

FINAL

COASTAL MONTESSORI CHARTER SCHOOL  
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS  
MONDAY, DECEMBER 21, 2020

**Directors Present:**

Tyler Easterling, Sarah Smith, Paula Johnson, Kim Evans-Robey, Kristi Stephens, Meagan Leventis, Kelly Hayes

Absent: Tiffany Jenkins

**Also Present:**

Rosemary Gray, Interim Director, Tia Bergeron, Business Manager, Jen Plunket, Stella Mercado, Dr. Chip Hennecey, Assistant Director, Melanie Whitman, Kenzie Confer, Amber Wheeler-Bacon, Carie Crosby, Amy Williams, Shaye Heiskell, Sarah Wilson, Chrissy Harris, Sherri Childers, Ann Jordan, Chris Sokoloski, Coastal Observer

**A. Call to Order**

A meeting of the Board of Directors of Coastal Montessori Charter School (CMCS), was held on Monday, December 21, 2020 at 6:00 pm Via Zoom due to COVID-19. The meeting was called to order by Tyler Easterling at 6:04 pm.

**Quorum:**

Yes

**Approval of Agenda:**

Tyler Easterling presented to the Board the agenda for the meeting. Meagan Leventis made a motion to approve the agenda. Agenda stands as distributed.

**Second:** Kristi Stephens

**Vote:** Unanimous

**Resolved:** Motion carries

**Approval of Minutes of December 4, 2020 Meeting**

Tyler Easterling presented to the Board the minutes of the December 4 meeting for Board approval. Minutes stand approved as distributed.

**B. Information and Reports**

**PTO Report** presented by Joy Burch, PTO President. PTO is planning events. The first event is January 23 – Meal to Go. It will take place outdoors. Second event is Student Art Auction for March 23. The third event is the Annual Golf Tournament for May 5 at the Reserve Golf Club.

**Director's Report** presented by Rosemary Gray, Interim Director.

1. Student Enrollment Numbers

Current Enrollment

1st - 29

2nd - 35

3rd - 37

4th - 36

5th - 25  
6th - 23  
7th - 27  
8th - 23  
Total - 235

#### Applications Received

1st - 27  
2nd - 1  
3rd - 1  
4th - 0  
5th - 1  
6th - 0  
7th - 0  
8th - 0  
Total - 30

## 2. Message concerning Virtual / Hybrid Models - Read this message:

I would like to give you an update on our progress with our re-entry plan. In order to comply with last summer's mandate from the South Carolina State Department of Education that parents be provided with a choice between virtual learning and in-person learning for their children during this pandemic that we are experiencing, we are making plans for that to happen for second semester, upon the Board's approval.

As you know, last week, an instructional-method-choice form was provided to families which allowed them the opportunity to make that choice. While some families have selected to remain in the current virtual program, others have decided to move to the hybrid program.

At this time, approximately fifty percent of our parents would like for their children to report to school two days per week for hybrid instruction. This means that hybrid students will be divided into two cohorts, Cohort A, who will attend school on Mondays and Tuesdays, and Cohort B, who will attend school on Thursdays and Fridays. They will receive in-person instruction on the two days per week they are here, and they will receive asynchronous activities to work on at home the remaining days of each week. This will not go into effect until February 1st, the first day of second semester. Until that date, all students will remain in their current virtual learning program.

Approximately fifty percent of parents are choosing to keep their children in the Virtual Program. The virtual program will remain the same as it is now, with the inevitable exception of some teacher assignment changes. These changes are due to the fact that right now, all teachers are teaching virtually, but some will be switching over to teach in the hybrid format for second semester.

Now that our numbers are in, during the weeks prior to second semester, which begins on February 1st, we will be planning for our hybrid students' first day of in-person schooling by meeting and focusing on the following:

- Teaching safety protocols to students, including methods to educate students about social distancing, washing hands, using hand sanitizer, wearing masks properly and continuously, among other safety behaviors
- Hybrid teacher assignments
- Creating an arrival and dismissal schedule
- Students' teacher assignments

- Bus transportation
- Daily routines, including restroom visits, lunch, and recess time
- Travelling safely to and from areas of the building as it pertains to social distancing
- Properly cleaning and sanitizing our classrooms and offices daily with deep cleaning occurring on Wednesdays
- Working as a faculty and staff to all be on the same page when it comes to procedures for monitoring students once they return to school
- Working closely with our school nurse on the protocols for dealing with and supervising students who may exhibit symptoms of COVID, and notifying parents of any incidents
- Setting up classrooms with protective partitions so students can work safely
- And teacher collaboration to create best-practice assignments for hybrid students

### **C. Action Items**

**Finance Committee Report** presented by Sarah Smith, chair of the Finance Committee. Sarah presented 20-21 Budget, R4 (Revision 4).

Sarah Smith asked made a motion to approve the R4 Budget.

**Second:** Gwyn Single

**Vote:** Unanimous

**Resolved:** Motion carried

**Policy Committee Report** presented by Meagan Leventis, chair of the Policy Committee. Meagan presented revisions to the Bylaws, the Conflict of Interest Policy, and the Facilities Management Policy.

Meagan Leventis made a motion to adopt Bylaws with revisions.

**Second:** Sarah Smith

**Vote:** Unanimous

**Resolved:** Motion carried

Meagan Leventis made a motion to adopt Conflict of Interest Policy.

**Second:** Sarah Smith

**Vote:** Unanimous

**Resolved:** Motion carries

Meagan Leventis made a motion to adopt Facilities Management Policy.

**Second:** Kim Evans-Robey

**Vote:** Unanimous

**Resolved:** Motion carries

### **D. Public Comment**

Public comment was received from Amy Williams and Sarah Wilson.

There being no further discussion and no further business to come before the Board, the meeting was adjourned at 6:33pm.

Next meeting, January 25, 2021 at 6:00pm.

Respectfully submitted, Paula Johnson, Recording Secretary