

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.



**December MSC Board of Directors Meeting
Agenda
January 18, 2022 at 6:00 PM**

Join Zoom Meeting

<https://us04web.zoom.us/j/71830529952?pwd=CEzdVapb-tyMooZ-hOzx9sOgzPlcR3.1>

Meeting ID: 718 3052 9952

Passcode: 88zf4c

Meeting attendees-Board: Joseph Folsom, Jim Henry, Katie Gunn, Terri Butts, Deb Cyrier, Tiffany Atkins, Jacquelyn Atkins, Carla Norton, Joan McCulley, Jose Garcia, Michael Conley

Un-excused Absence: Lindsey Kilgo

Parent attendees: Sarah Melville, Felicia Melville, Samantha Leitner, Madelyn Prestige

MSC Staff attendees: Alexis Tippman, Teresa L'Heureux, Brenda Coleman, Karen Tolliver, Chace Buterbaugh, Krista Adams, Meredith Hines,

1. Call to Order

Tiffany Atkins, President

Meeting called to order by Tiffany Atkins at 6:01pm. The mission statement of MSC was read by Katie Guinn. A request was made by Tiffany Atkins to rearrange the meeting agenda to move Deb Cyrier's Head of School report right after the Treasurer's Report from the January meeting, moving forward. Katie Guinn made a motion to permanently change the order in agenda structure so that the Head of School report comes prior to all other board updates, Joseph Folsom made a second to the motion. All board members voted for approval, none abstaining, none opposing.

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2. Public Forum/Comment

Tiffany Atkins, President

No comments were received prior to the board meeting on January 17th at 6pm. There were staff and parents who joined the board meeting and were allowed public comment prior to the start of the meeting

3. Approval of 12/21 Minutes

Jacqlyn Atkins, Secretary

Joseph Folsom made a motion to approve the December meeting minutes with the noted change for public forum comments coming to Deb Cyrier and Tiffany Atkins instead of Joan McCulley as previously noted. All board member voted, Katie Guinn abstaining, and none opposing.

4. Treasurer's Report

Joseph Folsom, Treasurer

Melissa Kiddy formerly of Melissa Kiddy CPA firm put forth a proposal for consideration regarding the need for a project manager to spearhead the construction of the new building that is needed. Joseph Folsom proposed postponing a vote for allowing Deb Cyrier to move forward with hiring a project manager until later in the agenda when Deb Cyrier provides her update. Joan McCulley offered her husband Daryl's support to the finance committee, and Jacqlyn Atkins also mentioned her husband might be interested. Joan McCulley and Jacqlyn Atkins will provide Joseph Folsom with contact information.

5. Info Board Session-Extended Day Care

Alexis Tippmann

Currently, 32 children are contracted for extended day. A wide range of students' are represented within the program. Students were separated by age last week to increase direct lessons by age. The ability to partner with the fine arts center in Camden was proposed to add structure to extended day curriculum. Sign language and sewing have also been suggested. Terri Butts suggested 4-H as an addition to explore as well. Joan asked if there were needs that the board could assist with. Carla Norton helped from PAC in supporting extended day, and Alexis Tippmann indicated that any assistance from PAC or the board was welcomed.

6. Head of School Report

Deb Cyrier, Head of School

a. Update on Enrollment

- i. Enrollment is at 134 currently. It has dipped a little due to some students' being withdrawn. Deb Cyrier and Leonarta Silcott are working on cleaning up the Powerschool entries and functionality. Deb Cyrier reviewed enrollment projections and noted that based on those projections within 10 years we would slightly double our enrollment. Deb Cyrier put forth a need to vote on moving forward with the expansion of adding a toddler section, and a primary section for the 2022-2023 school year. Jacqlyn Atkins made a motion to add two additional sections, (primary 3K-4K, with the option to extend the primary to include 5K for the 2023-2024 school year toddler section and) for the 2022-2023 year, Katie Guinn made

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a second to the motion. All board members voted and approved the motion with none abstaining and none opposing.

b. COVID update

- i. Deb Cyrier put forward the ask for guidance on when to pivot from in-person school structure vs. a full MAAD deployment. The suggestion was put forth for the board to draft a letter of support to administration and staff at MSC. Joan McCulley made a motion for the board to draft and submit a letter of support to MSC administration and parents. Carla Norton made a second to the motion. All board members voted and approved the motion, none abstaining, none opposing.

c. Comprehensive School Snap Shot

- i. Deb Cyrier will provide the school snapshot via email following the meeting.

d. Vote on Approval of Montessori Courses for 2022-2023 school year

- i. The full outline of the proposed courses with descriptions were provided to all board members prior to the meeting. Joan McCulley made a motion to approve the elective course Montessori Lessons for Life, Joseph Folsom made second to the motion, all board members voted and approved the motion, none abstaining, none opposing.

7. Committee Reports

a. Finance

Joseph Folsom, Treasurer

- i. Financial Planning Strategy report-report was provided prior to the meeting.

b. Building and Grounds

Joan McCulley

- a. Building and grounds report was provided prior to the meeting. Joan McCulley is now the new chair for the building and grounds committee. A deadline of February 21st was set for the committee to compile a list of short and long-term needs.

c. Fund Development

Katie Guinn

- a. No committee report was received prior to the meeting. Katie Guinn proposed to the board to move the Blue Jean Ball to the fall due to not enough time to execute a full-scale event. It was recommended that a proposed timeline be put together with associated task so that PAC and other board members could assist. Joseph Folsom made a motion to postpone the Blue Jean Ball to the Fall, Joan McCulley made a second to the motion. All board members voted, none abstaining, none opposing. Samantha Leitner and Terri Butts also volunteered to assist with task associated with the Blue Jean Ball.

d. Community Relations & Lottery

Joan McCulley/Terri Butts

- a. Committee report was provided prior to the meeting. 37 applications were received in the first five days, and currently we have 39 total applications. April 7th will be the lottery drawing. Committee is looking for

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volunteers. The Paddock will be the location for the April 7th lottery drawing.

- e. Audit Joseph Folsom, Treasurer
 - a. Four proposals were sent out for auditors. Joseph Folsom is proposing that we go with Martin Smith and Company. Joseph Folsom made a motion for the board to accept Martin and Smith's proposal, Katie Guinn made a second to the motion. All board members voted, and approved the motion, none abstained, none opposing. Joseph Folsom also proposed rolling the audit committee into the finance committee and the vote will take place on that proposed change during the February meeting.
- f. Nominating Tiffany Atkins, President
 - i. Proposal to amend Board Manual vote. Board members voted and the motion was approved that non-parent board members can vote during board elections. Katie Guinn abstained from the vote, and there was no opposing.
- g. PAC President Report Carla Norton, PAC President
 - a. Report was provided prior to the meeting. PAC is working to schedule MSC picture day, continental festival is March 10th, and the book-fair is upcoming.
- h. Governance/Policy Review Jim Henry
 - a. Report was provided prior to the meeting.
- i. Strategic Plan Michael Conley
 - a. No report was provided prior to the meeting. January 29th will be the strategic planning session. The session will begin at 9am at the Kershaw County Government Center in Camden.
- j. Head of School & Board Evaluations Jose Garcia
 - a. Report was submitted prior to the meeting. Implementation will begin in February (February 15th).

8. Old Business

9. New Business

- a. Virtual versus in-person board meetings discussion
 - i. This discussion will be tabled until the February meeting.
- b. Tuition reimbursement when school switches to virtual
 - i. Deb will look into what was historically done in this instance. Additional information will be provided at the next board meeting.

10. Adjournment

- a. Meeting was adjourned at 8:24pm. The next meeting is February 15th.