Smith for Vice-Chairperson. Seconded and approved.
- III. Motion to nominate Paula Johnson for secretary. Seconded and approved. Paula Johnson takes over the recording minutes of the meeting.
- IV. Motion to nominate Jennifer Plunkett for treasurer.
 - a. Motion: Sarah Smith.
 - b. Second: Kelly Hayes seconded.
 - c. Vote: Unanimous.

Approval of Minutes of the July 2019 Meeting

- a. **Motion:** Sarah Smith to approve July Meeting minutes.
- b. **Second:** Kelly Hayes
- c. **Vote:** Unanimous
- d. **Resolved:** Motion carried.

Adoption of School Year 2019-2020 Board Meeting Calendar

- a. Discussion: Two of the meetings fall on federal holidays.
- b. **Motion:** Kathy Redwine motioned to pick dates now. Change January 20th to January 21st and February 17th to February 18th.
- c. **Second:** Joy Burch
- d. **Vote:** Unanimous
- e. **Resolved:** Motion carried.

Interim Director's Report – Dr. Henneey

- a. Middle school to take 2 electives each semester.
- b. Manuals/handbook updates to remove names and change to positions.
- c. Change to budget due to part time Spanish teacher, yoga and an additional paraprofessional that were not previously budgeted for. Budget recommendations at next meeting.
- d. Kelly Hayes asked about enrollment numbers. Attrition due to multiple reasons. Kathy Redwine suggested Open House for Middle School. Better marketing.
- e. Middle school has new science teacher. More organization/accountability.
- f. Maximum number for lower el is 104, upper el is 104, and middle school is 66.
- g. Per pupil \$7000.00. Budget based on 272 students.
- h. PowerSchool is showing 257 students enrolled. As of 8/19.
- i. Tardy policies.

Adoption of 2019-2020 Policy Manuals

- I. CMCS Code of Conduct
Motion: Sarah Smith motion to accept.
Second: Kathy Redwine
Vote: Unanimous
Resolved: Motion carried
- II. CMCS Procedural Manual
Discussion: Kim Robey-Evans addressed absent assistant lead teachers and serving double duty. Student expectations should be consistent in lunch area for all grades. All lead teachers to communicate with parents. One email with all info better for parents. Document lessons by system that works for you is vague. Need consistency. Records more child focused. Montessori software option.
- III. CMCS Employee Handbook
Motion: Sarah Smith made motion to approve with names changed to titles.
Second: Kathy Redwine
Vote: Kelly Hayes abstained because she could not access.
Resolved: Motion carried.
- IV. Kelly Hayes discussed Tardy Policy. Question of policy complying with state/district. Dr. Hennecey to address with district. Review at next meeting.

Finance Report

Reviewed 2019-2020 budget. Budget based on 45- and 135-day totals. Will not know until day 45 what monies can be expected. Discussion on diversifying funding. Better marketing. After school programming. Budget prepared by K& M Consulting.

Discussion of Ad/Hoc Committee Assignments

- I. Finance – Jennifer Plunkett, Sarah, Smith, Paula Johnson
- II. Procedures – Kim Robey-Evans, Kelly Hayes
- III. Marketing/PR – Kathy Redwine, Joy Burch, Kim Robey-Evans
Discussion of press releases. Handled by Kristy Harbaugh or Tia Bergeron.
Fundraising is a budget item. In future committee needed to address hiring of Director. Alliance for Public Charter Schools can assist. Amount included in budget.
Motion: Sarah Smith made a motion to accept committees and as listed with chairs selected by chairperson.
Second: Kelly Hayes
Vote: Unanimous
Resolved: Motion carried.
- IV. Discussion on 2019-2020 goals and performance criteria for Interim Director. Rubric presented by Kelly Hayes from Charter School Tools. Kim Robey-Evans addressed Dr. Hennecey creating own goals for the year. Evaluation is a 2-part process of the individual and board.

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Executive Session

- I. Motion:** Kelly Hayes made a motion to move into executive session.
Second: Kim Robey-Evans.
Vote: Unanimous.
Resolved: Moved into executive session at 8:13PM.

Closed Session

The Board next discussed a few business topics. Questions were asked and answered. Sarah Smith motioned to step out of executive session. Second. Kelly Hayes. Vote: Unanimous.

- II. Motion:** Paula Johnson made a motion to direct the attorney representing CMCS to respond to the outstanding request pursuant to the advice given.
Second: Kelly Hayes.
Vote: Sarah Smith abstained.
Resolved: Motion carried.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:35pm. Tyler Easterling made a motion to adjourn the meeting. Second: Kelly Hayes. Vote: Unanimous. Resolved: Motion carried.

Respectfully submitted,

Paula Johnson, Recording Secretary