

BOD Agenda
East Cooper Montessori Charter School

Wednesday, October 20, 2021

Executive 5:00 pm Open Meeting 5:30 pm
Join Zoom Meeting

<https://charleston.zoom.us/j/84079072628>

Meeting ID: 840 7907 2628 Passcode: 652096

Executive Session: 5:20pm start

I. Administrative -

A. Meeting was called to order at: 6:05pm

B. Board Members Roll Call:

Abby Kazley- Year 1 of 2 -Chair Present
Kristen Rising - Year 1 of 2 -Secretary Present
DJ Barnhill - Year 1 of 2 Treasurer Present
Denise Runza - Year 1 of 2 Present
Abe Gutting- Year 2 of 2 Not Present
Merissa Elisei- Year 2 of 2 Present
Deidre Ostrander- Year 1 of 2 Present

C. Ex-Officio Members:

Jody Swanigan, Principal Present
Billy Koll, Financial Director Present
Brooke Johnson, Teacher Member Present

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: In compliance

G. Public Comment: NA

II. Presentation/Discussion Items:

A. Financial/Development

- a. Dashboard:
 - i. Link available in the presentation.
- b. Review ESSR 2 Budget/Process:
 - i. ESSR 2 fully funded on 9/28. \$526,920.25. Spend plan submitted.
 - ii. YTD expenses will move to ESSR 2.
 - iii. Student assessments, teacher callback services for quarantined students, and Air Quality (HVAC) improvements, all included
- c. Budget adjustments:
 - i. Budget is currently negative \$156k, discovered 10/20 with accounting firm. Billy is going line by line in the budget excel file to understand the gap. Meeting with DJ next week to discuss further.
 - ii. Some expenses are being reclassified to capital, and asset tags will be issued.
 - iii. ESSR funds are also being reclassified
 - iv. Speech Pathology moved in house, modified on the budget.
- d. Enrollment:
 - i. 405 students effective 10/20/21

- e. Annual Fund Kick-off:
 - i. Launched 10/20
- f. Review Annual Fund Update:
 - i. Goal is \$70,000, 10/20 currently at \$9,300
- g. Fundraisers
 - i. Application for Bins: Will trial out children's clothing/household donation bin to be placed at ECMCS. ECMCS will receive \$0.07/lb.
 - ii. Challenge to the board members to all donate to annual ECMCS fund before November board meeting
 - iii. Plan to challenge staff/teachers at ECMCS for commitments for annual fund

B. Educational Program:

- a. Assessment COGAT, MAP, MYIGDIS, KRAs, Fast Bridges, PSAT, Panorama
- b. Performance Matters
 - i. Academics highlights/student dashboards 2x/year
- c. Sports/arts update
 - i. New programs coming to ECMCS: basketball (4 teams), tennis, archery, and volleyball
- d. Working with Kanika Gathers
- e. ABAR
 - i. Staff training (Cultural Competencies)
- f. 30 Human Rights
 - i. Student training (Cultural Competencies)

C. Administration/HR

- a. New hires
 - i. 2 TAs, Music Teacher, and Speech Pathologist
- b. Part-time staff member waiver/ Reduction in FTE staff member/ Nurse position
 - i. Waiver to allow PT staff member's child have priority to join ECMCS
 - ii. VP FTE reduction to 0.8 (Tuesdays off)
 - iii. Nurse position still open, viable candidates
- c. Staff absences
 - i. Sept 105, Oct 85 (occurrences, not people)
 - 1. Supported through Floaters
 - ii. Floaters being added to Primary to support current challenges. Large improvement seen already when going from 2 to 3 teachers to support short term.
- d. Interpreting Services
 - i. CCSD schools are now required to provide all documentation that is sent out in English, also printed in Spanish (electronic & print). This includes handbooks, policies, etc.
 - ii. Phone service option for all languages for in person on the spot translation (stickers on all phones inside school)
 - iii. ECMCS will need to budget for these services going forward
- e. Gender Matters
 - i. Training and future discussions to come in order to support the environment at ECMCS as needed
- f. Strategic Plan Presentation
 - i. Presentation was sent out to the Board for review.
 - ii. Quick overview of strategic plan during the meeting. Organized structured approach for 5yr plan is documented. The Board will have measurable tasks to align to the deliverables. These will be achieved through the committees within the Board.
- g. COVID
 - i. Mask extension through 11/15/21.
 - ii. Religious waiver timing has expired.

D. Community & Public Relations

- a. Recognitions and awards
 - i. More to come in this space. Opportunities exist that can help to better market/promote ECMCS in the future
- b. Social media
 - i. More to come in this space. Opportunities exist that can help to better market/promote ECMCS in the future

E. Facilities:

- a. First driveway meeting review
 - i. Concerns still exist with drainage. Basketball court (½ or full TBD) included in the fire truck turn around within design. This is slated for summer 2022, but could be pushed out until summer 2023.
 - ii. Drawings to be available Jan 2023
- b. Air quality initiative
 - i. Replace each HVAC each through ESSR 2 funding
- c. Shade installation
 - i. Work began on 10/19, to be completed by the end of the month. Not the original plan, but still a decent amount of shade coverage, and additional seating.
- d. Playground
 - i. After the driveway completion.

F. Voting

- a. New Hires: Motions granted for all 4 positions discussed, and motions approved
- b. Waiver: Motion granted for PT teacher's child to be guaranteed placement at ECMCS, motion approved

Meeting adjourned at: 7:53pm

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 second Thursday of each month, beginning at 5:30 pm at East Cooper Montessori Charter School or on Zoom. 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.