

The mission of The Montessori School of Camden is to engage students to become peaceful citizens of the global community using the Montessori approach to nurture in them an enthusiasm for learning, resourcefulness, a sense of responsibility for their actions, and respect for themselves, others, and their environment.



**February MSC Board of Directors Meeting  
Agenda  
February 15, 2022 at 6:00 PM**

Join Zoom Meeting

[https://us04web.zoom.us/j/79837280585?pwd=rLld6\\_2gwMC2LsWQaTdZfEv0zUxjw.1](https://us04web.zoom.us/j/79837280585?pwd=rLld6_2gwMC2LsWQaTdZfEv0zUxjw.1)

Meeting ID: 798 3728 0585

Passcode: iTg8gC

Present Board Members: Tiffany Atkins, Joseph Folsom, Deb Cyrier, Carla Norton, Terri Butts, Jim Henry, Michael Conley, Jacquelyn Atkins

Present MSC Staff: Branda Coleman, Chace Buterbaugh, Krista Adams, Meredith Hines, Teresa L'Heureux

Excused Absence: Jose Garcia, Lindsey Kilgo

1. Call to Order Tiffany Atkins, President  
Meeting was called to order at 6:02pm
2. Public Forum/Comment Tiffany Atkins, President  
No Public comments were received.
3. Approval of 1/18 Minutes Jacquelyn Atkins, Secretary  
Jacquelyn Atkins made a motion to approve the meeting minutes upon incorporation of the suggested edits. Teri Butts made a second to approve the minutes upon incorporation of the edits. All board members voted to approve the meeting minutes with the incorporated edits, none abstaining or opposing.
4. Treasurer's Report Joseph Folsom, Treasurer

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Joseph Folsom indicated that all financial reports were provided prior to the meeting. Joseph Folsom made a motion to combine the audit committee with the finance committee. Joan McCulley made a second to the motion. All board members voted to combine the audit committee with the finance committee, none abstaining or opposing.

5. Info Board Session Deb Cyrier, Head of School  
Deb Cyrier provided a presentation on the NWEA Data. MSC staff and Deb Cyrier are utilizing this data and incorporating the analysis of the data into day-to-day classroom instruction. ESSER funds have been approved and MSC can move forward with utilizing funds to purchase instructional resources and Montessori specific materials.
6. Head of School Report Deb Cyrier, Head of School
  - a. Intercession Rates: Current flat rates do not accommodate the student to teacher ratios that are required. Proposed fees would be the newly adopted tuition fees that were voted on at the December board meeting for infant-4K. K-8 would remain the current flat rate fees that have been in place for intercession.
  - b. Enrollment update: 136 currently enrolled, waiting list has been exhausted. Re-enrollment-100/136 re-enrollment applications. 98 have indicated acceptance. Lottery applications are up to 54 total.
  - c. ESSER III Funds: Funds have been released. Survey will need to be completed and return to learn plan will need to be revised. Once that plan is revised it will be published on the website. The email will go out this week to families to complete the survey. MSC Will be seeking an amendment for Title II and ESSER III funding.
  - d. Deb Cyrier was voted to be a part of the South Carolina Montessori Alliance Board.

Joseph Folsom made a motion to approve the proposed intercession charges and fee schedule. Terri Butts made the second on the motion to approve the proposed intercession fees. All board members voted yes to approve the proposed increased intercession fee schedule, no opposing, no abstaining. New rates will be implemented in the next fiscal year.

7. Action Items  
Tiffany Atkins encouraged board members to submit committee reports 7 days prior to the board meeting so board members can review and come prepared to the meeting. Tiffany Atkins requested that action items also be included in each report, so the agenda can be amended to accommodate the action items.
8. Strategic Plan Group Initial Reports  
Michael Conley provided an overview of the strategic planning meeting. Encouraged ongoing energy and commitment to the priorities and activities outlined during the strategic planning session. Each group leader will be responsible for making updates to a dashboard that Michael Conley will be creating to track

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strategic plan progress. Each month that dashboard will be shared with the entire board.

- a. Build a Modern Montessori Campus Michael Conley, Group Leader
  - i. This committee has not met yet, but they are planning a meeting in the up-coming week.
- b. Achieve Testing and Reporting Success Deb Cyrier, Group Leader
  - i. An MSC staff member has been added to the group
  - ii. Their first task has been to work with staff to pull all progress reports
- c. Raise Accurate Awareness of MSC in Community Krista Adams, Group Leader
  - i. The committee has held two meetings
  - ii. They have completed the following task:
    - 1. Contacted Patty at 102.7 for advertising for MSC throughout the year and creating a lottery advertisement
    - 2. Contacted the rotary so Deb Cyrier can visit and be a speaker at a future meeting
    - 3. Working on the creation of a new MSC logo
    - 4. Working on revamping the MSC Facebook page (all comments will go through an approval process before being posted)
    - 5. Working on revamping the PAC Facebook page (removing parents who no longer attend MSC and inviting current parents who aren't currently a part of the page)
    - 6. Planning the international day event
    - 7. Working on a community even in August to celebrate Maria Montessori's Birthday
- d. Increase External Funding Jim Henry, Group Leader
  - i. The committee is meeting on 2/16/22
  - ii. Jacquelyn Atkins submitted one grant on 2/11 and is working on an additional grant due at the end of March
  - iii. Leonarta Scott is working on planning a Spring Team event
  - iv. Jim Henry is working on a one-pager for requesting meetings with state legislatures for state funds
- e. Retain High Faculty Standards Terri Butts, Group Leader
  - i. Task 5.1 (as listed in the strategic plan) has been completed
  - ii. Task 5.2 (as listed in the strategic plan) will be their next step

Deb Cyrier will send out an email to all MSC staff request participation and see who might be interested in joining the various strategic plan groups.

## 9. Committee Reports

- a. Finance Joseph Folsom, Treasurer

Report provided prior to the meeting. See notes above.
- b. Building and Grounds Joan McCulley

Nothing that required board action. Report was provided prior to the meeting. Joan McCulley indicated that they would like to conduct the campus tour with Michael Conley prior to February 20<sup>th</sup>. Michael Conley indicated he would contact James to schedule the tour.

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c. Fund Development

Katie Guinn

Blue Jean Ball meeting was held. Collectively the date was set for September 24<sup>th</sup>. The Theme is Black Tie and Blue Jeans. Purpose is raising money for the school. Will need to identify specific needs and craft the story to share with funders and attendees. March action items are: Save the date, social media marketing, negotiation of venue price, legalize the Blue Jean Ball, as an LLC for the protection of the school, and get out the sponsor letters. Overall budget for the Blue Jean Ball is \$30,000.00 (250 tickets sales and 5 table sponsors). Joseph Folsom stated that the school could not absorb the cost of the projected \$30,000.00 so it would need to be fully supported by the committee, and ticket sales, etc. MSC would need to obtain event insurance for the day of the event.

Joseph Folsom made a motion to approve the proposed Blue Jean Ball budget with the caveat that sponsorship will pay for expenses, and it should be a low-cost event for funds that the school would need to front. Michael Conley made a second to the motion. All board members voted to approve the budget per the stipulations put forth by Joseph Folsom, no opposing, and no abstaining.

d. Community Relations & Lottery

Terri Butts

Committee report was provided in advance. Mayor of Elgin will be conducting the lottery drawing on April 7<sup>th</sup>.

e. Audit

Joseph Folsom, Treasurer

Report provided prior to meeting. Please see notes above under the treasurer's report.

f. Nominating

Michael Conley, Vice President

No report provided.

g. PAC President Report

Carla Norton, PAC President

Continent festival is coming up March 10<sup>th</sup>. Parent volunteer sign-up will be forthcoming. Report was provided prior to the meeting. Please see committee report for pertinent dates and details.

h. Governance/Policy Review

Jim Henry

No report provided. Tiffany Atkins will be following-up regarding bylaw changes. Merging of audit and treasurer's report will need to be edited in the bylaws, as well as the governance and policy committee.

i. Strategic Plan

Michael Conley

Update and report provided. Please see update above.

j. Head of School & Board Evaluations

Jose Garcia

No report provided.

10. Old Business

No old business indicated.

11. New Business

a. Virtual versus in-person board meetings discussion

Katie Guinn offered up the Paddock as a meeting venue for quarterly in-person meetings, and virtual meetings for all other meetings. The board will need to look at the calendar and identify which board meetings should be in-person and the

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board president will inform the board of which meetings those are. Tiffany Atkins will review the board calendar and present proposed in-person meetings to the entire board to vote on at the March meeting.

Katie Guinn made a motion to have 4 meetings a year be in-person. Carla Norton made a second to the motion. All board members voted in favor, no opposing or abstaining.

The April meeting will be held at the Paddock on April 19<sup>th</sup>.

## 12. Adjournment

Meeting adjourned at 7:56pm.