

# MCPM Board of Directors Meeting Minutes

*Mission: Mountain City Public Montessori provides equitable access to a high-quality, relevant Montessori education to meet the needs of all students and to strengthen our community.*

DATE	MEETING NAME
3/15/2023 - 2nd March Meeting	
<b>ATTENDEES–MCPM Board of Directors</b>	
<b>Present:</b> Wren Cook - present Dawn Meskil - present Lara Lustig - present Sasha Skau - present Aaron Brumo - present Stella Plato - present	<b>Absent:</b>
<b>ATTENDEES–Others</b>	
Brittany Wager - Operations Director	

TIME	<b>CALL TO ORDER</b>
5:45 pm	Called to order by: Wren  Roll Call  Quorum: yes, six of six  Reading of Mission Statement - read by Wren  Reading of Ethics Statement - read by Dawn  Pledge to the Earth - read by Aaron
<b>APPROVAL OF AGENDA AND MINUTES</b>	
5:49 pm	Wren moves to adopt the agenda and approve the minutes from the meeting on March 1 (second by Lara), and asks if there are any corrections

5:52 pm	<b>PUBLIC COMMENT</b>
	<p>If you would like to submit public comments please email <a href="mailto:info@mcpublic.org">info@mcpublic.org</a> by noon on the day of the meeting with request to speak in person or with text of comments to be submitted to the public record. In accordance with open meeting laws, a meeting schedule with link to livestream is on our website at: <a href="https://mountaincitypublic.org/our-school/board/board-meetings/">https://mountaincitypublic.org/our-school/board/board-meetings/</a></p> <p style="text-align: center;">No Public Comment</p>
	<b>EXECUTIVE REPORTS</b>
5:52pm	<p>Chair</p> <ul style="list-style-type: none"> <li>● Leadership Meetings (Weekly Mondays at 8:15 pm)</li> <li>● Directors will be there every week.</li> <li>● Not mandatory for board members to join, but if there is something that your committee would like to bring something to the directors, then you can bring it to this meeting.</li> <li>● Ask Wren if you need to be added to the agenda for that week.</li> <li>● We need to be sure that we do not have a quorum at these meetings.</li> </ul>
	<b>COMMITTEE REPORTS</b>
5:55pm	<p>Community Engagement</p> <ul style="list-style-type: none"> <li>● March 22 Panel Discussion <ul style="list-style-type: none"> <li>○ 3-4 panelists from public Montessori Charter Schools</li> <li>○ Title: Public Montessori: Who is it for?</li> <li>○ How does public Montessori meet the needs of the community</li> <li>○ Dawn Meskil will be our moderator</li> </ul> </li> </ul> <p>Development</p> <ul style="list-style-type: none"> <li>● Tools For Schools is now set up (School ID is: 31660)</li> <li>● Grant Update <ul style="list-style-type: none"> <li>○ We have applied for a few different grants and are working on more as deadlines approach</li> </ul> </li> </ul> <p>Educational Planning and Support</p> <ul style="list-style-type: none"> <li>● Materials list nearly done</li> <li>● Aaron and Sasha will meet to confirm that all materials will fit within the space</li> </ul> <p>Facility</p> <ul style="list-style-type: none"> <li>● Permit Drawing Update</li> <li>● CUMC Playground Renovation <ul style="list-style-type: none"> <li>○ Would like to send the playground design over to Development once it is ready to hopefully get some grants to cover</li> <li>○ Buncombe Partnership for Children has free planning resources for</li> </ul> </li> </ul>

<p>6:16 pm</p>	<p style="text-align: center;">playgrounds</p> <p>Finance</p> <ul style="list-style-type: none"> <li>● Budget updating <ul style="list-style-type: none"> <li>○ Working to replace hypothetical numbers with real numbers as we have them and get a better picture of where we are, at this time we seem to be lining up and items that are higher are evening out with those that are lower</li> <li>○ Need to submit an updated budget as part of RTO</li> </ul> </li> </ul> <p>Marketing and Enrollment</p> <ul style="list-style-type: none"> <li>● Enrollment form nearly complete <ul style="list-style-type: none"> <li>○ Trying to balance getting everything we need and also not making it to overwhelming</li> <li>○ They will have 7 days to submit from when they get drawn in lottery</li> </ul> </li> <li>● Open house March 18 <ul style="list-style-type: none"> <li>○ 9:15 am arrival for set up</li> <li>○ Expecting another full house</li> <li>○ Please bring everything you brought for a previous open house, if you are not coming - make sure someone else will be able to cover</li> <li>○ Make sure there is someone in the foyer to greet at all times</li> <li>○ Wren will do coffee and doughnuts, Sasha will do coolers of drinks</li> </ul> </li> <li>● Marketing is working on promoting job postings, fundraising campaigns, and the panel discussion event</li> <li>● Enrollment policy <ul style="list-style-type: none"> <li>○ It could be risky to accept students that live far away who have plans to move to Asheville</li> <li>○ We have about 7 students (mostly Kindergarten) who have entered the lottery from all over the state and 5 students from out of state.</li> <li>○ Currently the policy says that they have to have an NC address when we draw the lottery.</li> <li>○ We can amend the policy to say that anyone can enter the lottery but need to live within reasonable commuting distance in order to enroll</li> <li>○ Sasha makes a motion to approve the proposed change to the admission policy, Dawn seconds <ul style="list-style-type: none"> <li>■ Discussion <ul style="list-style-type: none"> <li>● We may need multiple communication pieces to the various groups (all enrolled, those who would be far away, etc)</li> <li>● Feels fast to make this change and not great to do it mid-enrollment period</li> <li>● We would be open to making this change for a future enrollment period</li> <li>● We could have a date that they need to have a reasonable commuting distance address by</li> <li>● We need to have clear communication with parents and families asking if plans have changed as we get closer to the school start date</li> <li>● It is common within charter schools to have students</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>not show up on the first day, regardless of their address</li> <li>● We can try this year leaving as is and see if it is an issue</li> </ul> </li> <li>■ Vote: did not pass <ul style="list-style-type: none"> <li>● Yes: none</li> <li>● No: Lara, Dawn, Aaron, Sasha, Wren, Stella</li> </ul> </li> <li>● Brittany saw that we have been listed in multiple places with DPI as enrolling K-5 <ul style="list-style-type: none"> <li>● It appears that our consultant entered us this way because middle school typically begins with 6th grade, though that is not the case within Montessori classrooms</li> <li>● Narrative has always been K-6, so we were able to get this cleared up</li> <li>● It is resolved now</li> </ul> </li> <li>● We have 360 students enrolled in the lottery as of today</li> </ul> <p>Personnel</p> <ul style="list-style-type: none"> <li>● Hiring Update <ul style="list-style-type: none"> <li>○ Have figured out the process and when directors will be stepping in</li> <li>○ Personnel is reviewing CVs and then taking submitted documentation (sample student work plan, progress report, etc)</li> <li>○ May need to pull in others for interviews</li> <li>○ Applications are trickling in, we do not currently have any applications for the EC Specialist</li> <li>○ We are going to post assistant positions within the next week or so</li> <li>○ Please let everyone you know know that we are hiring!</li> </ul> </li> </ul> <p>Policy and Board Development</p> <ul style="list-style-type: none"> <li>● Board Development Update: Interest Form and Application process <ul style="list-style-type: none"> <li>○ Sophie developed the interest form, and Dawn gets an email when someone fills it out</li> <li>○ Wren created the application</li> </ul> </li> <li>● RTO updates <ul style="list-style-type: none"> <li>○ Due May 19</li> <li>○ RTO needs are coming up and we may need the board to help with pieces</li> </ul> </li> <li>● Policies on Deck: MTSS</li> </ul>
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<b>OLD BUSINESS</b>	
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6:45	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>● Testing Calendar Policy</li> <li>● Volunteer background check policy</li> <li>● School Calendar Policy</li> <li>● Third-Party Contracts</li> <li>● Document Retention Policy _ Procedures</li> <li>● 2023-2024 Academic Year - Mountain City Public Montessori <ul style="list-style-type: none"> <li>○ 173 Instructional Days, 1064.5 instructional hours, 39.5 banked hours</li> </ul> </li> </ul>
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6:50	<p>(26 is the minimum banked hours per school calendar policy)</p> <ul style="list-style-type: none"> <li>○ Revisions include: <ul style="list-style-type: none"> <li>■ 1:00 Dismissal on Fridays</li> <li>■ First Friday is a full day, last day of school is a full day</li> <li>■ October 9 is a day off</li> <li>■ February 19 is a day off</li> <li>■ Two days added for conferences (two Fridays in October, 2 Fridays in March)</li> <li>■ 2 of 3 teacher workdays are optional (per school calendar policy)</li> </ul> </li> </ul> <p>Motion: Aaron moved to approve the consent agenda as stated, Lara seconded</p> <p>Vote: unanimous approval</p>
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<b>NEW BUSINESS</b>	
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6:52	<ul style="list-style-type: none"> <li>● Background checks and drug testing (Brittany) <ul style="list-style-type: none"> <li>○ We need to get a background check for Rachael, it seems like we should cover that cost</li> <li>○ We need a background check procedure for how we get background checks for staff as we hire</li> <li>○ Contract mentions a drug screen as well <ul style="list-style-type: none"> <li>■ Need to have board discussion or ask Personnel committee for assistance</li> <li>■ Discussion: <ul style="list-style-type: none"> <li>● Often listed as “drug testing as requested”</li> <li>● Is it in our budget to do testing? Background checks are \$40/per person</li> <li>● Lara notes that it is in our budget and valuable to have the management in our hands</li> <li>● Can do contracts and then say that they would have to do a background check in order for it to be finalized</li> <li>● Brittany would do it for staff, Board would do it for Directors and Board Members</li> <li>● We need to figure out what happens if someone does not have a fully clear background check</li> <li>● Procedure needs to be written out, personnel committee will draft and then send to policy committee to write a similar one for the board</li> </ul> </li> </ul> </li> </ul> </li> <li>● New Board member candidates <ul style="list-style-type: none"> <li>○ We have a new process for accepting board members <ul style="list-style-type: none"> <li>■ One person is not able to commit at this time</li> <li>■ One has committed to filling out the form but has not yet</li> <li>■ Two have filled out the form for consideration and we have those details for review</li> </ul> </li> <li>○ Current applications <ul style="list-style-type: none"> <li>■ Everything is being tracked so we know where we are in</li> </ul> </li> </ul> </li> </ul>
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<p>7:30</p> <p>7:32</p>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>process with each person</li> <li>■ We had conflicts of interest with each of the two submissions, those that had conflicts were removed from the ones they have conflicts with</li> <li>■ We have a smaller board right now, how many people do we want to add and do we have flexibility? A: bylaws say 5 - 11 members</li> </ul> </li> <li>○ Board Candidate Matrix _2023 <ul style="list-style-type: none"> <li>■ We may want to adjust the matrix a bit to account for needs we've identified</li> <li>■ We will continue to refine this process and be intentional about seeing the gaps</li> </ul> </li> <li>○ MCPM Board of Directors Application <ul style="list-style-type: none"> <li>■ Are we comfortable waiting 3 weeks to move forward with these candidates?</li> <li>■ We are currently doing this on a rolling basis, but in the future, we may be doing this annually at a specific time of year</li> <li>■ We would like some time to speak within a closed session about specific candidates and some time to review the materials brought to us by the board development committee</li> </ul> </li> <li>● What are we looking for in our new board members? <ul style="list-style-type: none"> <li>○ We need someone in finance that can help without a learning curve, such as a CPA</li> <li>○ Would like someone on this board who has connections to the Black community in Asheville, we value having someone that will help represent our students and families</li> <li>○ A founding board has more of a time commitment than a typical non-profit board, being on this board is a big ask</li> <li>○ Over time, we may need the board to do different things than what we need right now</li> <li>○ We may need more education backgrounds</li> </ul> </li> </ul> <p>Aaron makes a motion to go into closed session to discuss candidates for the board in closed session</p> <p>Wren would like to amend the motion to add the discussion about candidate discussion to the current closed session agenda for tonight</p> <p>Unanimously vote to move into closed session</p>
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<p>8:57</p>	<p>Closed Session: <a href="#">NC Gen Stat § 143-318.11 (2018)</a></p> <ul style="list-style-type: none"> <li>• (a)5 personnel contract</li> <li>• Discuss board member applications</li> </ul> <p>Return from closed session</p> <p>Wren would like to make a motion to vote to bring Jerick Wilson on to the MCPM Board of Directors, Sasha seconds</p> <ul style="list-style-type: none"> <li>• Jerick was on the board before and stepped down because he had a full plate and has since been working on a committee, he is eager to join again</li> <li>• He has skills as an educator, he has strategic planning experience and would bring a lot to the finance committee</li> <li>• He is very organized and has values that fit</li> <li>• Vote: unanimous vote yes to have Jerick Wilson to join the board</li> </ul> <p>Wren would like to make a motion to vote to bring Maegan Brown on to the MCPM Board of Directors, Aaron seconds</p> <ul style="list-style-type: none"> <li>• Maegan has experience in the mental health field and a current business owner</li> <li>• She has served on a committee</li> <li>• Vote: unanimous vote yes to have Maegan Brown to join the board</li> </ul> <p>This brings our board to 8 people, we can have up to 11 members and thus we still have openings that can be filled</p>
<p><b>ANNOUNCEMENTS</b></p>	
	<p>Open House: March 18 10:00-noon (please arrive early to help set up)</p> <p><i>The Right to Read</i> Movie Screening: March 21 6:30-8:30pm, Arthur R. Edington Center – <a href="#">Register Here</a></p> <p>Next meeting is April 5th at 8:30 pm, it will be a work session</p>
<p><b>ADJOURNMENT</b></p>	
<p>9:05</p>	<p>Wren moves to adjourn the meeting</p>