

CEMCO BOARD OF TRUSTEES SPECIAL MEETING

December 28, 2016

12:00 Noon

Meeting Place: Training Room

AGENDA

Special Meeting General Session

- I. CALL TO ORDER**
- II. APPROVE AGENDA**
- III. COMMENTS FROM PUBLIC (3 minutes per person)**
- IV. Vote on Initiatives**
 - a) **Create a staff position for a CFO (possessing qualifications outlined in charter) 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.**
 - ii) **Task finance with recommending salary based on budgetary constraints by 1/15/2017.**
 - b) **Evaluate job descriptions and titles for Executive Director, Head of Montessori Curriculum Implementation, Business Manager, and Account Manager for accuracy, specificity, and QBE fund-eligibility.**
 - i) **Task HR to complete evaluations no later than February 15, 2017.**
 - 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.**
 - d) **Replace at least 5 cottages and build an assembly space that is ready to occupy by the start of SY 2018-19. Associated site improvements will be initiated addressing vehicular circulation 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 moduls considering that we prepaid their removal during the original lease term.**
 - 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.**
 - f) **Schedule a work session once monthly for the entire Board in addition to our regular monthly meetings.**



V. ADJOURNMENT

CEMA BOARD OF TRUSTEES REGULAR MEETING

December 28, 2016

12:00 Noon

Meeting Place: Business Office

AGENDA

Special Meeting General Session

- I. CALL TO ORDER**
- II. APPROVE AGENDA**
- III. COMMENTS FROM PUBLIC (3 minutes per person)**
- IV. Vote on Initiatives**
 - A. Cease operating Coastal Empire Montessori Academy for the 2017/2018 fiscal 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 1/15/2016.**
 - 5. Task Executive Director and Business Manager with reallocating staff, equipment, and furniture by 6/1/2017.**
 - B. Schedule a work session once monthly for the entire Board in addition to our regular monthly meetings.**

V. Adjournment