

## **Minutes**

March 26, 2024

The MSC Board met this date in person in Building B of the school campus. Participating members included Steve, Ginny, Conetta (attended remotely), Dawn, Chanda, Mary, Kobie, Bryan, Charles, and Leslie (“HoS”) all in person.

The chairman called the meeting to order.

A motion was made to approve the February minutes as well as a second. The minutes were affirmed unanimously.

Teacher feedback was provided by Ms. Misty. She noted the February meeting was not on the list of meetings sent to teachers, and the Board noted that was an oversight and it should have been included. Ms. Misty also provided that the 5K visit to the Lower Elementary classes went very well.

Leslie provided the HoS report. The Board discussed how pleased it was with the school auction, and Leslie provided that Michael D. pulled some numbers from the auction reflecting attendance and fundraising surpassed the prior year. Leslie further reported the AMS conference was great and good for team building amongst staff. She expressed that the school would attend AMS next year but also continue to support AMI certified staff. Leslie asked staff for feedback on their experience at the conference and it was very positive; the conference content is also available online for a period of 30 days if staff would like to review some sessions.

Leslie stated a former parent and MSC Board member has reconnected with the school and may be a good resource for strategic planning as he has experience in that area. Leslie also confirmed the new sunshade would be installed the following week. The Board agreed to move the April meeting from April 30 to April 29 due to a scheduling conflict for Leslie.

Leslie further provided an enrollment update and confirmed the numbers look good for the upcoming school year. Several Board members asked for specific numbers for the upcoming year and Leslie agreed to provide those at the April Board meeting. Leslie reiterated her commitment to having balanced classrooms and not becoming too overloaded at any one grade level but explained it ebbs and flows for various reasons to some degree.

Leslie stated we expected most if not all teaching and office staff to return next year and asked if the Board had questions; it did not.

Regarding the staff handbook revisions that have been outsourced to a local education law firm, there were a few items Leslie wanted to broach with the Board. The first is the staff discount for enrolling their children at MSC. Leslie explained that the current handbook provides different discounts for different levels (primary versus elementary), and that we have grandfathered in staff at the discounts they were offered by the school in the past. She recommended not providing different discounts for different levels going forward and the Board agreed with that. The Board discussed that while a 50% discount is typical at independent schools, and most Board members expressed favoring a 100% discount to staff for children enrolled going forward and as a policy in the handbook. There was discussion around the impact to financial aid and strategic planning, as well as the importance of recruitment and retention of MSC staff going forward.

The second was the leave policy and recommendations. A discussion ensued regarding the need for a formal policy on this but also flexibility. There was also discussion around teaching staff versus office staff, who do not have the summer/holiday breaks that the teaching staff have. Brittney will be managing the leave requested by staff. Leslie confirmed that regardless of the leave policy put into place, there would not be rollover days from year-to-year. Ms. Misty explained the importance of flexibility and support for all staff when needing to take extended leave to care for family members, etc. It was suggested that regardless of the documented days allowed by the policy, a disclaimer should be included that gives the HoS discretion for emergency-like situations that may arise for staff.

Lastly was the issue of the grievance policy in the handbook. One of the Board members mentioned the need for some type of an appellate procedure, as recommended by the attorney overseeing the handbook redraft. Leslie suggested this could be an inbox for reporting complaints that may not be appropriate for the Head of School but she would look at other standards.

Next on the agenda was approval of the interim budget. There was some discussion around the appropriation of late fees and credit card fees as being too speculative to include as income. There was also discussion as to how the interim budget should underestimate income and over estimate spending to ensure the school's financial health. It was confirmed this budget is on par with years' past.

A motion was made to approve the interim budget. The motion was seconded and approved by the Board unanimously.

Dawn provided the Head of School search updated. She confirmed the first community outreach email went out the Friday prior. And the community survey was now live and active

through April 7, 2024. There were no objections to those identified by prior email to the Board of those individuals identified to work on the Head of School search committee. Dawn also stated they are on target for drafting a hiring profile in the April 15, 2024 timeframe and that a second community outreach communication would be slated for end of May. The survey responses will go straight to RCG and then they will report back to Dawn. There is also cultivation of relationships with former staff and community members as part of the Head of School search.

Agenda items for the timeline for a new round of board members and assistant teachers compensation moved to Executive Session. The motion to move to executive session was seconded and then unanimous.

There were no votes following the executive session discussion.

There being no further business, it was moved to adjourn the meeting, a second followed as well as a unanimous vote to conclude the meeting.