



## Board Minutes: February 17, 2020

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

Absent: None

Guest: Holly Hayes, President & Founder of Iron Sharpens Iron

1. Call to order 6:05pm by President, Joan McCulley.
2. Public Forum – no one in attendance
3. Minutes of 1/20/2020 meeting – Motion to accept by Lynsey Doiron. Second by Sharon Huffstetler. Minutes were approved.
4. Strategic Plan Facilitator Discussion – Michael Conley introduced Holly Hayes, President & Founder of Iron Sharpens Iron. Holly explained what she typically asks a group to evaluate/consider. She also asked the Board what they would be looking for in a planning session. Holly suggests doing a 3-5 year plan. 10 years is considered North Star. The planning session would involve the entire Board for 2 full days which could be spread out over a 2 month period. It would be valuable to do an environmental assessment as pre-work that would include interviews with teachers, staff and parents. The plan would consist of goals, an action plan with templates and monitoring at 3 month intervals. Board ideas for goal setting included: School Climate, Marketing & Growth, Fund Development and converting the Strategy implied in the Charter application to an actual defined strategy. Holly will submit a proposal to Michael Conley.
5. Committee Reports:
  - a. Finance & Building & Grounds – Joseph Folsom reviewed the Financial Scorecard MSC received from the state. In all categories MSC had a rating of Approaching, Meets or Exceeds. There were no 'Does Not Meet' ratings. There were no questions on the Finance Committee Report. The January 2020 Financial Statements from McKay Kiddy are not yet available. Joseph will distribute them when they become available.
    - a1. Building & Grounds – No questions regarding the submitted report. Joan McCulley will follow-up with James Choice to determine if any assistance is needed for the 'To Do' projects.
    - b. Governance – No report.
    - c. Strategic Plan – See above regarding discussion. Michael Conley will submit Holly's proposal to the Board for further discussion.

d. Fund Development – No other information to supplement the submitted report.

e. Community Relations – No report.

a1. Lottery – No other information to supplement the submitted report

f. Nominating – No report.

g. PAC President Report – There were questions and responses provided regarding why a change in photographer is being made. No other information to supplement the submitted report.

h. Policy Review – Safety Policy findings with suggestions were included in the Committee Report and have been submitted to MSC Administration for consideration. Joan McCulley will contact the Charter Institute to see if there are other areas that should be included for a complete Safety policy.

i. Audit – No report.

j. Evaluation Criteria – Maria Pryor requested that everyone complete the test evaluation she emailed to the Board as this will allow the committee to determine if the designed reports are providing accurate results.

#### 6. Headmaster's Report

a. Headmaster report – Dr. Moncure explained the item regarding collaboration with the new retirement facility. The facility is considering using some Montessori techniques with the residents and make visits to MSC. No questions on the report.

b. Enrollment Status - Data for current year and next year were reviewed. Deadline for Lottery acceptance forms is still open so enrollments still being received.

c. MLC/MSC Memorandum of Understanding - Dr. Moncure reported that McKay Kiddy and the Charter Institute have indicated that an MSC Board member can be on the MLC Board to help ensure proper oversight, etc. Joseph Folsom, Dr. Moncure and John Paul will make up the MLC Board. April Wach made a motion to approve the Memorandum. Sharon Huffstetler seconded the motion. Motion carried.

d. 2020-21 Budget Proposal – The budget provided to the Board via email has been corrected/updated and reviewed by Joseph Folsom and McKay Kiddy. The updated budget was provided to the Board. Separate cost center budgets have been created for each of the private funded components – Extended Day, Intersession and Beginnings. The cost center for each shows a year end surplus. The budget presented was the overall budget for the three cost centers and 3K-Grade 8. The overall budget also reflects a year end surplus. Brett Perry made a motion to accept the 2020-21 budget. Joseph Folsom seconded the motion. Motion carried.

#### 7. Old Business – None to report

8. New Business — As the 2020-21 budget reflects a large surplus Dr. Moncure asked the Board to consider options for allocation of the funds; i.e. salary increases, reduce Instructional Fee for private students, etc. After discussion no decision will be made at this time. Options discussed will be researched regarding overall impact on the budget and will be reviewed at future meetings. Submit any potential options to Joan McCulley.

9. The meeting was adjourned at 8:05 p.m. Next meeting will be March 16 at 6:00pm in the MSC Upper Elementary Classroom.