

MCPM Board of Directors Agenda and 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.

[*MCPM Policy Manual Table of Contents - Google Docs](#)

[Inclusive Decision Making.pdf](#)

DATE	MEETING NAME
8/07/2024 - August Meeting	
ATTENDEES–MCPM Board of Directors	
<p>Present: Wren Cook Dawn Meskil - Joined virtually at 6:10pm Lara Lustig - Joining virtually Aaron Brumo - Joining virtually Maegan Brown Jeffrey Kaplan Susannah Vance Gopalan Erica Rawls Tameka King - Joined in person at 5:50pm Sav Sankaran</p>	<p>Absent: Stella Plato Jerick Wilson Jaclyn Farley Molly Cantrell</p>
ATTENDEES–Others	
Brittany Wager - Operations Director Rachael Shaw Marshall - Curriculum Director	

TIME	CALL TO ORDER
5:42	Called to order by: Wren Cook Roll Call Quorum (need 8/14): With 8 board members at the start of the meeting, Quorum is met. MCPM Mission and Vision, Ethics Statment, & Pledge to the Earth.pdf

	<ul style="list-style-type: none"> - Mission Statement read by Jeffrey Kaplan - Ethics Statement read by Susannah Vance Gopalan - Pledge to the Earth read by Erica Rawls
	APPROVAL OF AGENDA AND MINUTES
5:46	<p>Motion to adopt 08/07/24 agenda - Erica Rawls</p> <p>6/19/2024 Meeting Minutes</p> <p>Summer Board Retreat Minutes</p> <p>Motion by Susannah Vance Gopalan</p>
	PUBLIC COMMENT
	<p>If you would like to submit public comments please email board@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.</p> <p>No public comment.</p>
	DIRECTORS' REPORTS
5:48	<p>Director report:</p> <ul style="list-style-type: none"> ● Brittany Wager reported about a new standardized format for presenting information to the board. ● Enrollment update: hovering around 140, 4 students enrolled in the past two days (2 sets of siblings) ● 08/07 was the first day for staff returning ● Construction will be continuing up until the first day for students. ● Staff room flooded on 3 separate occasions and it will not be fixed until after students begin <ul style="list-style-type: none"> ○ Currently MCPM has a storage container in the parking lot holding items that were previously stored in the staff room ● Rachael Shaw Marshall reported on professional development <ul style="list-style-type: none"> ○ All staff participated in staff development including staff introductions, Nautilus, Curriculum maps, <ul style="list-style-type: none"> ■ New curriculum maps will be created in binders that are printed, more streamlined, and includes The National Center for Montessori in the Public Sector's curriculum guide ○ Transparent classroom training will be provided to all staff individually <ul style="list-style-type: none"> ■ Rachael has created a checklist for teachers to follow as they update Transparent Classroom and they will receive individual support with a Transparent Classroom trainer ○ Continued work with Sarah Brown with feedback from staff about the Directors

- New Staff were inquisitive and participatory in Professional Development. Returning staff were supportive of new staff.
- Creative Expressions staff now have positions that involve them more directly into the development and systems of the school than the previous school year.

Shared Leadership progress

- Strong systems work with the staff in June. Identified systems that needed to be higher priority and what systems could be held off until later in the year. The Directors have used this information to better implement systems for the upcoming school year.
- Systems will be rolled out and reevaluated by staff
- Tameka King asked if there were any requests or ideas that the Directors felt were improbable.

Brittany Wager reported that requests have been realistic and focused on the bigger picture for the year. Staff and Directors agreed on identified problematic systems

Staff updates:

- A bus driver has been hired and is ready to begin day one
- There is still a vacancy for a custodian

■ Review of SB work _ shared leadership.pptx.pdf


- The Directors provided an explanation of their work with Sarah Brown and her role/expertise.
 - Shared leadership decision making
 - Directors are feeling like staff could benefit from more of a foundation of what Sarah Brown's systems can support.
 - Sarah Brown is providing one full day and two half day trainings for staff during beginning of the year professional development
 - Practicing as a group how to provide and receive feedback
 - Modeling mistake making
 - Prior to summer break, Sarah received feedback from the staff about the directors and role delineation. Recently she presented ideas that have resulted in the Delineation of roles and responsibilities that will be provided to all staff.
- Wren Cook asked what the time commitment would be after this initial training with staff. Rachael responded that Sarah is willing and available for any additional support that would be needed, but this staff training is all that they have planned with her at this time.
- Directors have created a handbook with details of all standing meetings within the school. Each meeting is detailed with attendees, duration, frequency, purpose of meeting. It also includes hyperlinks to meeting agendas

Upcoming events in preparation for the school year

- Virtual Lunch and Learn for families/caregivers- August 16th at noon. will be recorded for anyone not able to attend. This will be an opportunity for families to ask questions of teachers without interruptions from students. Invitations

	<p>from teachers will go out soon</p> <ul style="list-style-type: none"> ● Back to school August 19th, 2024 4-6pm. Students and families will be able to tour their classrooms and reunite with friends <p>Budget updates</p> <ul style="list-style-type: none"> ● Last Thursday Brittany Wager was invited into an emergency webinar that provided the update that as part of the biannual budget that was passed last year, state education funding would move from an annual funding into a funding in arrears model: Meaning you are funded off of the previous year <ul style="list-style-type: none"> ○ 100% of allotment will be provided in July based on enrollment last year (ADM of 102) ○ In November we will receive the allotment for growth (ADM increase of about 38) ○ Because the budget that includes the growth allotment has not yet been passed, we do not know exactly when we will receive the allotment for the additional 38 students (approx \$270,000) ● Brittany Wager will share the letter she wrote to our legislators for anyone interested to use as a template.
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EXECUTIVE REPORT	
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6:52pm	<p>Board Responsibilities:  2020.BoardTraining.pptx (1).pdf</p> <ul style="list-style-type: none"> ● Community ambassadors/advocates ● Financial sustainability ● Charter alignment- referring back to mission and vision with policy and procedures ● Successful academic program with specific academic goals monitored quarterly ● Founding Board has also commitment to Development, Community Engagement and school Extension planning ● What can we do to help our board to be sustainable in the future <ul style="list-style-type: none"> ○ Focusing on facility ○ Board members being more visible in the community ○ Collaborating with the school to build the shared leadership model <p>Community Ambassadors and One Voice</p> <ul style="list-style-type: none"> ● How does the board respond to community criticism/feedback? <ul style="list-style-type: none"> ○ Communication and connection ○ Board communicates with one voice - power in collective work and experience ○ Connection: <ul style="list-style-type: none"> ■ Share your personal why of being on the board ■ Share what is unique and effective of this particular model ○ Authority and effectiveness rest with the full board when it takes action at a public meeting, not as individuals. This is how we communicate our visions and values ○ Erica Rawls asked what board members are supposed to do if they see/hear criticism about MCPM <ul style="list-style-type: none"> ■ Board members are expected not to respond on social media
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- If someone brings a concern in person, board members are to listen and redirect school related questions to school leadership. We can also direct people to our formal grievance process
 - Lara Lustig provided an example of how to handle a grievance that is brought to a board member
 - Validating their experience and connecting as a human-privately and not in a public forum.
 - Helping to provide resources - directing them back to the school
- It is important for board members to show up and attend events and become more approachable for staff and our community

Board Evaluation Feedback Summary

Summary of Board Evaluations

- What the board is doing well
 - Alignment between board, school, families
 - Reflecting and making adjustments
 - Maintaining passion and excitement for the school
- What could be better- These will drive the goals for the board in the upcoming school year
 - More diverse groups/perspectives
 - Equitable access to the work of the board
 - Dissenting perspectives
 - Space for people who are not first talkers
 - Clear direction of the board
 - Clear roles and responsibilities of particular committees
 - Clear roles and responsibilities between board and school leadership

Activity Tracker and Support Structure for Committees

- MCPM Board Task Tracker - Created by Jerick Wilson
 - Prioritize tasks, update status, identify who is responsible and currently working on each task
 - For now, the executive committee will use this document to check in with committees on tasks and development
 - Board members should not be updating this document at this time
- Committee Reporting Template
 - New for 2024-2025 school year
 - Responsibility of the committee chair to update
 - Quick bullet points of progress and linked in BoD agenda
 - To be updated Friday before each BoD meeting
- Committee Chair Responsibilities
 - Send all agenda items to board chair Dawn Meskil at least 2 and a half weeks prior to a board meeting

Board Calendars

	<ul style="list-style-type: none"> ● 2024-25 Board Meeting Calendar.pdf ● 2024-2025 Board Planning Calendar.pdf <ul style="list-style-type: none"> ○ Year at a glance ○ Wren will transpose important dates into the MCPM board calendar task tracker <p><u>Committee Goals</u></p> <ul style="list-style-type: none"> ● Summer 2024 Planning ● Presentation of goals at September and October board meetings ● 2-3 goals per committee ● Outline collaboration opportunities with other committees, SFO, or School <ul style="list-style-type: none"> ○ Reach out to executive committee for support with these goals if needed ○ Quick check-in tentatively planned for December/January for feedback on current board process/planning
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CONSENT AGENDA	
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?	<p>ACTION: Annualized Pay Policy for 10-Month Employees (approve)</p> <p>ACTION: 2024-25 Board Meeting Calendar.pdf (approve)</p> <p>ACTION: Board Meeting Calendar Policy (approve amendments)</p> <p>ACTION: 2024-2025 Board Planning Calendar.pdf (approve)</p> <p>ACTION: Pre-K Contract (approve amendments)</p> <p>ACTION: 2024-25 Student and Family Handbook (approve amendments)</p> <p>No board member wanted to remove an item from the consent agenda</p> <p>Motion to approve consent agenda- Tameka King</p> <p>Seconded by Sav Sankaran</p> <p>Questions:</p> <ul style="list-style-type: none"> ● Jeffrey Kaplan asked if there were any major changes in the student/family handbook <ul style="list-style-type: none"> ○ Only minor changes were made ● Jeffrey Kaplan noticed that the 2024-2025 student/family handbook has the 2023-2024 academic calendar. Jeffrey added a comment to the document to be reviewed <p>Roll-call vote to approve consent agenda</p> <p>Wren Cook - Y Dawn Meskil - Y Lara Lustig - Y</p>
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	<p>Aaron Brumo - Y Maegan Brown- Y Jeffrey Kaplan -Y Susannah Vance Gopalan- Y Erica Rawls- Y Tameka King - Y Sav Sankaran - Y</p>
	COMMITTEE REPORTS
7:50	<p>To be reviewed by board members outside of the session for times sake</p> <p>Communications and Marketing</p> <p>Community Engagement</p> <p>Development and Grants</p> <p>Facility</p> <p>Finance</p> <p>Policy and Board Development</p>
	PERSONNEL
7:52p	<p>Closed Session pursuant to NC § 143-318.11 (6). Under subsection (a) (1) to prevent the disclosure of privileged and confidential personnel information pursuant to G.S. 115C-319-321.</p> <p>Proposal submitted to the board in advance of the meeting.</p> <p>Susannah Vance Gopalan moved to go into a closed session Erica Rawls seconded the motion</p> <p>No board members opposed to a closed session</p> <p>Wren Cook - Y Dawn Meskil - Y Lara Lustig - Y Aaron Brumo - Y Maegan Brown- Y Jeffrey Kaplan -Y Susannah Vance Gopalan- Y Erica Rawls- Y Tameka King - Y Sav Sankaran - Y</p> <p>Closed session adjourned at 8:03pm Board discussed proposal brought from the executive committee Susannah Vance Gopalan seconded motion Wren Cook - Y Dawn Meskil - Y</p>

	<p>Lara Lustig - Y Aaron Brumo - Y Maegan Brown- Y Jeffrey Kaplan -Y Susannah Vance Gopalan- Y Erica Rawls- Y Tameka King - Y Sav Sankaran - Y</p> <p>Proposal accepted</p>
	ANNOUNCEMENTS
8:02	<p>August 16, 1pm: Board Lunch with MCPM Staff (need help coordinating)- Maegan will organize and provide food. Erica Rawls will provide drinks</p> <p>August 21: First Day of School for students</p> <p>September 4: Next Board Meeting</p> <p>No further announcements</p>
	ADJOURNMENT
8:04pm	Wren adjourned the meeting.