



Board Minutes: October 19, 2020

Attendees via Zoom: Tiffany Atkins, Michael Brown, Michael Conley, Joseph Folsom, Sharon Huffstetler, Kimberley Edmond-Jordan, Joan McCulley, Dr. John Moncure, Maria Pryor

Absent: Nathaniel L'Heureux, Brett Perry

Invited attendees: Karen Tolliver, Director of Education and Primary C Classroom Director

1. Call to order 6:15 pm by President, Joan McCulley.
2. Public Forum – no comments were received by email or US mail.
3. Information Session – Karen Tolliver provided information about the DERS (Developmental Environment Rating Scale) application. DERS is an i-Pad administered classroom assessment tool which measures child and adult behaviors as well as environmental attributes. Schools use DERS to guide observation and support continuous improvement towards outcomes that matter. MSC has 4 teachers certified to use DERS. In a one hour classroom observation DERS is used to measure the authenticity of Montessori in the classroom. The staff, children and classroom environment are assessed. A narrative as well as numerical and graphical reports is provided to the staff to use to identify strengths and areas for improvement. MSC administers the assessment in each classroom twice a year. In assessing the classroom environment there is not a consideration given for COVID changes.
4. Meeting Minutes – Motion to approve the September 21 meeting minutes was made by Joseph Folsom. Michael Conley seconded the motion. There were no questions. All approved.
5. New Member Appointments – Joan McCulley read the official resignations for Liza Caraglio and April Wach. Joan referred the members to Michael Brown's bio that was distributed. Michael Brown was officially appointed to the MSC Board of Directors to fill the vacant term of office until November 2021.
6. Committee Reports:
 - a. Finance & Building & Grounds – Joseph Folsom reported that Revenue is down compared to this time period last year due to lower enrollment which is due to COVID space restrictions. Building & Grounds – No report.
 - b. Governance – No report.
 - c. Strategic Plan – Michael Conley gave a brief overview of the Board Retreat held on 10/09 and 10/10. Goals were identified. The consultant will be providing a final report on the Strategic Plan based on all the data collected.
 - d. Fund Development – No report.

e. Community Relations – Some suggestions/recommendations were made as part of the Strategic Plan. These will be evaluated and implemented as determined appropriate.

f. Nominating – No report.

g. PAC President Report – No report.

h. Audit – The audit is in process.

i. Evaluation Criteria –The committee has a meeting scheduled with Dr. Moncure to review the results and discuss process changes and documentation for future year evaluations.

j. Headmaster Search – Joan McCulley reported that the committee is continuing to meet every two weeks. The current focus of activities is development of a marketing brochure, a community survey and revision of the interview process. Joan McCulley presented a proposed budget for the committee. Joseph Folsom made a motion to approve a budget of \$2,600 to \$5,000 as needed. Kimberley Jordan seconded the motion. Motion carried.

6. Headmaster's Report – Dr. Moncure reported no COVID issues though some students and staff have been sent home with symptoms. Systems have been installed in the air handlers that purify the air using ultraviolet and ionizer technologies to reduce surface and airborne microbes, bacteria, viruses, and mold. The technologies are mercury free and zero ozone compliant, are UL-approved and safe for children. As a follow-up to the Strategic Plan Board Retreat a draft of a Business Plan has been created and MSC facts developed for the Community Relations team. Dr. Moncure shared a concept paper regarding adding high school level grades. The paper presented 3 options to the Board to consider. Joseph Folsom made a motion for Dr. Moncure to further investigate the option of partnering with Odyssey Online Learning (another Charter Institute school) in order to provide the Board with additional information. Michael Conley seconded the motion. Motion carried. Dr. Moncure also reported on the COVID-19 Grant and Loan monies received to date and the status of expenditure for each. Dr. Moncure also reported that he and Dr. Shane Robbins (KCSO Superintendent) have established plans to meet twice/year to share learnings and questions. MSC has been invited by KCSO to participate in the federal free lunch program. Discussions regarding details are in process. There were no questions.

7. Old Business: There was no Old Business.

8. New Business

a. Annual General Meeting – Joan McCulley described the format of the meeting and the expectation regarding Board deliverables for the meeting. Last year's Powerpoint has been distributed to all Board members. Slides are due to Joan by 11/09.

b. MSC MEPI Accreditation Renewal 2024 – This is an item that the Board should keep in mind as part of the Strategic Plan development.

c. Charter Application and Contract Review – Last year the Board submitted 13 items to the Charter Institute for approval to changes to the MSC Charter. 12 were granted. It is the time of year to submit additional requests to the Charter Institute. Joan McCulley will review the current charter & contract to identify any potential changes for the Board to consider.

d. Monitoring MSC Goals/Strategies – As part of the Strategic Plan finalization the Board should consider including what reporting does the Board want to request of MSC Administration. Michael Conley volunteered to contact KCSD regarding their reporting tool.

e. Lottery 2021-22 – Joan McCulley shared the 2020-21 timeline with the Board. It is challenging to determine when families will be comfortable making a decision for the next school year. Anyone with ideas/insights/thoughts was asked to send them to Joan McCulley.

9. The meeting adjourned at 8:06 p.m. Next meeting will be November 16.