



Board Minutes: December 16, 2019

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

Absent: Tiffanie Bucci

1. Call to order 6:15pm by President, Joan McCulley. New Board members were introduced.
2. Public Forum/Comment: No one signed up.
3. Approval of November 21, 2019 Board meeting minutes. Motion to approve by April Wach. Second by Brett Perry. Minutes approved.
4. 2018-19 Audit Report – Tim Lyons from Mauldin & Jenkins presented a summary of the MSC audit. There were no issues with the audit; however, Tim presented some constructive suggestions regarding a formal deposit policy, fiduciary activities effective 7/1/19 and IT Risk Management.
5. Committee Reports:
 - a. Finance and Buildings & Grounds: Report by Joseph Folsom.
 - i. The 990 tax form which has been submitted was explained.
 - ii. Buildings and Grounds: The plumbing problem has been fixed. Dr. Moncure informed the members about the possibility of obtaining playground equipment from Ft. Jackson Elementary School.
 - b. Governance – Nathaniel L'Heureux reported that no revisions were needed.
 - c. Strategic Plan – Michael Conley will schedule a meeting with Nate for turnover of information.
 - d. Fund Development - April Wach will bring price options for various venues for the Blue Jeans Ball to the January meeting for the Board to review.
 - e. Community Relations – Michael Conley discussed the need for Press Releases and ideas for Facebook posts.
 - i. Lottery – Joan McCulley reported that the plan was approved by Erskine. Lottery opened on 12/2 and will close on 1/31/2020.
 - f. Nominating – Joan McCulley is conducting 1x1 orientations with new members.
 - g. Parent Advisory Council (PAC) - Sharon Huffstetler reported that Campus Crawl had very high attendance. Scholastic Book Fair dates have been confirmed.
 - h. Policy Review – No report by Lynsey Dorion and Brett Perry
 - i. Audit – Refer to Auditor Report above.
 - j. Evaluation Criteria – Maria Pryor reported that the tool selected for Headmaster Evaluation has been submitted to Erskine. From the tool various charts and graphs can be created. For

the Board evaluation Joan McCulley is contacting other schools to find out what tool/process they are using.

6. Headmaster's Report: Report by Dr. John Moncure
 - i. Staff update provided. There has been high turnover this year. Each situation was explained/described. Exit interviews are occurring. John Moncure and Mike Conley will meet to discuss a possible video for marketing.
 - ii. 54% of current students have enrolled for 2020-21.
 - iii. Nathaniel L'Heureux inquired about the \$500 available for Science use. Staff has been informed that monies must be used by end of school year.
7. Old Business – The 2020 meeting schedule will be the 3rd Monday each month at 6pm in the MSC Upper Elementary classroom.
8. New Business:
 - a. Board Retreat/MEPI Conference – There was discussion about a possible retreat during the MEPI Conference at Kiawah Island 2/29-3/01. Joan McCulley will send a poll to the Board members to determine if there is interest, etc.
 - b. SC Safety Plan Requirement – Policy Review Committee agreed to own the initial review of requirements in relation to the existing MSC Policy/Procedure Manual. Joan McCulley will research if there is a required completion date.
9. Meeting adjourned at 8:05pm. Next meeting is January 20, 2020 at 6pm in the MSC Upper Elementary Classroom.