

CEMCO BOARD OF TRUSTEES SPECIAL MEETING

December 28, 2016

12:00 Noon

Meeting Place: Training Room

SUMMARY

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.

Time of Meeting: 12:01-12:40

Motions Made and Passed

Agenda approved, initiative A amended task 2 approved, initiative B task 1 approved, initiative C task 2 approved, amended initiative D task 2 approved, initiative F approved, meeting adjourned

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

II. 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.

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.

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.

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 modulars considering that we prepaid their removal during the original lease term.

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.

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.**

Vote to approve Initiative with amendments: Unanimous approval

III. ADJOURNMENT 12:40



CEMA BOARD OF TRUSTEES ~~REGULAR~~ SPECIAL MEETING

December 28, 2016

12:00 Noon

Meeting Place: Business Office

Summary

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.

Time of Meeting: 12:40-1:55

Motions Made and Passed

Amended agenda approved, amended Initiative A approved, initiative B approved, meeting adjourned

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

II. 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 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.

Vote to approve Initiative with amendments: Unanimous approval



III. Adjournment