

MCPM Board of Directors Agenda

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
5/17/2023 - 2nd May Board Meeting	
ATTENDEES–MCPM Board of Directors	
Present: Wren Cook Dawn Meskil Sasha Skau Aaron Brumo Stella Plato Jerick Wilson Maegan Brown Lara Lustig (joined at 5:45 PM)	Absent:
ATTENDEES–Others	
N/A	

TIME	CALL TO ORDER
5:33 PM	Called to order by: Wren Roll Call Quorum (need 5/8): Yes, 7 of 8 board members Reading of Mission Statement - Maegan Reading of Ethics Statement - Dawn Pledge to the Earth - Aaron
APPROVAL OF AGENDA AND MINUTES	
5:36 PM	Wren moves to approve tonight’s agenda, with no changes, the agenda will run as stated.

5:37 PM	Wren moves to approve the May 3rd meeting minutes, Jerick seconds, with no corrections, those stand approved. Wren moves to approve the closed session minutes, Jerick seconds, with no corrections, those stand approved.
	PUBLIC COMMENT
5:39 PM	<p>If you would like to submit public comments please email info@mcpublic.org by noon on the day of the meeting with a 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 a link to live stream is on our website at: https://mountaincitypublic.org/our-school/board/board-meetings/</p> <p style="text-align: center;">There are no public comments to share this evening.</p>
	EXECUTIVE REPORTS
5:40 PM	<p>Chair:</p> <ul style="list-style-type: none"> ● RTO 2 ● Board Retreat <ul style="list-style-type: none"> ○ Wren will send an agenda out tomorrow. ○ We will continue our early work about strategic planning ○ We will also be jumping into fundraising and development work and conversations ○ Anything not covered in this retreat, we will cover in July ● Next Board Meeting <ul style="list-style-type: none"> ○ There will be three weeks in between this meeting and the next one ○ Wren is unable to join the next meeting, Dawn can facilitate if needed ● Finance training in October and February <p>Vice-Chair:</p> <ul style="list-style-type: none"> ● No additional updates <p>Secretary:</p> <ul style="list-style-type: none"> ● Please fill out the signing authority via electronic signature
	DIRECTOR REPORTS
5:50 PM	<p>Wren gave updates for Brittany / Ops & Finance</p> <ul style="list-style-type: none"> ● Currently working on hiring, Wren will send weekly updates ● RTO2 ● Phones ● Contracts (related services, food, employee agreements) ● Acadia training ● Purchasing materials and shelving! <ul style="list-style-type: none"> ○ Waseca order put in recently ○ Alison's order put in today for 22k materials ○ Working with local shelf maker ● We are at 100% enrollment with 106 students!
	COMMITTEE REPORTS

5:55 PM

Community Engagement

- Popsicles in the Park June 17 (Silver Line Park) from 10 am - 2 pm and July 22 (Malvern Hills) from 10 am - 2 pm
 - Courtney would like to include Little Grove in the July 22 Event
- Full Calendar of events and locations
- Board Member sign ups
 - Maybe add another weekend event for working parents
 - Bring stickers for different grade levels
 - Coffee at High Five on the green

Development

- Silent Online Auction from October 9-15
- Restaurant Fundraiser - target is week of July 23 - 29
 - Manicomio Pizza might be a good one to look into

Educational Planning and Support

- Aftercare moving along, structure of one-pager with FAQ created, need to confirm all details
- Kindergarten Registration
 - Plan is to have this in June
 - Logistics will be determined over email
- Shelf count is in - Brittany to handle ordering
- Committee membership and leadership update
 - Rachael is the new chair of Education Planning committee
 - Board members will be part of committee till end of year
 - Teachers invited to participate

Facility

- Construction Timeline 5/22 - 7/11
 - Construction has officially started with pre-work, construction work will begin on Monday 5/22
- Educational Certificate of Occupancy on 7/5
 - If something is wrong, we will have opportunity to fix and then re-submit
 - Extra time is built in here to allow for anything that comes up
- Office Layout
 - Will include seating area for parents and students
- Playground Planning
 - Exciting, flexible, fun and affordable!
- Fiber will be installed soon for 27 Church St
- Bus: have a new contact to set up virtual training, after virtual training comes DOT medical and permit, then behind-the-wheel training (can't schedule this until have all the prior, and typically a 2 month wait time to schedule).

Finance

- Finance is working on documents to share at each meeting
 - As part of that, there will also be board education about how to read

	<p style="text-align: center;">these charts</p> <p>Marketing and Enrollment</p> <ul style="list-style-type: none"> ● Sent out first family engagement newsletter last week <ul style="list-style-type: none"> ○ Sophie is compiling the content if you have anything to share ○ Plan is to have these go out every two weeks <p>Personnel</p> <ul style="list-style-type: none"> ● Hiring update emailed last week ● IA Interview Day was a success! ● New Job Postings for enhancement specialists, custodian, and bus driver <ul style="list-style-type: none"> ○ Counselor position will go up soon <p>Policy and Board Development</p> <ul style="list-style-type: none"> ● RTO2 - working to ensure there is a plan for all requirements to be ready and uploaded by the 19th <ul style="list-style-type: none"> ○ ALL: Please review “epicenter upload” tab and update spreadsheet as appropriate ● Board Development - no new interest or applications; those with active applications have completed the volunteer form for committee involvement <ul style="list-style-type: none"> ○ Looking for finance backgrounds, legal expertise, diverse lived experiences ○ Would like to bump this up as a priority as we wrap RTO2
	OLD BUSINESS
6:35 PM	<p>ACTION: Consent Agenda</p> <ul style="list-style-type: none"> ● Governance Strengthening Exercises <ul style="list-style-type: none"> ○ Board Calendar 2023-24 - Google Sheets ○ Division of Roles and Responsibilities: School Leadership and Board ○ Strategic Goals and Accountability ● Employee Agreements ● Liability Insurance ● Beginning Teacher Support Plan
6:52 PM	<p>Wren moves to approve the consent agenda, unanimous approval.</p> <p>ACTION: CUMC Lease Agreement</p>
6:53 PM	<p>Aaron moves to approve the lease agreement with the CUMC for the next 3 years, Sasha seconds. The floor opens for discussion. There have been meetings and discussions throughout the day to update this lease agreement and clarify our questions. The relationship with the church feels very supportive. Vote: unanimous approval.</p>
	NEW BUSINESS

	ANNOUNCEMENTS
6:58 PM	<p>Dawn shared detail <u>about trying to get Amendment A of H259 included in the senate budget</u>. Wren will be sharing an email about how we can show our support.</p> <p style="text-align: center;">We have our board retreat this Saturday from 9 am - 1 pm.</p> <p style="text-align: center;">Our next meeting will be on June 7th at 8:30 pm.</p>
	ADJOURNMENT
7:02 PM	Wren adjourned the meeting.

Meeting Minutes approved by the MCPM Board on 6/7/23