



CEMCO BOARD OF TRUSTEES REGULAR MEETING

February 18, 2015

Minutes

General Session

Board Members Present:

- Liliana Hudescu
- Penny Clarke Johnson
- Grace Barkley
- Meaghan Singletary
- Marty Colvin

Board Members Not Present:

- Regine Monestime
- Keith Candline

Ex Officio Members Present:

- Stephanie Babcock-Wright
- Carlos Hernandez
- Meredith Shriver

I. CALL TO ORDER

- a. Meeting called to order at 5:53 P.M.

II. APPROVE AGENDA

- a. motion to approve agenda as presented to board was made by: Meaghan Singletary, 2nd by Grace Barkely, motion passed with unanimity of votes

III. APPROVE MINUTES –

- **June 25, regular Board meeting**
- **September 17, October 22, November 19 , December 17, 2014, January 21/2015 –all regular Board meetings**
 - None to approve

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

- a. No comments from the public

V. COMMITTEE REPORTS

A. Academic Excellence

- **No report**

B. Human Resources

- **Consent Agenda**
- **No report**
- **Updates regarding Executive Director evaluation**
 - Consent Agenda by SBW – Motion for vote for approval of the consent agenda by Grace Barkley. Second by Marty Colvin. Vote 5-0. Approved.
 - No report
 - Updates regarding Executive Director evaluation: Those who have not yet, please send evaluation as soon as possible. LKES was submitted on February 13, 2015 to proper parties.
 - At the next committee meeting please complete the three questions for LKES, forthcoming.

C. Board Governance

- **No report**
 - Keith Candline is out of town, will address new Governance item under New Business

D. Campus & Facilities

- **Committee level report**
 - See attached
 - Liliana Hudescu said wonderful report
 - Penny Clarke Johnson – we need to rent or buy tables, chairs, and computer mice when students are taking milestone exam
- **F&F manager Facilities Report**
 - See attached
 - AC units have been serviced, storage unit will be emptied next month, phone calls are still being made for parking lot, most cottages have the janitorial checklist posted
 - First aid training ... some people have already been trained
 - 2015 campus enhancement should go on the F&F agenda
 - Committee level report – Call for questions about report.

- F&F manager Facilities Report by Carlos Hernandez presents attached report “Facilities Report for January 2015.”
- Question about playground status from Meaghan Singletary. Standing item added to Finance and Facilities forthcoming agenda, status of playground installation timeline.
- Question about maintenance checklist from Liliana Hudescu to Carlos Hernandez. Maintenance checklists are in the majority of classrooms and are being added to the remainder.
- How will we move forward with the ERT and First Aid Training? Jennifer will be trained and then be able to train the staff.

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

- **Report on committee activity**
 - Report on committee activity: Have not heard from Larry Jackson at the district about our \$65,000 loan from the school district. Loan is needed for school to be at a surplus. Otherwise, there will be a slight deficit.
- **Recommendations to approve :**
 - **December, 2014 financial documents -as presented**
 - **January, 2015 financial documents -as presented**
 - motion to approve financial documents for Dec 2014 and January 2015 as presented to board was made by: Penny Clarke Johnson, 2nd by Marty Colvin, motion passed with unanimity of votes
- **Finance and Facilities manager Financial Report**
 - See attached
 - Finance and Facilities manager, Carlos Hernandez presents the Financial Report which is attached to these minutes
 - Question raised by Meaghan Singletary about the estimate for PTO contribution on the financial documents. Catherine Morrissey will bring this item back to the PTO to give a better projection to the Finance and Facilities committee.
 - Corporate Contributions on the budget: PTO liaison will check into making sure we are linked properly with services like Publix card, Amazon Smile, Target Red Card, Kroger, etc. Send email to CEMCSAV about these opportunities.

F. Marketing, PR & Communications

- **Report as presented**
 - Liliana Hudescu commended everyone for all that they’ve done
- **Recommendation to approve Photography RFP format**
 - Accepted all feedback and criticism and all will be added to RFP
 - motion to approve Photography RFP as presented to board was made by: Penny Clarke Johnson, 2nd by Meaghan Singletary, motion passed with unanimity of votes

G. Compliance & Regulations

- None

H. Measurement & Effectiveness

- None

VI. EXECUTIVE DIRECTOR'S REPORT

- **HMCI report**

- See attached
- Academic Excellence ... all is going as planned
- Normalization ... is going well teachers are having aha moments
- Assessment ... aims web are done
- Communication ... Montessori news letter, progress reports, as well as aims web has been sent to parents
- CCRPI ... Lou (CCRPI and Beating the Odds), was asked how we feel about our scores, he said we should grow by 3 points a year ... Stephanie wants a significant growth
- SIP ... writing goal is being implemented for March
- HR ... Sara's maternity leave has begun, Sara's assistant Joan resigned per medical issue ... Denis Miller will take over Sara's class, with a sub as her assistant ... interviews are underway and all is going well ... Emily's leave is pending any day and her replacement for this year has been hired.
- Employee evaluation ... all is on track
- Professional Development ... noting new all is going well
- Intent to return forms have been collected ... those not returning (3) are moving out of town but would return if they weren't moving
- Operations ... lost a fair number of students
- Data Team ... nothing new to report ... all is moving forward
- Next open house is on 3/14/15
- Stephanie, Carlos, and Meredith are making plans b/c of concerns of testing online
- Liliana Hudescu, can we choose paper or online testing ... Stephanie as of right now no ... No one will be penalized this year if they don't do well on this exam
- Liliana Hudescu: how do we help prepare the students with the skills needed – need to move forward with this
- Goal is being put in place to help parents with volunteer hours
- 2017 all charters are up for renewal
- Jump rope for hearts scheduled for next month
- 120 applications received so far for K – 5th grade ... more advertising is needed, we need to fill the Kindergarten spots, March 20 deadline for interested parents.
- Penny Clarke Johnson - We need to touch base with other Montessori schools and advertise there.
- Charter amendment has been approved and we are in for the April meeting
- Lottery date will be moved pending BOE decision ... asked parents to check the website for updates

- We need to continue educating the BOE on who we are and who we service, they want us to grow each year with more students
- Ask that we start facilities and finance planning meetings to go to every two weeks to prepare for 2016
- Other members are stepping up to help with strategic planning to help with budget for 2016

VII. PTO TRUSTEE REPORT

- Liaison, new Fundraising Director has been appointed and Family Fun Night is coming up ... set up at 4, bring kids at 6, bring cash for raffle

VIII. OLD BUSINESS

- None

IX. NEW BUSINESS

- Liliana Hudescu is nominating Penny Clarke Johnson as the F&F Committee Chair, resuming her position from Marty Colvin

IX. ADJOURNMENT

Motion to adjourn meeting made by: Penny Clark Johnson, 2nd by Marty Colvin, meeting adjourned at 7:25.

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- Meaghan Singletary

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I. CALL TO ORDER

- a. Meeting called to order at 7:26

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

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

- a. None

V. COMMITTEE REPORTS

A. Academic Excellence

- **No report**

B. Human Resources

- Consent Agenda
- **No report**

C. Board Governance

- **No report**

D. Campus & Facilities

- **Committee level report**

- Presented through email
- **F&F manager report**
 - nothing

E. Finance

- **Report on committee activity**
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G. Compliance & Regulations

- None

H. Measurement & Effectiveness

- None

VI. EXECUTIVE DIRECTOR'S REPORT

- **HCMI report**
 - See attached
 - All is going well

VII. OLD BUSINESS

- None

VIII. NEW BUSINESS

- None

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Motion to adjourn meeting made by: Penny Clarke Johnson, 2nd by Grace Barkley, meeting adjourned at 7:35