



Board Minutes: August 17th, 2020

Attendees via Zoom: Joan McCulley, Dr. John Moncure, Sharon Huffstetler, Maria Pryor, Michael Conley, Liza Caraglio, Brett Perry

Absent: Joseph Folsom, Nathaniel L'Heureux, April Wach

Invited attendees: Krista Adams, Receptionist at MSC

1. Call to order 6:08 pm by President, Joan McCulley.
2. Public Forum – no comments were received by email or US mail.
3. Information Session – Krista Adams, Receptionist provided information regarding Transparent Classroom. Krista shared what information parents can change on their own and what has to be done by the school. Transparent Classroom is a useful immediate tool for both parents and staff. Dr. Moncure can get weekly reports to see how frequently directors are communicating with their class. Parents can review test information and immunization records for the 3 years that MSC has been using Transparent Classroom.
4. Meeting Minutes – Motion to approve the July 20 meeting minutes was made by Maria Pryor. Liza Caraglio seconded the motion. There were no questions. All approved.
5. Committee Reports:
 - a. Finance & Building & Grounds – Joseph Folsom was not able to attend the meeting. For any questions regarding his report and/or the financial statements please send him an email. He will communicate his response to all Board members. There is a question regarding the line item “other expenses” as there is a major difference in what was projected to be spent and what was actually spent. Joseph and Dr. Moncure are looking into this for an explanation.
 - b. Governance – No report.
 - c. Strategic Plan – Michael Conley reported that the consultant, Holly, is working in the background with analyzing survey results and scheduling focus groups. The Board retreat meeting will be the next step after they gather all the information. Oct 11th is the tentative date for the Board retreat.
 - d. Fund Development – No report.
 - e. Community Relations – Michael Conley reported that he will be looking at the school survey results from the strategic planning committee to help identify any activities for community relations.

f. Nominating –The Nominating Committee is continuing to seek two candidates to fill the current vacancies with term until October 2021. A Call for Nominations for the October/November election will be sent to the parent community in the next few weeks.

g. PAC President Report – Sharon Huffstetler reported that there is discussion regarding a community yard sale option that may tie in well with community relations. Shirts are being made for the entire staff as a token of appreciation.

h. Audit – Brett Perry reported the audit company from last year will continue as we signed a 3-year contract with them. McKay Kiddy will provide them with the necessary reports when the June 30 financials are final.

i. Evaluation Criteria – Maria Pryor reported that the headmaster evaluation will be distributed to evaluators this week. Regarding the Board self-evaluation the questions that had responses on both extremes will be considered for discussion at the Board Retreat. The overall responses will be used as a baseline for future years.

j. Headmaster Search - Brett Perry reported that the committee has met twice. They are working on a notification letter to parents. The letter will be approved by the committee before being sent out to parents. The goal is to have the letter sent out no later than the first of September. The committee is also working on what the “Want Ad” will look like. Bids were requested and received from 2 consultants to help with the search process. Neither of the bids was accepted due to cost and scope of work. The committee will continue with the search process and will seek guidance from the Charter Institute and others as needed.

6. Headmaster’s Report – Dr. Moncure reported that 60 percent of students are attending in-person at school. 33 percent attend online using MAAD Modified while 7 percent are doing a combination. The school year is also already 10 percent complete. There were no questions regarding his submitted report.

7. Old Business:

a. 2019-20 Staff Survey Results – This was a survey performed by the SCDOE. Overall, the staff is quite happy. Dr. Moncure is analyzing the findings in order to develop a report that identifies what the staff is more “neutral” or “disagree” with from the survey.

b. Board Activities/Responsibilities – No discussion.

8. New Business

a. Goals for 2020-21 & Measures for Success – This will be included in the Strategic Planning Board retreat. No information is yet available regarding the 2020-21 scorecard process. Results of the 2019-20 scorecard have not yet been released.

b. Purchase of MLC – Preliminary information was shared as preparation continues with the purchase of MLC. This creates a better position for MSC to build the necessary space needed for the 2021-22 school year.

9. The meeting adjourned at 7:21 p.m. Next meeting will be September 21.