



**CEMCO BOARD OF TRUSTEES REGULAR MEETING**  
**March 23, 2016**  
**Meeting Place: Cottage #1**  
**Minutes**

**General Session**

Time of meeting: 6:09-7:51

**Board Trustees Present:** Liliana Hudescu (President), Elizabeth Berenguer (Vice President), Michelle Candline (Secretary), Teri Cornelius, Dave Gibson (PTO Trustee), Justin Hummel

**Ex Officio Members Present:** Stephanie Babcock-Wright (6:09-7:20), Meredith Shriver, Teresa Middleton

**Board Trustees Not Present:** Meghan Singletary, Kevin Laurent

*Liliana Hudescu appoints Elizabeth Berenguer as meeting chair  
Elizabeth Berenguer accepts appointment*

**I. APPROVE AGENDA**

*Motion to approve the agenda made by Justin Hummel and 2<sup>nd</sup> by Dave Gibson*

*Vote: Unanimous*

**II. APPROVE MINUTES**

*Motion to approve February 17<sup>th</sup> regular board meeting minutes made by Liliana Hudescu and 2<sup>nd</sup> by Dave Gibson*

*Vote: Unanimous*

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

No public present

**IV. COMMITTEE REPORTS**

**A. Academic Excellence**

- Standing meeting time has been moved to the 4<sup>th</sup> Wednesday at 2.
- Report as presented

**B. Human Resources**

- No report
- *Motion to migrate to TKES by Liliana Hudescu*  
*Vote: Unanimous*

**C. Board Governance**

- Report as presented
- Update on Board training- the majority of the board needs 6+ hours of training. Training via webinar will be incorporated into the next 3 board meetings. Board is encouraged to do webinars on own. Elisa Falco will possibly be available for further training if needed.
- *Motion to approve CEMCO Board meetings and minutes resolution made by Elizabeth Berenguer*



**Vote: Unanimous**

- Discussion on document storage and usage of Google drive. Discussed the hierarchy of folders and best practices for the use of Google drive. Some thought needs to be taken in how to have the folders set up and create “folder trees”. Governance will take on the structures of the folders etc.
- Discussion on the Board Committees, members and the attendance.
- Governance recommendation of Justin Hummel to chair MCO Committee

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

- Report as presented
- **Motion to approve the February Financial documents by Teri Cornelius**  
**Vote: 4 for (Liliana Hudescu, Teri Cornelius, Dave Gibson, Justin Hummel) 1**  
**Abstention due to inability to review (Michelle Candline)**
- **Motion to approve FY2017 Budget made by Teri Cornelius**  
**Vote: Unanimous**
- Discussion on starting a financial reserve, establishing amount etc.- Teri Cornelius is asking for guidance on starting a financial reserve as per the new financial rubric. There are 4 categories in the rubric, need to find the right threshold for CEMCO. The goal is 75 days, where do we start and how do we maintain? Discussion on where to get the initial deposit. Finance will run scenarios for comparison. Who defines where the reserve needs to be? How liquid or static? What are other Charter Schools doing? Need to check with the Auditor for best practices/recommendations.
- **Motion to approve using Stewart Consulting Group for utility bill reduction by Teri Cornelius**  
**Discussion: they will run an audit of all the utilities back 5 years and check the regulations and coding for non-profits. GA Power has run an audit but found no savings. If they find something then payment is 50% but if they do not find anything it is free. There is a need to run and energy consumption audit.**  
**Vote: Unanimous**
- Discussion on CFO consulting services- Teresa Middleton has brought a CFO company to the attention of the board. Other Charter schools have given a great report on Candy Yu’s services. Every Charter School needs a CFO. Under the existing Charter contract Carlos Hernandez serves as CEMCO’s CFO. It is not a best practice to have the CFO employed by the school. There is increased scrutiny over the employment of a CFO. Through training Teresa Middleton has started investigating our need for and the potential to change our CFO. Most boards have their Treasurer act as the CFO. Does bringing in a CFO eliminate the Business manager and Accounts manager positions?  
**Motion to move into Executive Session made by Elizabeth Berenguer**  
**Vote: Unanimous**  
**Motion to move out of Executive Session made by Liliana Hudescu and 2<sup>nd</sup> by Justin Hummel**  
**Vote: Unanimous**  
There is an interview of Candy Yu on April 13<sup>th</sup>. Her proposal has been uploaded to the Google drive for the board’s perusal. There is a document for the board to send questions to be asked of Ms. Yu.
- Point of information: the Finance committee would like to make a statement regarding email procedures, and recommend that board/committee members reply to all relevant



emails as a conformation of receipt. Ideally, this is to ensure that all members are aware of the items at hand and will help expedite committee discussions.

**Campus & Facilities**

- Committee- report as given in Finance.

**E. Marketing and Community Outreach committee**

- No report

**F. Compliance and Regulations**

**G. Measurement and Effectiveness**

**V. EXECUTIVE DIRECTOR'S REPORT**

Report as presented

There is an update on the applications and intent to return. We have received 472 applications for the lottery. We need to increase the kindergarten applications. The application process closes on April 1<sup>st</sup> 2016 with the lottery being held on April 5<sup>th</sup>, 2016. There has been 76% of intent to return forms received. Only 2% of remaining students are not returning.

**HCMI Report:** 3<sup>rd</sup> and 5<sup>th</sup> grade GMAS will be on paper and 4<sup>th</sup> grade will be on computer due to countywide computer restrictions. RTI- response to intervention 38% of students is receiving intervention. Need to be below 20%. Most of the children are the new to us students i.e. new to Montessori. There is a flex group to help with RTI.

**VI. PTO TRUSTEE REPORT**

Family fun night very successful

Fundraising for Defibrillator has been completed and bought

Popcorn fundraiser starting

June family event with the Savannah Bananas

PTO is working aggressively to have better communication and participation with the schools families.

**VII. OLD BUSINESS**

No old business

**VIII. NEW BUSINESS**

Discussion on the CEMCO Board of Trustees' need for a treasurer.

***Motion to adjourn made by Dave Gibson and 2<sup>nd</sup> by Teri Cornelius at 7:51***

***Vote: Unanimous***



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

**March 23, 2016**

**Meeting Place: Cottage #1**

### **Summary**

#### **General Session**

Time of meeting: 7:52-8:00

**Board Trustees Present:** Liliana Hudescu (President), Elizabeth Berenguer (Vice President), Michelle Candline (Secretary), Teri Cornelius, Dave Gibson (PTO Trustee), Justin Hummel

**Ex Officio Members Present:** Meredith Shriver, Teresa Middleton

**Board Trustees Not Present:** Meghan Singletary, Kevin Laurent

*Liliana Hudescu appoints Elizabeth Berenguer as meeting chair  
Elizabeth Berenguer accepts appointment*

#### **IX. APPROVE AGENDA**

*Motion to approve the amended agenda made by Dave Gibson, 2<sup>nd</sup> by Justin Hummel.*

*Vote: Unanimous*

#### **X. APPROVE MINUTES**

*Motion to approve the February 17, 2016, Regular Board Meeting Minutes made by Liliana Hudescu and 2<sup>nd</sup> by Justin Hummel.*

*Vote: Unanimous*

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

No public present

#### **XII. COMMITTEE REPORTS**

##### **H. Academic Excellence**

- No Report

##### **I. Human Resources**

- No report

##### **J. Board Governance**

- Report as presented

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

- Report as presented

*Motion to approve the February financial documents made by Teri Cornelius*

*Vote: Unanimous*

*Motion to approve FY2017 Budget made by Teri Cornelius*

*Vote: Unanimous*

*Motion to approve using Stewart Consulting Group for utility bill reduction made by Teri Cornelius*

*Vote: Unanimous*



- Discussion on how to resolve CEMA deficit if BFTS funds are not make available before the end of the fiscal year – this was resolved.

**L. Marketing and Community Outreach committee**

- No Report

**XIII. EXECUTIVE DIRECTOR'S REPORT**

Report as presented  
181 applications for CEMA

**XIV. PTO TRUSTEE REPORT**

Report as presented

**XV. OLD BUSINESS**

No old business

**XVI. NEW BUSINESS**

No new business

***Motion to adjourn made by Dave Gibson and 2<sup>nd</sup> by Teri Cornelius at 8:00***

***Vote: Unanimous***