

# CEMCO BOARD OF TRUSTEES REGULAR MEETING

August 19, 2015

Meeting Place: Cottage 1

Minutes

## Executive Session

### Trustees Present:

- Kolby Harrell
- Elizabeth Berenguer
- Keith Candline
- Liliana Hudescu
- Meaghan Singletary
- Darshana Patel

### Ex Officio Present:

- Stephanie Babcock Right

I. Call to Order: 6:26 p.m.

II. Specific HR items: consent agenda

- a. Stephanie Babcock-Wright briefed the Trustees on staffing. She explained most employees got a step increase. Salaries were awarded based the Savannah/Chatham County scale. Highest salaries are awarded to teachers who are both Georgia certified and Montessori-trained. Several of the salaries are currently off-scale pending additional training. Some other teachers received more than a step as a special reward.
- b. Discussion was had with regard to Carlos Hernandez's appointment as account manager. Though there have been some work performance issues at times in the past, personnel has addressed those and it was recommended that he be reappointed.

III. *Executive session adjourned at 6:51 p.m.*

*General Session*

*Trustees Present:*

- *Kolby Harrell*
- *Elizabeth Berenguer*
- *Keith Candline*
- *Liliana Hudescu*
- *Meaghan Singletary*
- *Darshana Patel*

*Ex Officio Present:*

- *Stephanie Babcock-Wright*
- *Meredith Shriver*

*Members of the Public Present:*

- *Michelle Candline*

*General Session*

I. *Call to Order: 6:54 p.m.*

II. *Approve Agenda*

- a. *Agenda amended to include correct meeting time for Governance Committee meetings as 2<sup>nd</sup> Mondays of the month at 12:00 noon.*
- b. *Motion to approve agenda by Elizabeth Berenguer, 2<sup>nd</sup> by Keith Candline*
- c. *Vote: unanimous pass*

III. *Approve Minutes*

a. *July 22, 2015 Regular Meeting*

i. *Motion to approve minutes by Kolby Harrell, 2<sup>nd</sup> by Meaghan Singletary*

ii. *Vote: 4 in favor of approving, 1 abstention*

*b. April 22, 2015 Regular Meeting*

- i. Brief discussion re: whether the minutes will be prepared*
- ii. Vote tabled until minutes made available for review*

*c. May 20, 2015*

- i. Brief discussion re: whether the minutes will be prepared*
- ii. Vote tabled until minutes made available for review*

*IV. Comments from the Public*

- a. No comments*

*V. Committee Reports*

- a. Academic Excellence - no report. President informed committees about committee SWOT analysis to be completed by September 30, 2015.*

- i. Point of information regarding standing meeting time: 7<sup>st</sup> Monday of the month at 4:30 pm*

- ii. Meaghan asked Trustees if they would like to see anything on AE's agenda. No specifics were raised.*

- iii. No Trustees had any questions for Meghan*

- b. Human Resources - No report*

- i. Point of information regarding standing meeting time: 2<sup>nd</sup> Tuesday at 4:15*

- ii. Consent agenda*

- 1. Keith Candline moved to approve, 2<sup>nd</sup> by Elizabeth Berenguer*

- 2. Vote: Unanimous in favor*

- c. Governance*

- i. Point of Information regarding standing meeting time: 2<sup>nd</sup> Monday at 12:00*

- ii. Report: Governance is going to be spearheading a SWOT analysis and is asking all the committees to self-asses prior to 9/30. Elizabeth Berenguer will be sending additional information re: SWOT to facilitate the self-assessment.*

- iii. *Point of Information re: Committee nominations:*
  - 1. *Kolby Harrell - MCO Committee Chair*
  - 2. *Elizabeth Berenguer - Governance Committee Chair*
  - 3. *Pending nomination - FFC*
- iv. *Point of Information: Committee SWOT due 9/30*
- v. *Point of Information and discussion regarding Board training. President contacted Elisa Falco to request annual training in October on committee work (effectiveness) and new changes in legislation.*
- vi. *President nominated Michelle Candline as Board Trustee*
  - 1. *Motion to appoint Michelle Candline as Board Trustee made by Keith Candline, 2<sup>nd</sup> by Elizabeth Berenguer*
  - 2. *Discussion had regarding conflict of interest with Keith Candline on the Board. Keith Candline abstained from the discussions. Michelle's appointment will commence when Keith's term is finished.*
  - 3. *Vote: 4 in favor, 1 abstention*
- vii. *Nominations for Board Officers- brief discussion re: procedures for voting on officers and adding the mandate to the Board calendar.*
  - 1. *President: Keith Candline nominated Liliana Hudescu for President*
  - 2. *Vice President: Liliana Hudescu nominated Elizabeth Berenguer for Vice President*
  - 3. *Secretary: Liliana Hudescu nominated Michelle Candline for Secretary*
  - 4. *Treasurer: No nomination*
    - a. *Brief discussion regarding the slate and clarification that Michelle Candline's mandate as Trustee and Secretary would not commence until Keith Candline's term on the Board is finished.*

- b. *Motion to accept the slate as presented by Keith Candline, 2<sup>nd</sup> by Kolby Harrell*
- c. *Vote: 4 in favor, 1 abstention*

viii. *Changes to the Board*

1. *New Trustees:*

- a. *Michelle Candline commences her term when Keith Candline's term ends*

2. *Departing Trustees:*

- a. *Penny Clarke-Johnson's two-year term ended and she did not opt for a second term.*
- b. *Grace Barkley resigned due to personal reasons.*
- c. *Regine Monestime resigned due to personal reasons.*

- 3. *President expressed her gratitude and appreciation to the incoming and departing Board members for their efforts and hard work.*

d. *Campus & Facilities - no report*

- i. *Operational Facilities Report included in Executive Director's Report*

e. *Finance - No Report*

- i. *Point of Information regarding standing meeting time: 2<sup>nd</sup> Wednesday at 12:00*
- ii. *An interim team is in place*
- iii. *Point of information for records, regarding the electronic vote of 2015-2016 annual budget. The motion to approve the budget as presented passed unanimously.*
- iv. *Recommendation to approve July 15, 2015 financial statements*
  - 1. *Motion to approve by Darshana Patel, 2<sup>nd</sup> by Elizabeth Berenguer*
  - 2. *No discussion*

3. *Vote: 4 in favor, 1 abstention*

v. *Operational Finance Report included in Executive Director's Report.*

f. *Marketing and Community Outreach - No report*

i. *Point of Information regarding standing meeting time: 2<sup>nd</sup> Monday 5:45*

ii. *Point of Information regarding committee name change from Marketing and PR Committee to Marketing and Community Outreach*

g. *Compliance and Regulation - no report*

h. *Measurement and Effectiveness - no report*

VI. *Executive Director's Report*

a. *See Attached*

b. *Enrollment - we exceeded our projections which lead to upwards of \$50,000 additional in the budget*

c. *Working on the softer side of leadership, and teachers are reporting high satisfaction.*

VII. *PTO Trustee Report*

a. *None*

VIII. *Old Business*

a. *FFC met with auditing firm and the head of FFC recommends continuing with the firm.*

IX. *New Business*

a. *None*

X. *Adjournment*

a. *Motion by Keith Candline, 2<sup>nd</sup> by Liliana*

b. *Unanimous in favor*

c. *Adjourned 8:22 p.m.*