



Annual General Meeting and MSC Board Minutes: November 16, 2020

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

Absent: Nathaniel L'Heureux

Invited attendees: Michelle Casey, Lower El A Classroom Director; Holly Hayes (Strategic Plan Consultant)

MSC Staff: Brenda Coleman, Magali Day, Coca Avila, Karen Tolliver, Fazeia Sagely, Chace Buterbaugh, Felicia Mellville, Meghan Brunson, Meredith Hines, Daryl McCulley, Eva Conley, Christen Pierre, Cintyia Moreno

MSC Parents: Eva Conley, Daryl McCulley

1. Call to order 6:15 pm by President, Joan McCulley. Joan explained the format for the AGM. There was an introduction of members to each other followed by a brief information session on Zoom for those new to this platform. Security measures are taken with Zoom to allow us to have several levels of security to ensure a safe place to meet. After introductions of all attending board members and headmaster, the mission statement was read. Brett Perry's resignation letter was also read.
2. Public Forum – no comments were received by email or US mail.
3. Information Session – Michelle Casey presented information about MEFS (Minnesota Executive Function Scale). Children's executive function is measured using a game. This is a measure of ability to listen, remember, and follow verbal direction. It's for measuring working memory. There are seven executive functions but this focuses on verbal direction and memory. It is administered 3 times a year individually on students. A graph is created indicating the results. The results are shared with parents/guardians during parent conferences. The evaluation is given to each student beginning with first year Primary. It is not really appropriate for Toddlers but consideration will be given to trying with an older Toddler group.
4. Meeting Minutes – Motion to approve the 10/19 minutes was made by Michael Conley. Motion seconded by Joseph Folsom. There was no discussion and the motion carried.
5. Committee Reports – Reports for all committees can be found in the attached PowerPoint.
 - a. Finance & Building & Grounds – Joseph Folsom
 - b. Governance – Joan McCulley
 - c. Strategic Plan – Michael Conley

- d. Fund Development – Joan McCulley
- e. Community Relations – Michael Conley
- f. Nominating – Joan McCulley
- g. PAC President Report – Sharon Huffstetler
- h. Audit – Joseph Folsom
- i. Headmaster & Board Evaluation – Maria Pryor
- j. Headmaster Search – Joan McCulley

6. Headmaster's Report – Dr. Moncure – Report can be found in the attached PowerPoint.

6. Old Business: There was no Old Business.

7. Election of 2020-21 Officers – Voting was conducted by using a Survey Monkey. Results were sent to Dr. Moncure. Officers are:

- President – Joan McCulley
- Vice President - Johnnie Thomas
- Secretary – Sharon Huffstetler
- Treasurer – Joseph Folsom

8. Committee Assignments were made as follows:

- Johnnie Thomas – Nominating Committee and Audit Committee
- Sharon Huffstetler – PAC report
- Michael Conley– Strategic Plan Committee
- Joseph Folsom– Finance Committee and Building/Grounds Committee
- Maria Pryor – Headmaster & Board Evaluation Committee
- Katie Guinn – Fund Development Committee
- Jim Henry – Governance/Policy Review Committee
- Tiffany Atkins – Headmaster Search Committee
- Kimberly Jordan – Community Relations Committee Co-chair
- Pastor Mike Brown - Community Relations Committee Co-chair

9. New Business

a. Strategic Plan Implementation Process – Joan McCulley will send a Doodle poll to all members to select the dates/times that work for them. From the results a 2-3 hour meeting will be scheduled to review the Strategic Plan and begin defining an Implementation Process.

b. Charter Application and Contract Review – As part of the Strategic Plan review a committee may be formed to evaluate the Charter Application and Contract to determine if any changes/amendments need to be submitted to the Charter Institute for approval.

c. Lottery 2021-22 – This item was addressed in the Headmaster Report.

10. The meeting adjourned at 8:06 p.m. Next meeting will be December 15 at 6pm. Meetings for December and 2021 will be the 3rd Tuesday at 6pm.