



Board Minutes: July 20th, 2020

Attendees via Zoom: Joan McCulley, Dr. John Moncure, Sharon Huffstetler, Maria Pryor, Joseph Folsom, Nathaniel L'Heureux, Michael Conley, Liza Caraglio

Absent: Brett Perry, April Wach

Invited attendees: Leonarta Silcott, Administrative-Assistant at MSC

1. Call to order 6:05 pm by President, Joan McCulley.
2. Public Forum – no comments were received by email or US mail.
3. Information Session – Leonarta Silcott, MSC Administrative-Assistant provided information regarding PowerSchool. All SC public schools use PowerSchool to collect and report student information that is used to determine attendance and school finances based on student enrollment for the 5 and 135 day counts. Leonarta estimates that she maintains 40-50 pages of information per student. Staff information and other data needed for state and federal reporting are also maintained in PowerSchool. Leonarta estimates that she spends about 3 hours per day using PowerSchool. There are also many training sessions that she is required to attend.
4. Meeting Minutes – For the June 15 meeting Joseph Folsom made a motion to accept the minutes as presented with updates to be provided by Sharon Huffstetler regarding who made motion for the items listed in the draft minutes. Nathaniel L'Heureux seconded the motion. Michael Conley made a motion to accept the July 3 minutes. Joseph Folsom seconded the motion. Minutes for both meetings were approved.
5. Committee Reports:
 - a. Finance & Building & Grounds – Joseph Folsom pointed out in his report the COVID related expenses that will be covered by various grant monies received. Joseph also noted that the liability amount due to MLC listed on the Highlights report from McKayKiddy is incorrect. They have been informed and the correction is being made. Michael Conley asked if the total revenue YTD amount is correct. Joseph indicated that the amount is correct. Building and Grounds has only been maintaining mowing of the lawns but other activities will resume with school reopening on 7/22/2020.
 - b. Governance – Nathaniel L'Heureux reported no updates for the committee.
 - c. Strategic Plan – Michael Conley reported that the consultant has the 2 surveys (parent and staff) ready for distribution following review by the committee. Michael asked the Board members to review their calendars for a board retreat potentially in September. No questions from Board members.
 - d. Fund Development – No report.
 - e. Community Relations – Michael Conley reported there is no update.

f. Nominating – Nathaniel L’Heureux reported that Lynsey Doiron has resigned. The Nominating Committee is now seeking two candidates to fill the vacancies with term until October 2021. Please send any candidate information to Nathaniel.

g. PAC President Report – Sharon Huffstetler pointed out the proposed PAC budget she included in her report along with the proposed school activities. She also noted the section in her report related to PAC involvement with MAAD (Montessori At A Distance). There were no questions.

h. Audit – No committee report. Joseph Folsom pointed out that when McKayKiddy completes the June financial reports the audit may begin.

i. Evaluation Criteria – Maria Pryor referred to the committee report regarding the Board Self-Evaluation and the Headmaster Evaluation processes. There were no questions.

7. Headmaster’s Report – Dr. Moncure’s report included a list of MSC documents that have been created or updated to reflect 2020-21 policies/procedures as well as a video to help students understand the safety measures. His report also included staffing updates along with data regarding enrollment declines likely due to COVID-19 impacts.

Dr. Moncure also presented operating cost additions to provide adequate I/T infrastructure upgrades and air filtration additions. There was no objection to these expenditures.

Dr. Moncure described the long standing need for I/T managed service along with a bid from one supplier. Two other bids are being requested due to the cost of \$15-20K per year.

Dr. Moncure identified an error in the 2020-21 calendar. There was no designation for May 31 though the calendar included the appropriate # of school days (180). The MSC staff support including May 31 as an instructional day and ending the school year on June 3 with Parent Conferences on June 4. Sharon Huffstetler made a motion to accept this change to the MSC calendar. Joseph Folsom seconded the motion. Motion was approved.

Dr. Moncure along with Joseph Folsom and the Strategic Plan committee members have had meetings with First Palmetto bank personnel and a consultant to discuss expansion/building needs/options. Discussions continue.

7. Old Business – No topics.

8. New Business

a. Headmaster Search Committee - Joan McCulley provided the letter she has sent inviting Board members, staff and parents to be members of the Headmaster Search Committee. The letter included some of the responsibilities of the committee. Joan is awaiting a response from a community member then an initial meeting of the committee will be scheduled.

b. Board Activities/Responsibilities – No discussion.

c. Goals for 2020-21 & Measures for Success – Joan McCulley presented the goals she received from Lynsey Doiron as well as an update to the list she gave to the Board at the June meeting. Joan made a request to Michael Conley to inquire as to whether or not development of the Board’s goals could be incorporated into the Board Retreat. He will discuss with the consultant.

9. The meeting adjourned at approximately 7:21 p.m. Next meeting will be August 17th.