

## East Cooper Montessori Charter School

Thursday, December 17, 2015

5:30 PM

### Executive Session 5:00PM – 5:30 PM

Note review of contracts and personnel matters were discussed in Executive Session.

#### I. Administrative

**A. Meeting was called to order at 5:35pm**

**B. Board Members Roll Call:**

LaDene Conroy - na

Dana Wine Johnson - P

Josh Caplea - P

Angeline Leonard - P

Nancy Chilton - P

Deanna Cunnane - P

Dale Sutcliffe - P

**C. Non-Voting Members:**

Jody Swanigan, Principal

Emilee Elingburg, Teacher

**Others Attending:** Joel Sandstrom, Director of Finance

**D. Mission Statement:** Provide a rigorous Montessori education guiding the children toward academic excellence, lifelong learning, and stewardship of the greater community.

**E. Freedom of Information Compliance:**

**F. Approval of Last Meeting Minutes:**

**G. Public Comment:**

#### II. Updates/New Business

A. Financial update

Joel

1. Presentation by McCay, Kiddy & Associates on Audit Report on Financial Statements for Year ending June 30, 2015. Full report available upon request
2. Introduction presentation by new auditing company Elliot, Davis, Decomiso who will represent ECMCS for 2015-2016.

3. Monthly Financial Dashboard review.

B. Strategic Plan Draft

Jody

1. Jody presented draft of strategic plan.

2. Community relations committee

- a. Jody is working to develop comprehensive teacher driven parent education series.
- b. Jody is working on get-the-word out flyers to draw applications for new students. Angeline suggested Facebook as an easy, efficient & inexpensive way to reach the target audience of primarily Moms with young children in Charleston County. Dana has offered to help Jody with the get-the-word out.
- c. In January, Jody will be working on recruiting room-moms to formulate a PTN.

C. Surveys

Dale & Dana

Dana & Dale are working on a mid-year parent survey with a focus on academic & communication areas of opportunity. Emilee said she will ask the teachers if a mid-year teacher survey interests them

D. Annual Report presentation

Jody/Dale

Dale & Jody continuing to work on (with the help of Joel, Nikki & Lara).

**III. Presentation/Discussion Items –**

A. Administration, Board and HR

Deanna/Josh

It was discussed that to gain clarity on board committee roles that the board trainer for any guidance/documentation that she or other schools use and to review the past years board minutes for guidance.

B. Community Relations

Dale/Angeline

C. Development

Angeline/Dana

D. Educational Program

LaDene/Dale

E. Diversity

Dana/LaDene

F. Facilities

Josh/Nancy

G. Financial

Nancy/Deanna

**IV. Action Items (voting)**

A. November 19 meeting minutes was postponed in order to finalize details of the minutes.

## **V. Adjournment**

**Adjournment at**

**Next Board Meeting: January 21, 2016**

# **Your Governing Board**

The governing board recognizes that public support and open lines of communication are the keys to our school's success.

We encourage you to become involved in our school, to be informed about issues that affect students, parents, and our staff, to inform board members about your concerns, and to attend board meetings.

The responsibility of the Governing Board of East Cooper Montessori Charter School is to ensure excellence in the governance of a quality educational program by supporting the school's mission and charter, analyzing needs, establishing policies, allocating resources, and monitoring progress.

## **Board Meetings**

Regular meetings of the Governing Board are held the third Thursday of each month, beginning at 6:00 pm at East Cooper Montessori Charter School. Special-called meetings are scheduled as needed.

## **Citizen Participation**

Anyone wishing to speak to the Board must register in person the night of the regular meeting. The opportunity to address the Board at each regular Board Meeting is 20 minutes at the beginning of the meeting.

- Each speaker has three minutes.
- Speakers may not ask questions of board members.

- Board members may not engage speakers in discussion.
- Disruptive behavior is not permitted.
- Personal attacks aimed at students or staff are not permitted.
- Scurrilous, obscene, or recklessly defamatory language aimed at any board member is not permitted.

The board will follow up on all matters presented by speakers.