



## Board Minutes: April 20<sup>th</sup>, 2020

Attendees via Zoom: Joan McCulley, Dr. John Moncure, Maria Pryor, Liza Caraglio, Joseph Folsom, Nathaniel L'Heureux, April Wach, Michael Conley, Tiffanie Bucci, and Sharon Huffstetler (PAC representative)

Absent: Brett Perry, Lynsey Doiron

Other attendees: Brenda Coleman, Lower El B Classroom Director

1. Call to order 6:10 pm by President, Joan McCulley.
2. Public Forum – no requests for public forum.
4. Minutes of 3/16/2020 meeting – Motion to accept by April Wach. Second by Joseph Folsom. Minutes were approved.  
Minutes from 4/2/2020 meeting – Motion to accept by Joseph Folsom. Second by April Wach. Minutes were approved.
5. Board Information Session – Brenda Coleman, Classroom Director for Lower El B joined us. She provided information regarding MSC's e-learning. Montessori at a Distance is a continuous learning experience for both classroom directors and parents/students. The first week was about learning how to use the programs like Google Classroom. Classrooms are using Zoom for meetings with classes. Directors are seeing children that are willing and able to adapt quite well to our new normal. Michael Conley brought up the discussion of how our distance learning will work if/when parents start to return to work while the students are still out of school. Brenda expressed that this is being discussed and that the Directors are working on it.
6. Committee Reports:
  - a. Finance & Building & Grounds – Joseph Folsom gave an update on the PPP application. It seems fairly positive at this point that we will be getting the loan. \$107,000 was the amount that we applied for and Joseph will let us know once we are aware if we receive the money. Nathaniel L'Heureux asked how long we can afford to pay staff without interruption before the money is received. Dr. Moncure said there will not be any delay in payment for the privately funded staff. Joseph expressed gratitude for First Palmetto for working with us for the PPP after having some issues trying to work with two other banks that we have existing relationships with. A thank you card from the board will be drafted for the bank and consideration of moving our Wells Fargo account over to them will be discussed at a later date. Building and Grounds is currently only maintaining mowing of the lawns.
  - b. Fund Development – Kim Hudson is sending letters to people that had previously been sent sponsorship information about our Blue Jeans Ball. There are other virtual fundraising options that we could explore. April Wach and Kim will look into these options.
  - c. Community Relations – no report

d. Nominating – Nothing new and no current vacancies to fill.

e. PAC President Report – PAC is looking into pricing for yard signs that would read, “We Support Our Classroom Directors” with the school logo on them. Sharon Huffstetler has received quotes as low as \$10/sign for orders of 50-75 and Joseph Folsom will reach out to Signs Unlimited about pricing as well.

f. Governance – Nathaniel L’Heureux has updated the board roster with missing information that was requested by the Charter Institute. Board members should access the Dropbox file to double check their information.

Language in the board manual that requires board members to spend a full day on campus may need to be revised as the current Coronavirus situation will likely not allow members to fulfill this requirement. A possible change would be to encourage a certain number of hours at the school versus one full day. Classroom time and volunteer time for school activities would help to give board members a feeling of the Montessori experience. Nathaniel will accept board ideas over the next few weeks to use during the committee meeting to draft a revision to present at the next Board meeting.

The current Leadership Vacancy Plan will also be reviewed by the committee. Anyone interested in serving on this committee should review Annex C in the Board Manual and contact Nathaniel by Friday April 24<sup>th</sup>.

Nathaniel presented an idea for Public Forum which would allow people to submit a public comment by mail or electronically prior to the meeting. This would require a change to the current guidelines on how we handle public forum during our board meetings. Nathaniel made a motion to amend the section on Public Forum/Comment to allow comments by mail or email. Joseph Folsom seconded the motion. The deadline for receiving public comment would be noon the day before meetings. Board Chair e-mail would be used for this. Michael Conley suggested the option to limit the size and number of emails to review be at the discretion of the board chair. Motion carried.

g. Policy Review – No report

h. Audit – No report

i. Strategic Plan – Michael Conley spoke with Holly of Iron Sharpens Iron. Her team is working on the early stages and Michael will reach back out to her in the next few weeks. Michael would like to get a committee together during this time as we prepare. Nathaniel L’Heureux has expressed interest in being on the committee. Dr. John Moncure suggested that Karen Tolliver, Director of Education, or he participate as MSC staff members.

j. Evaluation Criteria – No questions

7. Headmaster’s Report – No questions on the submitted Headmaster report. Dr. Moncure added that he has created a group to prepare for when school reopens. The committee will have plans in place for how to move forward for whatever outcome we have as for when schools will open back up per our Governors guidance. Liza Caraglio has volunteered to be the board member on this committee. The MAAD handbook has been revised twice so far and our distance learning seems to be being handled very well compared to other Montessori Schools around the world.

8. Old Business – No topics.

9. New Business — No topics.

10. The meeting adjourned at approximately 7:05 p.m. Next meeting will be May 18th.