

FINAL

COASTAL MONETSSORI CHARTER SCHOOL  
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS  
MONDAY, JANUARY 21, 2020

**Directors Present:**

Paula Johnson, Tyler Easterling, Sarah Smith, Kathy Redwine, Kelly Hayes, Joy Burch, Jennifer Plunket, Kim Evans-Robey **Absent:** Wes Bryant

**Quorum:**

Yes

**Also Present:**

Dr. Chip Henneccy, Interim Director, Shay Heiskell, Lower Elementary Teacher, Gwyn Single, PTO Co-President, Jamie Davis, Taryn Bruinooge

**Call to Order**

A meeting of the Board of directors of Coastal Montessori Charter School (CMCS), was held on Monday, January 21, 2020 at 6:00pm at Coastal Montessori Charter School, 111 Old Plantation Dr., Pawleys Island, SC 29585. The meeting was called to order by Tyler Easterling at 6:00pm.

**Adoption of Agenda:**

Tyler Easterling presented to the Board the Agenda of the January 21, 2020 meeting for Board approval, agenda approved.

**Approval of Minutes of December 16, 2019 Meeting**

Tyler Easterling presented to the Board the minutes of the December 16, 2019, meeting for Board approval, whereupon the minutes were approved as amended.

**Motion:** Sarah Smith motioned to change wording from bonus to one-time salary supplement.

**Second:** Jennifer Plunket

**Vote:** Unanimous

**Resolved:** Motion carried

**Finance Committee Report**

Jennifer Plunket presented adjustments to budget to accept as revised.

Discussion as to change. Changed due to pupil numbers and per pupil rate went up. This was due to an audit by the district. Went up \$240.00 per pupil.

**Motion:** Jennifer Plunket to accept budget as revised.

**Second:** Kathy Redwine

**Vote:** Kelly Hayes abstained

**Resolved:** Motion carried

Jennifer Plunket requested approval for Amazing Blades (\$14,722.80 per year) landscaping and lawn maintenance. Bid for the year went up by \$500.00 but is still lowest bid.

**Motion:** Jennifer Plunket to approve Amazing Blades bid for lawn maintenance services.

**Second:** Sarah Smith

**Vote:** Unanimous

**Resolved:** Motion carried

Jennifer Plunket presented bus lane gate bids. Two bids each presented for actual gate and the electrical portion for installing the gates. Bids for gates East Coast Fencing Inc. (\$17644.49) and Action Fence Company (\$23840.00). Bids for electrical services Coastline Electric Inc. (\$2670.00) and Omni Services of SC (\$2000.00). Motion: Jennifer Plunket to approve and use bond referendum money for electrical service on the bus lane gate by Omni Services of SC (\$2000).

**Second:** Kim Evans-Robey

**Vote:** Kelly Hayes abstained

**Resolved:** Motion carried

**Motion:** Jennifer Plunket to approve and use bond referendum money for the bus lane gate from East Coast Fencing Inc. (\$17644.49).

**Second:** Kim Evans-Robey

**Vote:** Kelly Hayes abstained

**Resolved:** Motion carried

**Motion:** Jennifer Plunket to approve and use bond referendum money for Omni Services of SC (\$2000.00) bid for electrical service on the bus lane gate.

**Second:** Kim Evans-Robey

**Vote:** Kelly Hayes abstained

**Resolved:** Motion carried

Jennifer Plunket presented bids for security door access for 4 doors. Received 2 bids. One from Coggin for \$15,000 and another from Nextgen for \$18,950.00.

**Motion:** Jennifer Plunket to approve Coggin bid and use bond referendum money for security door access on 4 doors.

**Second:** Kim Evans-Robey

**Vote:** Unanimous

**Resolved:** Motion carried

Sidewalk project requires a 2<sup>nd</sup> estimate. Permanent Sign for front of school. Kim Evans-Robey is working on that.

### **PTO Report**

Gwyn Single presented report for PTO. They are working Scholastic Book Fair. The goal is to raise \$2500.00 and to build teacher classroom libraries. Volunteers needed.

### **Chairman's Report**

#### **• Director Search**

- Date to accept applications closed January 15<sup>th</sup>
- Selection Committee in place – Thank you to Joy Burch, Wes Bryant, Sarah Smith (chair) and Sarah Wilson for their willingness to serve alongside Fedrick Cohens (GCSD) and Charleston School Montessori director
- First meeting being set

#### **• Mid-year Director Evaluation**

- Tyler and Kelly will review revisions and it will be distributed later this month

#### **• Parent Satisfaction Survey**

- Charter Alliance drafting

#### **• Website is live**

- Any changes you see, please send those to Kristy
- Send bio information and pictures to Kristy

#### **• Marketing**

- Good news being added to weekly newsletters; Check out this week's newsletter for feature on Yoga article
- **FOIA Request**
- Released Dr. Hunt's employment and separation agreement
- **Bond Referendum Updates:**  
Working on safety items first:
- Estimating: Sidewalks

- Sign on Hwy 17 – Kim working on design later this month
- Sound system in Grand Hall
- Sound panels in middle school
- Retractable wall in middle school
- Outdoor space and fencing

### **Interim Director's Report**

- Enrollment Data – 250 students enrolled
- Waiting List – 14 students

#### **Announcements:**

- Talent show was held Jan. 10 at 5:30; 19 participants, 3 winners and 3 runners-up for 3 categories. Great job by the UE students that coordinated the entire event.
- GCSD Elementary Principal leadership meeting Jan. 22 at CMCS (8:30-10:30am).
- Academic Fair GMS Jan. 25 (7:30-11:30am).

#### **Operations:**

- ASE starting Feb. 3, 2020; Mon-Fri 3:20-5:30; using current staff & adjusting start/end hours; 2 staff per session; no change in payroll; ASE supervisor; parent notification started 11/25/19 via weekly newsletter and Facebook; after school teacher conducted clubs include: LEGO, Art, Music, Drama, Sewing.
- The lottery was held January 6, 2020 to determine the waitlist order for 3<sup>rd</sup> grade only; there were 34(34) 1<sup>st</sup> grade applications, one(1) 2<sup>nd</sup> grade, five (5) 3<sup>rd</sup> grade applications, and one (1) application for grades 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> each. 7<sup>th</sup> grade had none.
- Collected department level questions from staff for a parent survey regarding entrance and or exit of CMCS. The committee of teachers, administration, and the office manager met and decided upon entry level questions for application. These will not be used to determine attendance but used as a source of valuable information. The committee will meet gain to develop exit-level questions.
- Record keeping systems: We will be contacting GCSD to begin the process of utilizing PowerSchool for the elementary record keeping system as it provides uniformity, student records are compatible and transferable when needed to other schools/districts, covers parent and student communication, provides lesson assignments and grades, and is the most cost-effective system.
- The CMCS Charter School 2019 Annual Report was completed and forwarded to the district prior to winter break. The district has forwarded the report to the state and a copy was emailed to the Board Chair.

#### **Maintenance:**

1. Grand Hall divider-once the district gives approval, the order will be placed with Puttman, as approved by the CMCS board.
2. Sidewalk from atrium to classrooms(currently seeking bids).
3. Fencing-working to adjust needs and specifications, seeking updated quotes.
4. Items reviewed and recommended for approval by the CMCS finance committee; Landscaping bid 2020-2021 with Amazing Blades; Electric bus lane gates; Door access control.

### **Discussion:**

There being no discussion and no further business to come before the Board, the meeting was adjourned at 7:11pm.

Respectfully submitted, Paula Johnson, Recording Secretary