

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.



**September MSC Board of Directors Meeting
Minutes
September 20, 2022, at 6:00 PM**

**In Person Meeting at The Catery on Broad (The Paddock)
514 Rutledge Street
Camden, SC 29020**

Board Members in Attendance: Michael Conley, Carla Norton, Joseph Folsom, Terri Butts, Jacqlyn Atkins, Tiffany Atkins, Jose Garcia, Katie Guinn, Jim Henry

MSC Staff in Attendance: Deb Cyrier, Krista Adams, Brenda Coleman, Meredith Hines, Tracie Fisher

Others in Attendance: Bill Roach

1. Call to Order/Mission Statement Tiffany Atkins, President
The meeting was called to order at 6:08pm. The meeting was opened with the reading of the MSC mission statement by Katie Guinn.
2. Public Forum/Comment Tiffany Atkins, President
A public forum/comment was made by Krista Adams related to extended day. Krista Adams stated that at least three times a week she has been pulled away from her desk to assist with extended day. Assisting with extended day pulls her away from office duties that she was originally hired to do.
3. Approval of 8/16 Minutes Jacqlyn Atkins, Secretary
Motion made by Jose Garcia to approve the amended August meeting minutes; Terri Butts made a second to the motion. All board members voted, none abstaining, none opposing. The motion carried and the August 16th meeting minutes were approved.
4. Charter Visit Bill Roach, Charter Institute at Erskine
Title-Chief of Special Projects. Duty to support boards in any way possible.
5. Information Session LETRS, Tracie Fisher and Deb Cyrier
Tracie Fisher-Literacy Coach did a presentation on the LETRS training.

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6. Treasurer's Report Joseph Folsom, Treasurer
Financial statement was provided prior to the meeting. The financial committee didn't provide any comments on the report. The financial audit is still underway and the company conducting the audit is on track to complete that as planned. Montessori Learning Center sister institute still exist to collect restitution from an existing/former MSC employee.

7. Head of School Report Deb Cyrier, Head of School
Change to the enrollment lottery process. The documented changes were provided prior to the meeting. Michael Conley made a motion to accept the amendment to the charter enrollment lottery process, Joseph Folsom made a second to the motion. All board members voted, none abstaining, none opposing. Motion carried to approve the enrollment lottery process.

Extended Day Conversation
Proposed Recommendations

If extended day ends at 5pm, the late policy will kick-in, and parents would be billed at the late policy rate.

Joseph Folsom made a motion to move forward with option 2 to adjust extended day time to 5:30pm and reassess in up-coming board meetings about further adjustments needed. The option to change the extended day time back to 6pm will hinge on three permanent staff being hired and onboarded over the course of an entire pay period. Terri Butts made a second to the motion, none abstaining, none opposing. Motion carried to change the extended day ending time to 5:30pm.

8. Committee Reports

a. Finance and Audit Joseph Folsom, Treasurer
Finance report provided prior to the meeting.

b. Building and Grounds Joan McCulley
Report provided prior to the meeting. Committee recommending moving forward with Mashburn Construction company. Estimation of 1.2 million dollars and major repairs, including roof on Beard Hall. Joseph Folsom made a motion to allow Deb Cyrier to move forward with working with Mashburn to further the construction project. Jose Garcia made a second to the motion. All board members voted, none abstaining, none opposing. Motioned carried to move forward with allowing Deb Cyrier to work with Mashburn.

a. Safety Committee

c. Fund Development Katie Guinn
No report provided.

d. Community Relations & Lottery Terri Butts
Report provided prior to meeting and covered during the HOS report.

e. Nominating Michael Conley, Vice President
No report provided prior to the meeting. A call for nominations will be forthcoming in anticipation of an election in October.

f. PAC President Report Carla Norton, PAC President

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Report provided prior to the meeting.

g. Governance/Policy Review Jim Henry
No report.

h. Strategic Plan Vacant
Board retreat anticipated in January.

i. Head of School & Board Evaluations Jose Garcia
Joseph Folsom made a motion to move into executive session. Jose Garcia made a motion to exit executive session, and Joseph Folsom made a second to the motion to end executive session. All board members voted, none abstaining, none opposing. Motion carried to end executive session.

It was recommended to involve Bill Roach related to board evaluations. It was also recommended that the board evaluations be conducted prior to November.

9. Old Business

10. New Business

11. Adjournment

Meeting adjourned at 8:29pm. Next month's meeting will be virtual on October 18th at 6:00pm.