

Countryside Montessori Charter School
Board of Directors Agenda
August 15, 2017

Call to Order

Roll Call

Public Comments

- None Scheduled

Parent Representative to the Board

- Laura Graybill

Approval of Minutes from the 07/18/2017 meeting.

Review / Approve July (1st Quarter) Financials (includes comparison / adjustments to actual budget).

Old Business

1. Amend Board Meeting Dates – DISCUSS AND VOTE
2. District Audit – REVIEW AND DISCUSS

New Business

1. Preliminary Out of Field / Not Highly Qualified Teachers – VOTE
2. Title II Funds – DISCUSS AND VOTE
3. Board of Directors self-assessment – DISCUSS
4. Annual Budget – DISCUSS AND VOTE
5. Annual Meeting (Bylaws, BOD Policies and Procedures, Employee Handbook, and Student Parent Handbook – DISCUSS AND VOTE

Off Agenda Items

Discipline Matters

Teacher / Staff Resignations

Adjournment

Meeting Minutes of the 08/15/2017 Meeting
Countryside Montessori Charter School Board of Directors
Countryside Montessori Charter School, Inc., a Florida Not for Profit Corporation

A meeting of the Board of Directors of the Countryside Montessori Charter School, Inc. (CMCS) was held at the school on Tuesday, 08/15/2017.

Call to Order:

Director Michelle Ferraro who declared that a quorum was present and that the meeting was open for business called the meeting to order at 1500 hours.

Roll Call:

In attendance: Directors Michelle Ferraro, Barb Goiran, Andy Loerns, and Alice Godwin. Also in attendance were Mary Rivers, Karen Mantei, Michael Picone, Lori Spurr, Dr. Rom, and Laura Graybill.

Public Comment:

- None

Parent Representative to the Board:

Laura Graybill discussed current fundraising events and campaigns. The annual Cougar Care campaign will begin on September 1, and the Back to School Bash is scheduled for September 8. There was a discussion on fundraising expectations, suggestions, and future plans.

Approval of Minutes:

The minutes from the 07/18/2017 meeting were reviewed. Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.

Approval of Financials:

Financials from July (including 1st quarter comparisons to actual budget) were reviewed. Director Michelle Ferraro motioned for approval. Director Andy Loerns seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.

Old Business:

1. Reschedule the Board meeting for 09/19/2017 from 3:30 to 4:00.
2. The Board's response to the District audit has been submitted.

New Business:

1. The Board was presented with a preliminary list of Out of Field Teachers. This information will be shared with the parents via Monday Message communication.
2. CMCS does not receive Title II funds. CMCS participates in the District's training. Assistant Principal Lori Spurr submitted the plan in May. Director Barb Goiran motioned for approval. Director Andy Loerns seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
3. The Board discussed the self-assessment (see attached).
4. The Board reviewed and discussed the annual budget. Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.
5. The annual meeting was held to discuss amendments and adoption of the Board of Director Policies and Procedures, the Student Parent Handbook, and the Employee Handbook. Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors. The amendments are as follows:

POLICIES AND PROCEDURES

Board of Directors reviewed, amended, and re-adopted the following:

- Page 5: Employees and Educators
Include the wording "District Standards of Ethical Conduct for Instructional Personnel and School Administrators and the staff take this training annually, along with all other..."
- Page 2: Relative
Change the title RELATIVE to RELATIVE / NEPOTISM.
- Page 5: School Administrator Evaluation
The Board re-adopted the policy with no amendments.

EMPLOYEE HANDBOOK

Board of Directors reviewed and adopted the following:

- Ethical Standards for Educators policy.

STUDENT PARENT HANDBOOK

Board of Directors reviewed and adopted the following:

- Communication Policy.
- Expressed Concern Policy.
- Fee Schedule – any fees that are responsibility of parent.

BYLAWS

Board of Directors approved the follow amendments to the CMCS Bylaws.

Article V, Section 3

The bylaws need to be amended to match the policy that was amended in March 2017.

- The number of Governing Board Directors shall not be less than three (3) and not more than seven (7), and may be decreased or increased as needed, but can never be less than three (3).

Article V, Section 7

Amendment:

- Notice of scheduled meetings and special meetings will be posted on the school website and at the school front office, and may also be communicated via email.

Article VII. – OFFICERS, DUTIES AND POWERS

Section 1. **Officers.** The officers of the Organization shall consist of a School Director and/or President, one or more Vice-Presidents, a Secretary, and a Treasurer...

Section 2. **School Director and/or President School Principal.** The School Director and/or President The School Principal shall:

Section 3. **Vice-President.** In case of the absence or disability of the School Director and/or President School Principal, and provided s/he is authorized...

Amendment: Change "Christine Hediger" to "Secretary of the Board".

Off Agenda Items:

1. The Board was presented with a request for a \$180.00 refund for an Edukit and maintenance fee from a family that is not attending CMCS. Director Michelle Ferraro motioned for approval. Director Alice Godwin seconded the motion. A unanimous vote of 4/0 was entered and **APPROVED** by a signature of a majority of Directors.

Discipline Matters:

- None

Meeting Minutes, 08/15/2017, (Cont.)


Teacher / Staff Resignations:

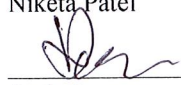
- No resignations but LaTania Scott rescinded her resignation and will continue in her role as Lead Montessori for Lower Level.


Adjournment:

The meeting adjourned at 1645 by Director Michelle Ferraro at the close of business. The next meeting is scheduled for September 19, 2017 at 4:00 PM.

Approved this day, September 19, 2017.


Michelle Ferraro

Niketa Patel

Andy Loerns


Alice Godwin


Barb Goiran

From: **Lori Spurr** lori.spurr@cmcsmontessori.com

Subject: Out of Field Preliminary Reporting

Date: July 6, 2017 at 1:49 PM

To: Kara A. Deschenes kdeschen@pasco.k12.fl.us

Cc: Mike Rom mrom@cmcsmontessori.com, Barbara Ann Bull bbull@pasco.k12.fl.us, Nancy Agudo nagudo@cmcsmontessori.com, Jeffrey Allan Yungmann jyungman@pasco.k12.fl.us



Hi Kara,

According to the Charter School Master Calendar and HB 7029, we have to submit our preliminary Out of Field (OOF) reporting by July 14. Based on our current assignments, these are the teachers who will be anticipating being out of field next year.

Sue Grossman

-US History (2100010Z, 2100020Z) - Grades 6 & 8
-Science (2002070Z) - Grade 7
-Civics (2106010Z) - Grade 7

Courtney Mills

-Math 2 (1205040Z, 1205050Z) - Grade 7

Monatana Nix

-ESOL (5010010Z) - Grade 5

Michelle Emery

-Art (Grades 1-8)

1st - 5001020Z

2nd - 5001030Z

3rd - 5001040Z

4th - 5001050Z

5th - 5001060Z

Art 2/D (6th) - 0101010Z

2/D Studio Art & CP (7th) - 0101025Z

Art 3/D (8th) - 0101050Z

Thank you,
Lori

Lori D. Spurr, MS, CCC-SLP
Assistant School Director/
Speech-Language Pathologist
Countryside Montessori Charter School
813-996-0991 phone / 813-996-0993 fax

CMCS ~ Where Cougars Make Things Happen

If applicable, please protect the confidential nature of this information.