



CEMCO BOARD OF TRUSTEES REGULAR MEETING

January 21, 2015

Minutes

General Session

Board Members Present:

- Liliana Hudescu
- Penny Clarke Johnson
- Grace Barkley
- Regine Monestime
- Meaghan Singletary
- Keith Candline

Board Members Not Present:

- Marty Colvin

Ex Officio Members Present:

- Stephanie Babcock-Wright
- Carlos Hernandez
- Meredith Shriver

General Session

I. CALL TO ORDER

- a. Meeting called to order at 5:50 PM

II. APPROVE AGENDA

- a. Agenda
- b. Liliana Hudescu noticed a typo in the minutes and wants to amend agenda with the change that under approve minutes, the September minutes were approved at the December

meeting. With this change, Meaghan Singletary, 2nd by Grace Barkley, motion passed with unanimity of votes

III. APPROVE MINUTES –

- **June 25, regular Board meeting**
- **September 17, October 22, November 19 , December 17 –all regular Board meetings**
 - No minutes to approve, secretary said all minutes will be emailed to board by this Sunday January 25, 2015 (Oct, Nov, and Dec)
 - Still missing June 25th meeting from former secretary

III. COMMENTS FROM THE PUBLIC (3 minutes per person)

- a. None

V. COMMITTEE REPORTS

A. Academic Excellence

- Meaghan Singletary mentioned the committee did not meet in January, they will meet in February

B. Human Resources

- **Consent Agenda**
 - There are no items
- **Report as presented** –see also email communication
 - Recommendation to approve Executive Director evaluation format
 - Recommendation to approve the format of the Committee self-evaluation and evaluation by the Executive Director
 - Liliana Hudescu requested that we formalize document as presented ... motion to bring these documents up for discussion made by Grace Barkley, 2nd by Penny Clarke Johnson ... questions Grace Barkley –will a timeline be established, Liliana Hudescu, yes by Feb 15 all evaluations should be completed by committee chairs ... Chairs are evaluating Executive Director and Executive Director is evaluating each committee ... Deadline for all artifacts to be collected and evaluations to be completed will be January 31 ... motion to bring under consideration for both items by Grace Barkley, 2nd by Penny Clarke Johnson passed with unanimity of votes
- **In house training regarding LKES by Meaghan Singletary**
 - Liliana Hudescu requested that Meaghan Singletary send other domains to all board members for review ... all items will be sent tomorrow to all board members

C. Board Governance

- **Report as presented**
 - See attached

- Penny Clarke Johnson wanted to know will there be a representative at the Feb 4th BOE meeting and Stephanie Babcock-Wright stated we were not on the agenda.
- Penny Clarke Johnson asked if Governance could come up with a nice communicative letter to ask people to be on board (acting recruitment) ... Keith said we will discuss at next meeting
- Charter ... Liliana said we are seeking guidance and we will then discuss per the information

D. Campus & Facilities

- **Committee level report**
 - See attached
 - PTO, please help get parent volunteers with trucks to help remove item from storage ... Keith Candline mentioned set a date and proceed with asking for volunteers ... Carlos will set date
- **F&F manager Facilities Report**
 - See attached
 - Carpets cleaned last week, AC will be checked when dates have been scheduled, minor repairs have been done on ramps, parking lots pot holes - calls are being made to get those fixed, first aid training is being scheduled
 - Liliana Hudescu question – formats regarding janitorial evaluations ... Carlos is making a checklist to move forward

E. Finance –as part of the F&F committee

- **Report on Dec /2014 committee activity, including follow up on :**
 - **district financial support**
 - Oversight did not make it so not discussed during committee meeting ... Marty Colvin to address this ... all has been approved by board now we need to know who will head these pieces
 - **travel and business policy as presented**
 - was approved and is functioning well
 - **purchasing policy as presented**
 - was approved and is functioning well
- **Recommendations to approve :**
 - **December financial documents -as presented**
 - Projected numbers have been updated but not presented to board, this will be postponed to next meeting
 - Janitorial services are going well
 - Looking for part time nurses
 - All employee trainings are being maintained
 - Penny Clarke Johnson would rather wait to approve this report next month
- **Finance and Facilities manager Financial Report**

- See attached ... 1 – 3 will be revised for next month ... Carlos will present on 4, 5, and 6

F. Marketing, PR & Communications

- **Report as presented**
 - See attached

G. Compliance & Regulations

- None

H. Measurement & Effectiveness

- None

VI. EXECUTIVE DIRECTOR'S REPORT

- **HMCI report**
 - See attached
 - All is going well with curriculum, normalization (bully prevention has begun with 5th grade girls, 4th grade girls will have this lesson next week) ... working with teachers to work on a curriculum on this for everyone ... elementary social skills group is starting by Stephanie Babcock-Wright, yes she is trained to do so based on her educational background (come hang out with me and talk) ... Aims benchmarks are being administered will close at the end of January ... AEC is developing a writing goal, teachers are expected to be familiar with SIP ... market decrease on discipline, one out of school suspension ... surveys were taken by 3 – 5th graders about their teachers and classroom environment
 - Secure coverage of substitute teacher (Kelly Sub) for Ms Sara as she goes on maternity leave and are searching for the upper el permanent assistant (Paid by school) ... Congratulate Ms. Petra ... teacher evaluations are going well and will be done accordingly ... Data team met and are going through data ... First Student is doing better with making sure buses are on time ... tours are going well and being held Fridays at 10 ... Mark your calendars for the Open Houses and Lottery

VII. PTO TRUSTEE REPORT

- The Fundraising Director has resigned and the position is open to be filled temporarily until next year

VIII. OLD BUSINESS

- None

IX. NEW BUSINESS

- None

IX. ADJOURNMENT

- Report – motion to approve adjourn by: Keith Candline, 2nd by Penny Clarke Johnson, motion passed with unanimity of votes, meeting adjourned at 7:38

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I. CALL TO ORDER

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II. APPROVE AGENDA

- Report – motion to approve agenda presented with change to board was made by: Grace Barkley, 2nd by Penny Clarke Johnson, motion passed with unanimity of votes

III. APPROVE MINUTES:

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IV. COMMENTS FROM THE PUBLIC (3 minutes per person)

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V. COMMITTEE REPORTS

A. Academic Excellence

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 - None

B. Human Resources

- **Consent Agenda**
 - No Change

C. Board Governance

- **Report as presented**
 - None

D. Campus & Facilities

- **Committee level report**
 - None
- **F&F manager report**
 - None

E. Finance

- **Report on December 2014 /January 2015 committee activity**
- **Recommendations to approve :**
 - **December financial documents as presented**
 - 403 B will be reported by deadline
 - Carlos is looking at funding from BFTS

F. Marketing, PR & Communications

- **Report as presented**
 - No Change

G. Compliance & Regulations

- None

H. Measurement & Effectiveness

- None

VI. EXECUTIVE DIRECTOR'S REPORT

- **HCMI report**
 - See report

VII. OLD BUSINESS

- None

VIII. NEW BUSINESS

- None

IX. ADJOURNMENT

- Report – motion to approve adjourn by: Keith Candline, 2nd by Penny Clarke Johnson, motion passed with unanimity of votes, meeting adjourned at 7:45