

**Minutes**  
July 23, 2024

The MSC Board met this date virtually. Participating members included Leslie (HoS), Ginny, Bridgett, Chanda, Mary, and Misty (Lower Elementary teacher).

The meeting was called to order.

The June meeting minutes were approved unanimously.

Welcome was extended to new members from Leslie and the Board.

Leslie provided an enrollment update and campus improvement update. The Board was very pleased with the renovations to Building D and addition of water refill stations throughout the school over the summer. Leslie further provided staff updates, and the Board was very pleased with the adjustments made in light of a last-minute amicable departure of a staff member, as well as the state of staffing in general at the school this upcoming school year.

Leslie provided that the school has identified a DSS grant MSC may be eligible for and is in the process of applying for. Leslie further informed that they are finalizing the current annual report and are already working on the upcoming annual report. The financial aspect of the report will be ready for the Board's review in August. Leslie and Mary will work on new Board member onboarding materials over the next month or two and get that scheduled for the new members.

Leslie reminded the Board of the upcoming Generous Leaders reception hosted by the Board and encouraged Board members to attend. The reception to be held immediately prior to the full MSC community Back to School event.

The Board then discussed scheduling of meetings for the upcoming school year, acknowledging challenges around the typical schedule in regards to holidays, the end of the school year, and the summer. The Board agreed to keep meetings the fourth Tuesday of each month, with May moving up one week, being virtual, and being an abbreviated meeting to only address the school budget and any other truly emergent, time-sensitive matters. The Board agreed to schedule no June meeting and to adjust other meetings related to holidays accordingly.

The Board discussed officer roles and decided on the following: Bridgett treasurer; Ginny secretary; Chanda vice-chairwoman; Mary chairwoman. Because not all Board members were in attendance, an email vote was to follow to confirm appointment of officers by all members. The slate as proposed was unanimously confirmed by member vote via email on August 6, 2024.

The Board further discussed the addition of new members and decided to revisit that topic at a meeting at a later date.

The Board discussed an upcoming staff-Board member event at the Columbia Fireflies stadium. The Board agreed to move forward with that planning.

The Board discussed the Head of School search, and the search committee provided an update related to their meetings with the school's talent search consultant. The Board was asked to provide feedback to the committee as to documents emailed in preparation of the job posting. The Board reaffirmed its commitment to concluding the search process by the end of the calendar year 2024.

The Board discussed back-to-school communications to staff and the MSC community, as well as the timing of those communications. The Board agreed it was important to include several key topics in the staff communication: our immense gratitude to our staff, announcing new Board members, HoS hiring, the Fireflies event, the new staff grievance policy, and the Board page on the MSC website along with the Board nomination form. The topics agreed to be included in the community communication also included: our immense gratitude to our staff, announcing new Board members, the Board page on the MSC website and Board nomination form, and the parent portal.

The Board voted unanimously to release a family from their contractual obligations to the school based on an email sent to the Board. The details surrounding the release are confidential, and thus purposefully omitted from these Minutes.

Having no further business, a motion was made to adjourn the meeting. The motion was unanimous and the meeting was adjourned.