



## CEMCO BOARD OF TRUSTEES REGULAR MEETING

October 21, 2015

Meeting Place: Cottage #1

Meeting Minutes

### General Session

**Time of meeting: 6:07-8:22**

**Board Trustees Present:** Presedent Liliana Hudescu , Vice Presedent Elizabeth Berenguer (late), Meaghan Singletary (on phone), Darshana Patel, Secretary Michelle Candline

**Ex Officio Members Present:** Stephanie Babcock-Wright, Teresa Middleton

**Board Trustees not Present:** Kolby Harrell, Kevin Laurent

**Members of Public Present:** Chris Lightle and Ethan Troha from Karp, Ronning and Tindol CPA

### APPROVE AGENDA

**Motion to approve the agenda by Michelle Candline, 2<sup>nd</sup> by Darshana Patel**

**Vote: Unanimous**

### APPROVE MINUTES

- April 22, 2015, Regular Board Meeting  
**Motion to approve by Meghan Singletary, 2<sup>nd</sup> by Michelle Candline**  
**Vote: 2 abstentions (Darshana Patel and Michelle Candline), 2 for approval (Liliana Hudescu and Meghan Singletary) motion carried**
- May 20, 2015, Regular Board Meeting Summary  
**Motion to approve Summary by Meghan Singletary, 2<sup>nd</sup> by Liliana Hudescu**  
**Vote: 2 abstentions (Darshana Patel and Michelle Candline), 2 for approval (Liliana Hudescu and Meghan Singletary) motion carries**  
Stephanie Babcock-Wright brought up the point that the board does not approve meeting summaries but due to a clerical error the minutes for the May meeting are not available and therefore a summary was drafted.
- September 16, 2015, Regular Board Meeting  
**Motion to approve by Darshana Patel, 2<sup>nd</sup> Michelle Candline**  
**Vote: Unanimous**

### COMMENTS FROM PUBLIC (3 minutes per person)

There were no comments from the public

### PRESENTATION FROM KARP, RONNING, AND TINDOL CPA regarding the 2015/16 audit.

The only improvement that is recommended is a comparison between the current year and past years in the audit document.

Liliana Hudescu asked Mr. Lightle to give some thought or insight into how to handle the fact that the way the district funds the school has changed and relies on lagging indicators so as a growing school how do we pare down our operating costs and how do we present ourselves to lenders etc. because the “whole” picture isn’t captured in the funding.

### Academic Excellence

Point of information: Standing meeting time is 1<sup>st</sup> Tuesday of the month with the next meeting scheduled for Tuesday, November 3<sup>rd</sup> @7:00 am  
Report as presented.



### **Human Resources** *Elizabeth Berenguer joins the meeting*

Point of information: Standing meeting time is 4<sup>th</sup> Wednesday of the month with the next meeting scheduled for Wednesday, October 28<sup>th</sup> @ 10:30 followed by Wednesday, November 25<sup>th</sup> @ 10:30

No Report was presented

### **Board Governance**

Point of information: Standing meeting time is 2<sup>nd</sup> Monday of the month with the next meeting scheduled for Monday, November 9<sup>th</sup> @ 12

Report as presented

Governance committee is recommending approval of the revised by-laws. One point brought up in the FFC committee meeting which is the expansion of the number of trustees.

#### ***Motion to accept the revised bylaws by Elizabeth Berenguer, seconded by Michelle Candline.***

Discussion: Darshana Patel is asking for clarification of bylaws 2.1.9-2.1.14. Asking for restriction of an individual's power.

A discussion also ensued on adding trustee positions. Do we need to have people sitting in the position vs. having the position open?

Need to advertise to parents that we need Trustees.

Raise the number of trustees to 12 from 10.

Elizabeth Berenguer wanted to highlight that the Bylaws are intentionally broad so that they stand more as a fixed document, so it takes a higher number of votes to amend.

The day-to-day operations are developed by resolutions or written policies.

#### ***Motion to move to a committee as a whole with Elizabeth Berenguer as chair. Motion made by Elizabeth Berenguer and seconded by Darshana Patel.***

***Bylaws were updated to show the above discussions.***

#### ***Motion to close committee as a whole and return to the Board by Elizabeth Berenguer and seconded by Darshana Patel.***

#### ***Motion to approve the amended/updated by-laws by Elizabeth Berenguer and seconded by Darshana Patel.***

***Vote was unanimous.***

*Meaghan Singletary left the meeting*

### **Campus & Facilities**

Committee – no report

### **Finance – as a part of the F & F committee**

Point of information: Standing meeting time is 2<sup>nd</sup> Wednesday of the month with the next meeting scheduled for Wednesday, November 11<sup>th</sup> @ 12

Report given verbally.

#### ***Recommendation to approve Old Coast HVAC contract by Darshana Patel seconded by Elizabeth Berenguer.***

***Vote was unanimous.***

#### ***Motion to approve the final audit as presented by Darshana Patel and seconded by Elizabeth Berenguer.***

***Vote was unanimous.***



FFC would like to have a subcommittee to discuss the permanent building.

Will have an executive committee to help with consultation on the permanent building.

***Motion to approve September financials by Darshana Patel and seconded by Elizabeth Berenguer.***

***Vote was unanimous.***

#### **Marketing and Community Outreach committee**

Point of information: Standing meeting time is 2<sup>nd</sup> Monday of the month with the next meeting scheduled for Monday, November 9<sup>th</sup> @ 5:45

Report as presented.

#### **EXECUTIVE DIRECTOR'S REPORT**

Stephanie Babcock-Wright wanted to call the board's attention to academics. The state is hoping to release the scores on the GMAS soon. Some of the indicators have been shared. The School improvement plan has been re-re-aligned with the charter contract and is awaiting AEC feedback.

Liliana Hudescu and the board as a whole is congratulating the school staff on establishing afterschool clubs.

Under operations, it was pointed out that the FTE number is locked in at 269 students.

Family service hours are being tracked via the Internet and paper. Trying to get parents to account for their time and to volunteer.

Teresa Middleton gave a report under Finance and Facilities to discuss the possibility of a permanent building.

There was also a report on the current facilities.

#### **HMCI REPORT**

Report as presented.

#### **PTO TRUSTEE REPORT**

PTO is currently seeking a Trustee

#### **OLD BUSINESS**

No old business

#### **NEW BUSINESS**

Discussion on why the Board should use Office 365 as their email client.

***Motion to adjourn made at 8:22 by Elizabeth Berenguer and seconded by Darshana Patel***

***Vote: unanimous***

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

**October 21, 2015**

**Meeting Place: Cottage #1**

**Meeting Minutes**

#### **General Session**



**Time of meeting: 8:22-8:29**

**Board Trustees Present:** Presedent Liliana Hudescu , Vice Presedent Elizabeth Berenguer, Darshana Patel, Secretary Michelle Candline

**Ex Officio Members Present:** Stephanie Babcock-Wright, Teresa Middleton

**Board Trustees not Present:** Kolby Harrell, Kevin Laurent

#### **APPROVE AGENDA**

***Motion to amend the agenda by removing the bylaws, lawn service, and Old Coast HVAC by Elizabeth Berenguer .***

***Motion to approve the amended Agenda by Elizabeth Berenguer and seconded by Darshana Patel.***

***Vote: Unanimous***

#### **APPROVE MINUTES**

- April 22, 2015, Regular Board Meeting  
***Motion to approve by Elizabeth Berenguer, 2<sup>nd</sup> by Darshana Patel***  
***Vote: 2 abstentions (Darshana Patel and Michelle Candline), 2 for approval (Liliana Hudescu and Elizabeth Berenguer) motion carried***
- May 20, 2015, Regular Board Meeting Summary  
***Motion to approve Summary by Elizabeth Berenguer, 2<sup>nd</sup> by Darshana Patel***  
***Vote: 2 abstentions (Darshana Patel and Michelle Candline), 2 for approval (Liliana Hudescu and Elizabeth Berenguer) motion carries***
- September 16, 2015, Regular Board Meeting  
***Motion to approve by Elizabeth Berenguer, 2<sup>nd</sup> Darshana Patel***  
***Vote: Unanimous***

#### **COMMENTS FROM PUBLIC (3 minutes per person)**

There were no comments from the public

#### **Academic Excellence**

Point of information: Standing meeting time is 1<sup>st</sup> Tuesday of the month with the next meeting scheduled for Tuesday, November 3<sup>rd</sup> @7:00 am  
Report as presented.

#### **Human Resources**

Point of information: Standing meeting time is 4<sup>th</sup> Wednesday of the month with the next meeting scheduled for Wednesday, October 28<sup>th</sup> @ 10:30 followed by Wednesday, November 25<sup>th</sup> @ 10:30  
No Report was presented

#### **Board Governance**

Point of information: Standing meeting time is 2<sup>nd</sup> Monday of the month with the next meeting scheduled for Monday, October 12<sup>th</sup> @ 12  
Report as presented and no questions.

#### **Campus & Facilities**



Committee – no report

**Finance – as a part of the F & F committee**

Point of information: standing meeting time is the second Wednesday of the month with the next meeting being November 11<sup>th</sup> @ 12

No report

***Motion to approve the final Audit report as presented by Darshana Patel and seconded by Elizabeth Berenguer***

***Vote: Unanimous***

***Motion to approve the September financials by Darshana Patel and seconded by Elizabeth Berenguer***

***Vote: Unanimous***

**Marketing and Community Outreach committee**

Point of information: Standing meeting time is 2<sup>nd</sup> Monday of the month with the next meeting scheduled for Monday, November 9<sup>th</sup> @ 5:45

Report as presented.

**EXECUTIVE DIRECTOR'S REPORT**

It was pointed out that CEMA had its first quality assurance program visit. The visit went very well. A few minor issues were pointed out and are being corrected.

**HMCI REPORT**

Report as presented.

**PTO TRUSTEE REPORT**

PTO is currently seeking a Trustee.

**OLD BUSINESS**

No old business

**NEW BUSINESS**

No new business

***Motion to adjourn made at 8:29 by Elizabeth Berenguer, 2<sup>nd</sup> Darshana Patel***

***Vote: unanimous***