



## CEMCO BOARD OF TRUSTEES REGULAR MEETING

April 22, 2015 Minutes

### General Session

#### Board Members Present:

- Liliana Hudescu
- Penny Clarke Johnson
- Grace Barkley
- Meaghan Singletary
- Regine Monestime
- Kolby Harrell

#### Late Board Member:

- Keith Candline

#### Board Members Not Present:

- Marty Colvin

#### Ex Officio Members Present:

- Stephanie Babcock-Wright
- Carlos Hernandez

#### Ex Officio Members Not Present:

- Meredith Shriver

### I. CALL TO ORDER

- a. Call to order at 5:52

### II. APPROVE AGENDA

- a. motion to approve agenda as presented to board was made by: Penny Clarke Johnson, 2<sup>nd</sup> by Grace Barkely, motion passed with unanimity of votes

### III. APPROVE MINUTES –

- **June 25**, regular Board meeting

- Skipped to the end of the year
- **March 18** –regular Board meeting
  - motion to approve March 18 minutes as presented to board was made by: Grace Barkley, 2<sup>nd</sup> by Meaghan Singletary, motion passed with 3 votes in favor (Regine Monestime, Grace Barkely, and Meaghan Singletary), no opposed, abstained by (Penny Clarke Johnson, and Kolby Harrell), Keith Candline was not present at the time

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

- a. No comments from the public

### V. COMMITTEE REPORTS

#### A. Academic Excellence

- **Report as presented**
- **Open vote following motion by the committee chair**
  - Penny Clarke Johnson had question about the calendar, wanted to know about grouping classes together instead of students missing an entire days of school during conferences
  - motion to approve report as presented to board was made by: Meaghan Singletary, 2<sup>nd</sup> by Grace Barkely, motion passed with unanimity of votes
  - Stephanie went into detail about this ... requested motion be adjusted to approve the two additional pre planning days
  - Meaghan ... no Penny Clarke Johnson, 3 abstain, 1 for

#### B. Human Resources

- **Consent Agenda**
  - motion to approve consent agenda sent by Stephanie Babcock-Wright to board was made by: Penny Clarke Johnson, 2<sup>nd</sup> by Keith Candline, motion passed with unanimity of votes
- **Recommendation/motion to renew Executive Director work contract for school year 2015-2016**
  - motion to approve motion to renew Executive Director work contract for school year 2015 – 2016, in principal with the contract detail presented to Executive Director no later than May 15, was made by: Meaghan Singletary, 2<sup>nd</sup> by Penny Clarke Johnson, motion passed with five votes (Keith, Meaghan, Grace, Penny, Regine), with one abstain by Kolby Harrell
- **No report /no meeting**

#### C. Board Governance

- **Report as presented**
- **Board membership updates :**
  - **Kolby Harrell: welcome and committee nomination**

- Liliana Hudescu asked Kolby Harrell to join Marketing and PR Committee and he accepted
- **Elizabeth Berenguer Megale : open vote following motion by committee chair**
  - motion to approve Elizabeth Berenguer Megale as a parent trustee to board was made by: Keith Candline, 2<sup>nd</sup> by Penny Clarke Johnson, motion passed with unanimity of votes
- **Marty Colvin :resignation announcement**
  - Liliana Hudescu asked Kolby Harrell to join Marketing and PR Committee and he accepted
- **Marty Colvin :resignation announcement**
  - Resigned due to temporary contract with the school

#### D. Campus & Facilities

- **Committee level report**
  - See attached
- **F&F manager Facilities Report**
  - See attached

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

- See attached
- **Committee level report**
  - **Information point about electronic vote re: budget proposal 2015-2016**
    - Scheduled to meet with Charter school subcommittee on April 27<sup>th</sup>, 11 AM
    - We've voted electronically for the proposed budget for the new school year due to time constraint ... it was unanimously approved and was presented to the district
  - **Recommendations to approve :**
    - **Financial documents -as presented**
      - motion to approve the year to date profit to loss as presented by Carlos Hernandez via email and hard copy, with the understanding that the substitute teacher cost is being updated and adjusted to most accurately represent our ongoing expense in that category to board was made by: Penny Clarke Johnson, 2<sup>nd</sup> by Meaghan Singletary, discussion:
        - Keith Candline question ... local BOE additional funds where is that money coming from , 5400 gap from PTO, 7500 gap on direct public support ... Penny that's a sum not a direct line ... (playground, laminator is not budgeted stated by Stephanie Babcock-Wright)
      - Keith motioned to amend document to approve the statement with the revision of the substitute teaching and the projected income column, second by Penny Clarke Johnson, motion passed with five votes (Keith Candline, Meaghan Singletary, Grace Barkley, Penny Clarke Johnson, Regine Monestime), with one abstain by Kolby Harrell
- **Finance and Facilities manager Financial Report**

#### F. Marketing, PR & Communications

- **Report as presented**

- Report will be presented at May meeting
- motion to approve agenda as presented to board was made by: Meaghan Singletary, 2<sup>nd</sup> by Grace Barkely, motion passed with unanimity of votes

#### **G. Compliance & Regulations**

- Tabled

#### **H. Measurement & Effectiveness**

- Tabled

### **VI. EXECUTIVE DIRECTOR'S REPORT**

- **HMCI report**
  - See attached
  - Assessments are going on two days down with GMAS and all is going well
  - Aims web spring benchmarking begins on May 5 and SLO post assessments will also begin
  - There are 4 and ½ weeks of school left
  - Noting new with CCRPI, School Improvement Plan
  - One out of school suspension
  - Both maternity leaves are doing well as well as their babies who are really cute and will be returning ... Sara Zimmerman will return before the end of the year (mid May), Emily will return next year
  - Working with HR dept we have made significant progress in terms of staffing situation, to allow charter school employee who have high qualifications to actually hold the title of teacher in the books, where as in the past they would be paraprofessionals ... we have several teachers that fall under this law
  - We are knee deep and on track with employee evaluations ... goal date is May 15
  - 100 percent of teachers are returning for next year and we are in progress of hiring a new LE teacher ... we are also looking for teaching assistance and once we know which TA's are leaving we will cover them with permanent hires.
  - One third grader left due to bus issues and is going to his neighborhood school
  - Data team is working on school wide initiative on attendance and parent involvement hours and logs
  - Reoccurring item has been added to calendar to request board support over the year
  - Offered by South West Elementary school to use their nurse part time to help with hearing test
  - Book Fair and Jump Rope for Heart went well
  - Lottery went well ... reporting on both CEMCS and CEMA ... all parents were positive ... offered 22 pre-k 3, 44 pre-k4, 70 kindergarten, and 12 first grade seats ... no sits filled for 2 – 5
  - Shout out to Ms. Twila for getting 522 letters out! Thank you Ms. Twila
  - Keeping weekly Friday tours
  - In about another week applications will be re opened
  - Kolby would like to attend a tour on a Friday at 10 to learn more about the school
  - Hard copy of approved charter amendment has been approved and is getting signatures
  - Marketing is going well

- Temporary contract has been done to split the facilities and finance positions ... hope this helps things move smoother
- Still working on budget ... all four charter school used a different approach to request funding
- Tanya Melville at Ellis invited us to go to training and four of our teachers are going
- Regine Monestime, Stephanie Babcock Wright, and Liliana Hudescu left meeting because children will be testing
- Penny Took over meeting

#### **VII. PTO TRUSTEE REPORT**

- Nothing much to say

#### **VIII. OLD BUSINESS ... none**

#### **IX. NEW BUSINESS ... none**

#### **IX. ADJOURNMENT**

- Meeting adjourned made by Keith Candline, 2<sup>nd</sup> by Meaghan Singletary, meeting adjourned at 7:18

### **CEMA BOARD OF TRUSTEES REGULAR MEETING**

**April 22, 2015**

#### **General Session**

##### **Board Members Present:**

- Penny Clarke Johnson
- Grace Barkley
- Meaghan Singletary
- Keith Candline
- Kolby Harrell

##### **Board Members Not Present:**

- Marty Colvin
- Liliana Hudescu
- Regine Monestime

##### **Ex Officio Members Present:**

- Carlos Hernandez

##### **Ex Officio Members Not Present:**

- Meredith Shriver

- Stephanie Babcock-Wright

#### I. CALL TO ORDER

- a. Meeting called to order at 7:18

#### II. APPROVE AGENDA

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

#### III. APPROVE MINUTES:

- **June 25, regular Board meeting**
- **March 18 –regular Board meeting**

- a. motion to approve March 18 minutes as presented to board was made by: Grace Barkely, 2<sup>nd</sup> by Meaghan Singletary, 3 abstained (Penny Clarke Johnson, Kobly Harrell, and Keith Candline, motion passed with Grace Barkely and Meaghan Singletary approving the report

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

- a. No comments from the public

#### V. COMMITTEE REPORTS

##### A. Academic Excellence

- **Report as presented**

##### B. Human Resources

- **Consent Agenda**
  - motion to approve consent agenda as presented to board was made by: Meaghan Singletary, 2<sup>nd</sup> by Grace Barkely, motion passed with unanimity of votes
- **Recommendation/motion to renew Executive Director work contract for school year 2015-2016**
  - No contract, motion retracted
- **No report /no meeting**

##### C. Board Governance

- **Report as presented ... no action to present**
- **Board membership updates :**
  - **Kolby Harrell: welcome and committee nomination**
  - **Elizabeth Berenguer Megale : open vote following motion by committee chair**
    - motion to approve Elizabeth Berenguer Megale as a parent trustee to board was made by: Keith Candline, 2<sup>nd</sup> by Grace Barkely motion passed with unanimity of votes
  - **Marty Colvin :resignation announcement**

##### D. Campus & Facilities

- **Committee level report** ... none
- **F&F manager report** ... none

#### **E. Finance**

- **Committee level report** ... nothing new to report and we didn't vote on CEMA budget
  - **Information point about electronic vote re: budget proposal 2015-2016**
- **Recommendations to approve :**
  - **Financial documents as presented**
    - Motion to approve CEMA profit and loss as presented with the understanding that some projected numbers are not fully fleshed out at this time was made by Penny Clarke Johnson, 2<sup>nd</sup> by Grace Barkely, motion passed with 4 votes (Penny, Grace, Meghan, and Kolby) and 1 abstain (Keith Candline)
    - Kolby had a question about the difference between CEMCO and CEMA ... Penny and Carlos explained the differences

#### **F. Marketing, PR & Communications**

- **Report as presented** ... see attached

#### **G. Compliance & Regulations**

- Tabled

#### **H. Measurement & Effectiveness**

- Tabled

### **VI. EXECUTIVE DIRECTOR'S REPORT**

- **HCMI report**
  - See attached

### **VII. OLD BUSINESS** ... none

### **VIII. NEW BUSINESS** ... none

### **IX. ADJOURNMENT**

- Meeting adjourned made by Keith Candline, 2<sup>nd</sup> by Meaghan Singletary, meeting adjourned at 7:28