



## MSC Board Minutes: April 20, 2021

Attendees via Zoom: Tiffany Atkins, Joseph Folsom, Katie Guinn, Joan McCulley, Dr. John Moncure, Maria Pryor, Jim Henry, Michael Conley, Kimberley Edmond-Jordan, Suzy Smith  
Invited attendees: Karen Tolliver, Director of Education

1. Call to order 6:03 pm by President, Joan McCulley.
2. Public Forum- No comments were received by email or US mail.
3. Approval of Meeting Minutes – Motion to approve the 03/16/2021 minutes with changes regarding calendar approval vote was made by Suzy Smith. Motion seconded by Katie Guinn. A separate motion was made to approve special Board meeting minutes for 3/25/2021 meeting. This motion was seconded by Joseph Folsom. For both sets of minutes the vote was unanimous. The motions carried.
4. Board Information Session- Practical Life Testing Skills “Testing as a Genre” presented by Karen Tolliver. This 3 component plan is designed to find the best way to prepare students for testing. The goal is to have items on the shelf that will familiarize students with testing.
  - Component One: Adult Teacher
    - Creating an environment suitable for testing
    - Script for communicating terms commonly used in testing
  - Component Two: The Child
    - Computer vs. Paper
  - Component Three: Test Strategies
    - How to take tests
    - How to read tests
    - Tests Terminology
5. Board Vacancies- Vice President position. Joan McCulley and Dr. Moncure will work on list of community members. This role of Vice President is to conduct meetings in the absence of Board President. Vice President is chair of nominating committee making calls for nominations, collecting bios and information. Vote held via chat list to fill this position with Tiffany Atkins receiving the vote for Vice President.
6. Executive Session- Motion made by Tiffany Atkins to enter executive session to discuss employment topics. Seconded by Katie Guinn. Unanimous board vote. Motion carried. No community attendees were permitted at this time. To end executive session, Tiffany Atkins

motioned to exit session. Seconded by Michael Conley with unanimous board vote. Motion carried. After exiting executive session, Tiffany Atkins motioned to accept offer letter with conditions outlined by new Head of School. Kimberley Jordan seconded with unanimous vote. Motion carried.

7. Committee Reports – Finance – Joseph Folsom- March 2021 report from CPA reflects \$25,000 net income with year to date net loss down to \$38,000. Cash in the bank is \$140,000. From CIE, GEER funds will provide \$220/student or approximately \$25,000. This is not extra money, but should result in no loses. Confirmation received that PPP loan has been 100% forgiven and considered a tax free grant. The sale of MLC to MSC is complete reducing monthly facility costs from \$5800 down to \$3900. Chain of events for new construction are to obtain construction loan, complete blueprints, obtain Office of School Facilities approval and build/move in. Currently, we are in the information gathering stage. We need hard numbers for the bank and list of what the bank will require. Price to complete blueprint is also needed. Construction costs have increased significantly due to Covid, so timeline for proceeding requires further discussion. Loan should still be attainable. Denton Builders won bid for construction.

- i. Building & Grounds – Joseph Folsom
- b. Fund Development – Katie Guinn reviewed work on details of Blue Jean Ball to include sponsorships, theme and location options. Still working on a fall date with plans to avoid school intersessions and other city events. Receiving guidance to plan musicians.
- c. Community Relations & Lottery – Kimberley Jordan provided information regarding recent meeting with Joan McCulley to help establish responsibilities of committee. This includes an educational plan for the community, marketing plan, public relations, annual report, and supervision of the lottery. Kimberley plans committee meeting for 2nd Tuesday of each month. Additional information requested by Kimberley is updated budget, due dates for committee actions and previous committee documents.
- d. Audit – No report
- e. Nominating – No report
- f. PAC – Suzy Smith reviewed school pictures and need for make up day. Reviewed boiled peanut fundraiser. Upcoming activities include book fair with social event, Teachers' Appreciation Week/ Luncheon, International Day, and Bridging Ceremony. Next meeting is planned for April 27th.
- g. Governance/Policy Review – Jim Henry discussed clarifying Annual Board Calendar as it pertains to review of budget. Re-review of budget is planned for June Board meeting.
- h. Strategic Plan – No report
- i. Headmaster & Board Evaluation – Plan developed for finalizing documentation for Headmaster Evaluation process used for 2019-20 academic year. No changes have been identified for Board Self-Evaluation process.
- j. Headmaster Search – Reviewed in Executive Session

8. Headmaster's Report – Staff issues: Cintyia Moreno has agreed to stay on substitute list. Heather Conder and Pimthip Eurkittiroj will join Toddler staff next school year. A parent has expressed interest in forming a high school exploratory committee. Dr. Moncure will assist this parent with forming committee. Dr. Moncure will provide suggestions for members and resources for obtaining information. Enrollment has reached largest number to date. Currently, enrollment is 137 with plan to add 5 Toddlers bringing total to 142 students. Potentially 2 more will be added tomorrow. Discussed Summer reading program. This is required if a child fails SC Ready. MAP is a predictor of SC Ready scores; Current MAP scores are above this level. Summer Reading Camp is not possible as we do not have enough weeks during the summer to conduct.

9. Old Business: None

10. New Business

- a. Update regarding SC Waiver for year end testing. Will have School Scorecard.
- b. Joan appointed Ad Hoc committee to formulate plan to integrate new Head of School. Chair is Michael Conley.

11. Executive Session- Personnel: Joseph Folsom motioned to enter executive session to discuss personnel matter. Suzy Smith seconded with all remaining board members in favor. Motion carried. No community attendees were permitted at this time. After discussion regarding personnel took place, Joseph Folsom motioned to exit executive session. Seconded by Tiffany Atkins. Remaining Board members voted in favor and motioned carried.

12. Meeting adjourned at 8:16pm. Next meeting scheduled for May 18th, 2021 6 pm Hybrid.