

CEMCO BOARD OF TRUSTEES SPECIAL MEETING
December 28, 2016
12:00 Noon
Meeting Place: Training Room
MINUTES

Special Meeting General Session

I. CALL TO ORDER 12:01

Board Trustees Present: Elizabeth Berenger, Justin Hummel, Teri Cornelius, Tamara Avant, Tim Blackstone (12:02), Dave Gibson (12:04). Present via telephone conference: Michelle Candline, Spencer Burch.

Ex-Officios members present: Stephanie Babcock-Wright, Teresa Middleton.

II. APPROVE AGENDA

Motion made by: Justin H.

Second by: Teri C.

Vote: Unanimous Approval

III. COMMENTS FROM PUBLIC (3 minutes per person) No public present.

IV. Vote on Initiatives

a) **Create a staff position for a CFO (possessing qualifications outlined in ~~charter~~ applicable charter school laws and best practices) who will report directly to the Board to begin part-time (with flexibility for full-time as budget permits) no later than July 1, 2017.**

i) **Task HR with drafting job description and putting together a search committee by ~~1/15/2017~~ 2/15/2017.**

ii) **Task finance with recommending salary based on budgetary constraints by ~~1/15/2017~~ 2/15/2017. Finance to consult with CPA for CFO qualifications and best practices.**

Motion made by: Teri C.

Second by: Tim B.

Vote to approve Initiative with amendments: Unanimous approval

b) **Evaluate job descriptions and titles for Executive Director, Head of Montessori Curriculum ~~Implementation~~ Instruction, Business Manager, and Account Manager for accuracy, specificity, and QBE fund-eligibility.**

i) **Task HR to complete evaluations no later than February 15, 2017.**

Motion made by: Teri C.

Second by: Tim B.

Vote to approve Initiative with amendments: Unanimous approval



- c) **Maintain Coastal Empire Montessori Charter School as a K-5 elementary school for the next charter term.**
 - i) **Task Governance with preparing Letter of Intent declaring K-5 no later than March 1, 2017.**
 - ii) **Task Governance with developing schedule for drafting Charter Renewal Petition and tasking other committees as appropriate no later than March 15, 2017.**

Motion made by: Justin H.

Second by: Tamara A.

Vote to approve Initiative: Unanimous approval

- d) **Replace at least 5 cottages with permanent construction and build an assembly space that is ready to occupy by the start of SY 2018-19. Associated site improvements will be initiated and addressing vehicular circulation will be addressed with this phase. Construction and phasing is to be coordinated such that no swing space (relocation) is required.**
 - i) **Task Finance and Facilities to create logistics plan no later than 4/5/2017.**
 - ii) **Task Business Manager with negotiating new agreement for existing modular units. Options include: (1) converting month-to-month upon expiration of lease term; (2) removing modular units and building out during Summer 2017 instead of Summer 2018; (3) any other option that provides flexibility for use and removal of the modulares considering that we prepaid their removal during the original lease term.**

Motion made by: Teri C.

Second by: Tim B.

Vote to approve Initiative with amendments: Unanimous approval

- e) **Create and advertise RFP to Architecture firm for replacing 5 cottages and building assembly space by June 1, 2017.**
 - i) **Finance and Facilities tasked with defining scope of work, vetting alternate sites for comparison, and setting clear objectives and unsacrificial components for Board review and vote by April 15, 2017.**

Motion made by: Justin H.

Second by: Teri C.

It was determined that this initiative is dependent on the information gathered under initiative "d," therefore, it functions as a task rather than an independent initiative.

Vote to approve Initiative: Unanimously opposed.



- f) Schedule a work session once monthly for the entire Board **through the end of FY17** in addition to our regular monthly meetings. **At the end of FY17, The Board will evaluate whether monthly or quarterly sessions are needed.**

Motion made by: Justin H.

Second by: Tim B.

Vote to approve Initiative with amendments: Unanimous approval

V. ADJOURNMENT 12:40

Motion made by: Tamara A.

Second by: Tim B.

Vote: Unanimous approval

CEMA BOARD OF TRUSTEES REGULAR ~~REGULAR~~ SPECIAL MEETING

December 28, 2016

12:00 Noon

Meeting Place: Business Office

MINUTES

Special Meeting General Session

I. CALL TO ORDER 12:40

II. APPROVE AGENDA (amended to correct year at IV (A)(4) to 2017.

Motion made by: Justin H.

Second by: Teri C.

Vote: Unanimous approval

III. COMMENTS FROM PUBLIC (3 minutes per person) **No public present.**

IV. Vote on Initiatives

- A. Cease operating Coastal Empire Montessori Academy for the ~~2017/2018~~ 2018-2019 fiscal school year. CEMA is to be phased out such that no new three year old students (PK3) will be admitted for FY18, and only enough four year old students (PK4) will be admitted to fill out one classroom total for the 2017/2018 school year.**

- 1. Task Governance to research and recommend whether corporate entity should be dissolved or simply cease operations by 4/15/2017.**
- 2. Task Finance to seek accountant's advice regarding tax implications of dissolving vs. simply ceasing operations by 4/15/2017.**



3. Task President of the Board and Executive Director with drafting a notification to all parents currently enrolled in CEMA by 1/15/2017.
4. Task MCO with developing a communication plan to inform all stakeholders and future students of the changes by 1/15/2017.
5. Task Executive Director and Business Manager with reallocating staff, equipment, and furniture by 6/1/2017.

Motion made by: Teri C.

Second by: Justin H.

Discussions held during the strategic planning session were reviewed. It was determined that in order to ensure The Board's commitment of duty to the existing PK3 parents as well as to the community at large, it would be in the best interest to teach out CEMA for another year rather than cease operations for the impending school year.

Motion to amend initiative by Dave Gibson. Second by: Tamara. Motion to amend approved with four in favor, three opposed. Vote to approve amended Initiative: roll call vote, in favor: Tim Blackston, Teri Cornelius, Tamara Avant, Spencer Burch. Opposed: Dave Gibson, Justin Hummel, Michele Candline.

- B. Schedule a work session once monthly for the entire Board in addition to our regular monthly meetings. **Work Sessions to coincide with CEMCO work sessions time and dates.**

Motion made by: Tamara A.

Second by: Tim B.

Vote to approve Initiative with amendments: Unanimous approval

V. Adjournment

Motion made by: Justin H.

Second by: Dave G.

Unanimous Approval