


# 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.*

*Vision: At Mountain City Public Montessori, we believe all students deserve access to a quality education that affirms each individual and enhances the collective by giving them an opportunity to practice living in and contributing to a more just society.*

DATE	MEETING NAME
5/01/2024- May In-Person Work Session	
<b>ATTENDEES–MCPM Board of Directors</b>	
<b>Present:</b> Wren Cook Lara Lustig Dawn Meskil (arrived at 5:44 pm) Aaron Brumo Stella Plato Jerick Wilson Jeffrey Kaplan Susannah Vance Gopalan	<b>Absent:</b> Maegan Brown Jaclyn Farley
<b>ATTENDEES–Others</b>	
<b>Present:</b> Sophie Mullinax - Policy and Board Development Committee	<b>Absent:</b> Brittany Wager Rachael Shaw Marshall

TIME	<b>CALL TO ORDER</b>
5:41 pm	Called to order by: Wren  Roll Call  Quorum (need 6/10): we have a quorum with 7 out of 10 board members present, Dawn joined just after role call giving us 8 out of 10  <div style="background-color: #e0e0e0; padding: 2px; display: inline-block;">  MCPM Mission and Vision, Ethics Statment, &amp; Pledge to the Earth.pdf         </div>  <ul style="list-style-type: none"> <li>- Mission Statement &amp; Vision read by Jerick Wilson</li> <li>- Ethics Statement read by Stella Plato</li> </ul>

	- Pledge to the Earth read by Susannah Vance Gopalan
	<b>APPROVAL OF AGENDA AND MINUTES</b>
5:44 pm	Meeting minutes from 4-17-24 were approved.
	<b>PUBLIC COMMENT</b>
5:45 pm	<ul style="list-style-type: none"> <li>■ 2024-5-1 Public Comments.pdf <ul style="list-style-type: none"> <li>● Email from Dana Ivey</li> <li>● Email from Mirabel Winston</li> </ul> </li> </ul>
	<b>DIRECTORS REPORTS</b>
5:47 pm	<p>The school directors were not present at the meeting but Wren shared a pre-written report:</p> <p><b>Budget/Financial Reports</b></p> <ul style="list-style-type: none"> <li>● Next year’s budget is in a good place with some hiring flexibility possible.</li> <li>● Title 1 grant submitted and has initial state approval. Funds should land quickly following final state approval. Using them to pay for professional development at the start of the year, family engagement events, and staff salaries. We should get a planning allotment for next year soon, which will allow us to better plan for usage.</li> <li>● IDEA 24 is still pending allotment info entered into the state system, application is otherwise complete. Will need to transition immediately into IDEA 25 which is due at the end of May.</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>● Making several offers this week</li> <li>● One has accepted so far - Lower Elementary lead guide for Flame Azalea classroom</li> <li>● Need applicants for Upper Elementary lead guide</li> <li>● Have had several good interviews with assistants - the challenge is finding the right fit among open positions.</li> <li>● Bus driver applicant!</li> </ul> <p><b>Good News Highlights</b></p> <ul style="list-style-type: none"> <li>● 24-25 new enrollment has been stable. Only one open spot in 6th grade currently. Will be more movement on the list when / if we hear transition plans from existing families.</li> </ul> <p><b>Campus Grounds &amp; Facilities</b></p> <ul style="list-style-type: none"> <li>● General observations - 2nd floor toilets are too low power to handle volume. Similar to a home toilet. Lots of plunging happening recently.</li> </ul> <p><b>Budget Update from Finance Committee Chair</b></p> <ul style="list-style-type: none"> <li>● March budget report</li> <li>● Surplus looking good <ul style="list-style-type: none"> <li>○ Found \$18,000 error in our favor (extra position left in payroll tab)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Current staffing plan (additions): <ul style="list-style-type: none"> <li>○ Full-time social worker/nautilus lead</li> <li>○ Full-time second floor Instructional Assistant Floater–reading interventionist</li> <li>○ Full-time Exceptional Children Instructional Assistant OR early career licensed EC teacher</li> <li>○ Hiring a licensed EC teacher instead of an assistant would cost additional \$10-15k</li> </ul> </li> <li>● Research into implementing 12-month pay <ul style="list-style-type: none"> <li>○ Lara will attend directorate meeting in May</li> <li>○ Brittany seeking feedback from Acadia</li> <li>○ An option on the table would be for that each contract would begin in August, final payment for contract would be in the next fiscal year (July)</li> <li>○ Brittany and Finance committee are looking into if a 12 month pay structure would be financially possible, state funds need to have arrived in our account (or we have enough savings to cover) before the July paycheck</li> <li>○ Questions that came up during discussion: <ul style="list-style-type: none"> <li>■ Would it be possible to have people choose between 10-month or 12-month pay schedules?</li> <li>■ How would we make sure that over or underpayment is communicated and handled if someone leaves mid-year?</li> <li>■ Anticipate and intercept misunderstanding of hourly pay (12-month pay will look like a lower hourly wage on pay stub)</li> </ul> </li> <li>○ Ideas to bridge the gap if 12-month pay is not yet possible <ul style="list-style-type: none"> <li>■ SECU summer saver account</li> <li>■ Setting up high-yield savings on their own (board members can provide support)</li> <li>■ Write a letter from school to DSS to approximate actual monthly pay</li> </ul> </li> </ul> </li> </ul>
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<b>BOARD MEMBERSHIP</b>	
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6:22 pm	<ul style="list-style-type: none"> <li>● History of board composition (Wren)</li> <li>● Progress towards an equitable, relevant, and transparent process <ul style="list-style-type: none"> <li>○ Identifying priorities of skills, experience, and background</li> <li>○ Timeline, once-a-year recruitment cycle, cohort of new members who start annually in July</li> <li>○ MCPM Board Recruitment Plan</li> <li>○ Reviewed the Board Candidate Matrix <ul style="list-style-type: none"> <li>■ What is missing? <ul style="list-style-type: none"> <li>● We are actively looking for members with diverse lived experiences, particularly people who identify as BIPOC, that are not currently sharing their perspectives on our board.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>● We also prioritize strong community relationships, legal expertise, and/or financial expertise.</li> <li>● Consider anonymous board survey for orientation and other EEO categories to help with grants.</li> <li>● Succession planning <ul style="list-style-type: none"> <li>○ Board seats</li> <li>○ Officer seats <ul style="list-style-type: none"> <li>■ Nominations open until May 15</li> </ul> </li> <li>○ Committee membership <ul style="list-style-type: none"> <li>■ Current shift of committee leadership</li> <li>■ Key to succession planning</li> </ul> </li> </ul> </li> <li>● Discussion <ul style="list-style-type: none"> <li>○ Recruitment priorities for board seats: <ul style="list-style-type: none"> <li>■ What happens if we don't get our priorities? Reserve those spots? How many?</li> <li>■ What are we looking for beyond the previously determined priorities?</li> <li>■ What do we do if we have openings, but the candidates aren't the right fit?</li> </ul> </li> <li>○ Officer succession planning: <ul style="list-style-type: none"> <li>■ What will be needed in the next phase of the organization?</li> </ul> </li> <li>○ New committee for school leadership support</li> <li>○ How do we expand our reach to recruit board members beyond this small circle? <ul style="list-style-type: none"> <li>■ Let's get specific!!!</li> <li>■ Ask everyone to commit to discussing MCPM board opportunities with 1-3 of their contacts, asking those contacts to spread the word as well. <ul style="list-style-type: none"> <li>● Template language needed for email to contacts?</li> </ul> </li> </ul> </li> <li>○ Onboarding process <ul style="list-style-type: none"> <li>■ Establish board buddies for new board members</li> </ul> </li> </ul> </li> </ul>
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<b>COMMITTEE PLANNING</b>	
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7:04 pm	<p>Committee Goals for summer</p> <ul style="list-style-type: none"> <li>● Development: <ul style="list-style-type: none"> <li>○ Development will meet in mid-May to finalize plan for the summer</li> <li>○ They will then meet in sub groups in June and July for four categories: Auction hand off to SFO, Competitive Grants, Individual Giving, and the Follow the Child 5K event</li> <li>○ The full committee will then meet again in August to review summer work and kick-off the new school year.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>● Executive: 2024 ExComm Summer Goals <ul style="list-style-type: none"> <li>○ Succession planning for the board</li> <li>○ Director feedback survey and analysis</li> <li>○ Employee contracts, possibility of moving to 12-mo pay schedule</li> <li>○ Shared leadership practices</li> <li>○ Plan and propose the 2024-25 board calendar</li> </ul> </li> <li>● Facility 2024 Finance Summer Work <ul style="list-style-type: none"> <li>○ Renovation plans and execution</li> <li>○ Explore expansion options</li> </ul> </li> <li>● Finance 2024 Finance Summer Work <ul style="list-style-type: none"> <li>○ Pay schedules and supporting staff longevity</li> <li>○ Options for pay increases: percentages vs. flat increases (take into account cost of living pay increases)</li> <li>○ Fiscal Year Review</li> <li>○ High-yield savings account options</li> </ul> </li> <li>● Policy and Board Development: 2024 PBD Summer Goals <ul style="list-style-type: none"> <li>○ Board recruitment</li> <li>○ Policy review</li> <li>○ Collaborate with school leadership, as needed, to draft new or revise existing policies</li> <li>○ Board evaluation</li> </ul> </li> <li>● Community Engagement 2024 Finance Summer Work &amp; Possible Restructure <ul style="list-style-type: none"> <li>○ CE will take more than five minutes to discuss with the board ideas regarding restructuring</li> <li>○ How do we want to be present in our community</li> <li>○ Where to be in the community (tabling, fliers)</li> <li>○ Who should know about us (school tours, non-MCPM events)</li> <li>○ Supporting school events</li> <li>○ Putting on events (charter school faire, bringing money in)</li> </ul> <p style="margin-left: 40px;">This work is transitioning from board work to school work</p> <p style="margin-left: 40px;">Narrow down to 2 main functions:</p> <ul style="list-style-type: none"> <li>○ Bringing people in</li> <li>○ Going out to be a part of the wider community</li> </ul> </li> </ul> <p>Summer 2024 Planning</p> <ul style="list-style-type: none"> <li>● Summer calendar <ul style="list-style-type: none"> <li>○ June 5: End of year celebration with staff from 3:00 - 6:00 pm at Wren's house</li> <li>○ June 19: regular board meeting (virtual)</li> <li>○ July 10: retreat 12:00 - 7:00 pm</li> <li>○ August 7 and 21 (first day of school)?</li> </ul> </li> </ul>
	<b>BOARD EVALUATION</b>
8:24 pm	MCPM Board Self-Evaluation 2024

	Deadline: May 10
	<b>ANNOUNCEMENTS</b>
8:25 pm	May 16: Elizabeth Slade Book Event May 24: MCPM Block Party June 5: End of year celebration in lieu of work session
	<b>ADJOURNMENT</b>
8:32 pm	Dawn moves to adjourn the meeting, Lara seconds.

*Approved by the MCPM board of directors on May 15, 2024.*