



**CEMCO BOARD OF TRUSTEES REGULAR MEETING**  
**September 26, 2016**  
**Meeting Place: Business Office**  
**Minutes**

**General Session**

Time of meeting: 6:03- 7:23

**Board Trustees Present:** Elizabeth Berenguer (President), Justin Hummel (Vice-President), Michelle Candline (Secretary), Teri Cornelius (Treasurer)

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

**Board Trustees Not Present:** Dave Gibson (PTO Trustee)

Lilliana Hudescu, immediate past board president, joined the meeting via phone at 6:33 for advisory purposes.

- I. ***Motion to Amend the Agenda made by Teri Cornelius, 2<sup>nd</sup> Justin Hummel***  
(Amendments made in red)  
***Vote: Unanimous***  
***Motion to approve the amended agenda made by Justin Hummel, 2<sup>nd</sup> by Teri Cornelius***  
***Vote: Unanimous***
  
- II. **APPROVE MINUTES**
  - ***Motion to approve the August 17, 2016, Annual Board Meeting made by Teri Cornelius, 2<sup>nd</sup> Justin Hummel***  
***Vote: Unanimous***
  
- III. **COMMENTS FROM PUBLIC (3 minutes per person)**

No public present
  
- IV. **EXECUTIVE DIRECTOR'S REPORT**
  - Classes are moving through normalization, some are more normalized than others but are working well.
  - RTI (Response to Intervention) is going well. These are students that are performing below the norm. The goal is to be under 20% school wide.
  - Aims web will be occurring in September.
  - All teachers have had RTI training, all mandatory district training has been completed, and Assistant training will start soon with Meredith Shriver. There will be a report every month on what training each teacher has/is working on.
  - All broken materials from last year have been replaced and all the new materials have been purchased.
  - November 1<sup>st</sup> is the annual report due to the Charter Schools division of the state, also the 1<sup>st</sup> Wednesday on November is the report due to the County. The county has requested that each school provide information on the teacher training and percentage of faculty that has completed training in the school specific pedagogy, WE are happy to say that 100% of CEMCO teacher are in or have been trained.
  - The executive team is exploring EIP or Early Intervention Program, which earns extra money in the new funding model.



- The new incident behavior system appears to be working well. The teachers like the rubric because of the consistency and record keeping.
- The Emergency Response team has been partnering with several groups. The Emergency Management Squad from Savannah Chatham campus police department has taken an interest in CEMCO. The staff is undergoing Active Shooter training. The staff will be conducting the annual off campus evacuation, Severe weather drills, and drilling events on campus that test the ability to shelter in, lock down and evacuate.
- Still no word on the Governors Innovation Grant.

- **COMMITTEE REPORTS**

- A. Academic Excellence**

- No report

- B. Human Resources**

- No report

- C. Board Governance**

- Report as presented
    - Point of information: On the Google drive there is a folder on Charter renewal, in that folder is a document in which we are asked to put questions that need to be answered to determine the viability of CEMCS as a PreK3-5, PreK3-8, K-5 and K-8 school.
    - ***Motion to approve Michael Kelley for a CEMCO trustee position***  
***Vote: Unanimous***
    - ***Motion to approve the use of Michael Kelley's background check from the State Bar of Georgia made by Elizabeth Berenguer, 2<sup>nd</sup> Justin Hummel***  
***Vote: Unanimous***
    - ***Motion to create an ex-officio, non-voting position on the Board of Immediate Past President when the Immediate past president has completed all possible trustee terms made by Elizabeth Berenguer, 2<sup>nd</sup> by Justin Hummel.***
      - This position is being created for preservation of knowledge and processes and can offer advice in moving forward.***Vote: Unanimous***

The position can be declined. The next step is to update the CEMCS By-laws and vote on the amendment at the October meeting.

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

- Report as presented
    - Finance is considering a policy to create a contingency line item to allow for movement of monies. Also considering a policy for document security, i.e. read only documents.
    - ***Motion to approve the August Financial documents***  
***Vote: Unanimous***
    - ***Motion to approve the master planning fee proposal from Cogdell Mendrala Architects made by Elizabeth Berenguer, 2<sup>nd</sup> Justin Hummel***
      - Prior to this meeting there have been conversations about conflict of interest. It has been decided that there is not a conflict.



***Vote: Unanimous***

**Campus & Facilities**

- Report as presented
- Haven't found a maintenance firm that fits with the school. Going to hire on an as needed basis Green Freedom farms.
- The environmental site assessment has been issued and placed on the Google drive. The current property is feasible. ESA phase 1 report
- On 2 paths, developing the current site and seeking other alternatives, We have issued an RFP for Geo-technical services,
- Civil engineers to do some preplanning feasibility analysis of the site they will use the Geo-technical report and master plan to conduct the water analysis of the site, the retention ponds, and initial grading and analyze the septic system
- Justin Hummel offered to find a real estate agent..... there is a new member of the facilities committee that is a Real estate broker, may see if she will help

**E. Marketing and Community Outreach committee**

- Report as presented
- Have a great start on the "pitch" for funding

**F. Compliance and Regulations**

**G. Measurement and Effectiveness**

**PTO TRUSTEE REPORT**

No report

**OLD BUSINESS**

- Discussion on 2 big projects, the charter renewal application and the new facility
- Both of these projects are intertwined; need to very quickly conceptually figure out our path.
- Planning for a trustee retreat in late November early December to discuss the data that has been collected and make a decision to move forward.

**NEW BUSINESS**

No new business

***Motion to adjourn made by Justin Hummel, 2<sup>nd</sup> Teri Cornelius at 7:23***

***Vote: Unanimous***



## CEMA BOARD OF TRUSTEES REGULAR MEETING

September 26, 2016

Meeting Place: Business Office

Minutes

### General Session

Time of meeting: 7:24-7:40

**Board Trustees Present:** Elizabeth Berenguer (President), Justin Hummel (Vice-President), Michelle Candline (Secretary), Teri Cornelius (Treasurer)

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

**Board Trustees Not Present:** Dave Gibson (PTO Trustee)

Lilliana Hudescu, immediate past board president, joined the meeting via phone at 6:33 for advisory purposes.

***Motion to move to Executive Session made by Justin Hummel, 2<sup>nd</sup> Teri Cornelius***

***Vote: Unanimous***

Consent Agenda discussed

***Motion to close the Executive Session made by Justin Hummel, 2<sup>nd</sup> Teri Cornelius***

***Vote: Unanimous***

### APPROVE AGENDA

***Motion to amend and approve agenda made by Teri Cornelius, 2<sup>nd</sup> Justin Hummel***

***Vote: Unanimous***

### APPROVE MINUTES

***Motion to approve the August 17, 2016, Annual Board Meeting minutes made by Justin Hummel, 2<sup>nd</sup> Teri Cornelius***

***Vote: Unanimous***

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

No public present

#### II. EXECUTIVE DIRECTOR'S REPORT

- Still under enrolled in PreK-3, no wait list, online application open
- The Bright from the Start payments need to be monitored due to changes in staffing

#### COMMITTEE REPORTS

#### III. Academic Excellence

- No report
- Studying the viability of CEMA

#### IV. Human Resources



- No report

***Motion to approve Consent Agenda***

***Vote: Unanimous***

**V. Board Governance**

- Report as presented

***Motion to approve Michael Kelley for a CEMA trustee position.***

***Vote: Unanimous***

***Motion to approve the use of Michael Kelley's background check from the State Bar of Georgia made by Elizabeth Berenguer, 2<sup>nd</sup> Justin Hummel***

***Vote: Unanimous***

***Motion to create an ex-officio position on the Board of Immediate Past President when the Immediate past president has completed all possible trustee terms.***

***Vote: Unanimous***

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

- Report as presented

***Motion to approve the August Financial documents***

***Vote: Unanimous***

**Campus & Facilities**

- Report as presented

**VII. Marketing and Community Outreach committee**

- Report as presented

**VIII. PTO TRUSTEE REPORT**

No report

**IX. OLD BUSINESS**

No old business

**X. NEW BUSINESS**

No new business

***Motion to adjourn made by Michelle Candline, 2<sup>nd</sup> Justin Hummel at 7:40***