

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
8/02/2023 - 1st August Meeting	
ATTENDEES–MCPM Board of Directors	
Present: Wren Cook Dawn Meskil Lara Lustig Aaron Brumo Stella Plato Jerick Wilson Maegan Brown Jaclyn Farley - joined at 8:40 PM	Absent: Sasha Skau
ATTENDEES–Others	
Brittany Wager - Operations Director (left at 9:06 PM) Rachael Shaw Marshall- Curriculum Director	

TIME	CALL TO ORDER
8:37 PM	Called to order by: Roll Call Quorum (need 5/9): we have 7 of 9 board members present Reading of Mission Statement - Aaron Reading of Ethics Statement - Lara Pledge to the Earth - Maegan Welcome to our newest board member, Jaclyn Farley!
	APPROVAL OF AGENDA AND MINUTES

8:41 pm	<p>Wren moves to adopt the agenda for tonight's board meeting. Lara would like to amend the agenda to add a vote on the new version of the mission and vision. With no objections, we will run the amended agenda.</p> <p>Wren moves to approve the minutes from the 7/19 meeting. Aaron Seconds. With no corrections, the meeting minutes are approved.</p> <p>Wren moves to approve the minutes from the Board Retreat on 7/18. Aaron Seconds. With no corrections, the Board Retreat minutes are approved.</p>
	PUBLIC COMMENT
	<p>If you would like to submit public comments please email info@mountaincitypublic.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>
	DIRECTOR REPORTS
8:45 PM	<p>Operations and Finance: building, enrollment, records, and more</p> <ul style="list-style-type: none"> ● Huge progress on the facility and cleaning of our new school! ● Enrollment is changing slightly as ● Teacher letters with supply lists went out recently ● Students come on Aug 22 ● Meet the Teacher Night is Aug 18 ● We invite you to come to the school to help set up. <p>Curriculum: Hiring update</p> <ul style="list-style-type: none"> ● Professional Development weeks will be bringing in the training to the teachers, Elizabeth Slade will be here to work with our staff. ● Board is invited to join the staff on Thursday. ● We have hired a music specialist ● We have offered a position to an IA and waiting to hear back ● We are looking for a bus driver
	EXECUTIVE REPORTS
8:51 PM	<p>Chair</p> <ul style="list-style-type: none"> ● Board lunch with new staff: Thursday, August 10 from 12 noon - 1 pm <ul style="list-style-type: none"> ○ Board is invited to join for this lunch at the school, Wren will send out an RSVP to everyone ○ The Board will provide this lunch (catered, not off campus) 17 - 20 staff plus Board ○ There is a community building activity at 11:30 am ● Staff workroom, kitchen, and restroom <ul style="list-style-type: none"> ○ This space is cleaned and is ready for things to add (art, plants, kitchen items, furniture, etc) ● Dinner with Elizabeth Slade the following week (potluck, restaurant, catered?)

	<ul style="list-style-type: none"> ○ Wren will send a follow-up email to make plans for this ● The Executive Committee had their first meeting, we are figuring out what the schedule will be for future meetings.
	<p>NEW BUSINESS</p>
<p>8:57 PM</p>	<p>Employee Agreements for Review and Approval</p> <ul style="list-style-type: none"> ● Please review the employee agreements for the staff members with the following initials: MJ, MW, LS, LB ● Wren moves to approve the agreements for these newest hires, Maegan seconds. With no discussion, we move to a vote. With unanimous approval, the motion passes. <p>Strategies and Objectives 2023 - Google Docs</p> <ul style="list-style-type: none"> ● Suggestion to add Marketing/Communication committee to support strategic plan and expansion to middle school. ● Discussion: <ul style="list-style-type: none"> ○ Could we have someone (or a few) that can act as project managers to reach out to the various committees to get support ○ The purpose and intention of the committee needs to be determined ○ We are already stretched very thin/on a lot of committees, would be great to get more volunteers with this type of experience ○ Creating a job description would be helpful in determining what the next steps will be ○ Part of our discussion at the retreat was that this would be part of school staff responsibilities ○ The Exec Committee will work on this description and check in with staff then bring it back to the Board ● Board Committee Assignments July 2023 <p>Monica Cutno, PNC Capital Markets: Facilities Financing 101</p> <ul style="list-style-type: none"> ● Financing for charter schools who are looking to expand and facility expansion ● She is a parent who created a STEAM charter school in the Eastern part of NC, so understands our current status ● She offers a Facilities Financing 101 call, and is willing to do that with us - Wren will follow up with an email about this opportunity
	<p>COMMITTEE REPORTS</p>
<p>9:14 PM</p>	<p>Committees are evolving a bit now, so we are going to have</p> <p>Community Engagement</p> <p>Development and Grants</p> <ul style="list-style-type: none"> ● MOD Pizza Fundraiser ● Ingles Tools for Schools opens Aug 4th <ul style="list-style-type: none"> ○ https://www.ingles-markets.com/tools-for-schools-link ○ School Code: 31660

	<ul style="list-style-type: none"> ● Amazon Wish List <p>Facility</p> <ul style="list-style-type: none"> ● Thanks to everyone that came out for the Saturday workday! <ul style="list-style-type: none"> ○ Air conditioners are almost all installed ○ Carpet installed in the first classroom ○ Montessori Materials inventory and assembly ○ Doors are on! ● facility to do list ● Educational Certificate of Occupancy is what we are working towards ● Fire Marshal has a few requests that we need to add ● Planning to send out a report of how all is going and what still needs to be completed tomorrow after a big volunteer workday <p>Finance</p> <ul style="list-style-type: none"> ● The General Assembly delay in passing budget, could change the amount we receive ● First disbursement would go out about 2 weeks after the certificate of occupancy is issued ● We are actively looking for additional options for financing <p>Policy and Board Development</p> <ul style="list-style-type: none"> ● Plan to organize current policies electronically for easy access ● Continuing to draft board recruitment plan ● Have advertised our recruitment priorities and ensured they are captured in the application ● Have updated interest/application form to one form for interested applicants ● Have shared the new application with one potentially interested person
OLD BUSINESS	
9:25 PM	<p>Board meeting schedule discussion:</p> <ul style="list-style-type: none"> ■ <i>work session (1st Wednesday at 7:00pm virtual) and regular session (3rd Wednesday at 5:30 in-person with virtual option)</i> <ul style="list-style-type: none"> ● <i>Work session: talking about goals, the progress of the strategic plan, gaining information and contributing to the work, getting info, asking questions, crafting what will be voted on, director reports (budget item proposals, updates, things to be made aware of)</i> ● <i>Regular session: information sharing, fast, public comment, director reports (for the record info, enrollment, professional development updates, assessments, results, general public monitor things, financial reports)</i>

	<ul style="list-style-type: none"> ● <i>We could create a template for the directors for what we'd like them to report each month, they can send it out to us for more in-depth reporting, they abbreviate it for the meetings</i> ● <i>Committee reports could be similar, and compiled by Stella and then sent out for everyone to review prior to the meeting</i> <ul style="list-style-type: none"> ■ Next Steps: put this outline into a document and get Board feedback so we can make a decision at the next meeting. <p>Review and adopt revised committee descriptions: Roles and Responsibilities of MCPM Board Committees July 2023</p> <ul style="list-style-type: none"> ● Wren moves to table the discussion around the committee descriptions to the next meeting. Lara seconds. With no discussion, move to vote. With unanimous approval, the motion passes.
	ANNOUNCEMENTS
9:43 PM	<ul style="list-style-type: none"> ● August 12, 9:00 am to noon: Upper Elementary playground service project ● August 18, 4:00-6:00 pm: Meet the Teacher
	ADJOURNMENT
9:45 PM	Wren adjourned the meeting.

Approved by the MCPM Board of Directors on 8/16/23.