

Minutes

April 29, 2024

The MSC Board met this date in person in Building B of the school campus. Participating members included Leslie (“HoS”), Bryan, Steve, Charles, Ginny, Mary, Chanda, Conetta (remote), Kobie (remote). Ms. Misty was in attendance as a teacher.

Bryan called the meeting to order. A motion was made, seconded, and unanimous to approve the prior meeting minutes.

Ms. Misty mentioned how busy the end of year is with the school concert, play, Grandparents Day, and the upcoming Camp Thunderbird trip. There was discussion about how great both the Concert and Grandparent’s Day was. There was also mention of testing upcoming for older students.

Next was the Head of School report where Leslie stated she has met with all lead teachers and sent contracts to them; all have been signed. She is currently meeting with assistants and enrichment teachers and it appears there will be mostly returning staff for enrichment and coverage where needed. There was continued discussion around moving assistant teaching staff to salaried positions but further budget review is needed. Regarding the accreditation goals and particularly number four, Leslie reached out to both SAIS and AMS, and we can change those goals in our annual/biannual reports which are due in the next few months, which allows us to back-off of the commitments made years ago to build new structures on campus to accommodate for expansion, etcThe Board agrees these initiatives really necessitates further discussions around the school’s long term strategic plan.

Leslie noted Midlands Gives and Teacher Appreciation Day are on the same day this year. There is also non-discrimination training with our outside counsel that is pre-recorded on video Leslie will be sharing with all staff.

As for the enrollment update, Leslie stated three students pulled out of their MSC contracts due to being selected in the Brockman lottery. She provided the context that three is less than years’ past, and that two of the students are primary and one is elementary. Leslie stated there is potential to fill those vacancies with interest from the community, but that elementary is a little harder to fill than primary. When asked whether there was a “cut-off” age/grade for non-Montessori background students to join MSC, both Leslie and Ms. Misty explained there is not, and that it is largely child-specific as to whether the transition to MSC is successful without any Montessori experience. Leslie also mentioned that with three Upper Elementary teachers this year, they will be utilized for some different things outside of the traditional classroom teaching role, and that all will be guides but can help with other MSC programmatic initiatives. Leslie is predicting 132 total student enrollment for the upcoming school year.

Leslie explained that the employment handbook outside counsel review will be wrapping up at some point and noted we may need to later touch base regarding the grievance policy, as there

is not good guidance on AMS or SAIS websites that she could find, but the outside counsel stated she has good resources. The Board stated it will take outside counsel's advice on how to address this. Leslie confirmed the new employment contracts being used for the upcoming school year were those revised by outside counsel.

Regarding the HoS search, the Board member heading up the search with our outside firm resigned unexpectedly due to personal reasons. Bryan will take over the HoS hiring process until her replacement can be installed to lead that effort.

Regarding the new Board member search, names should be sent to Bryan for nomination by Board members. A new standard survey will be used to ask initial questions gauging interest and experience for anyone nominated to be considered for the Board. Several questions were discussed as to be included at the initial phase and/or subsequent phases in vetting new potential members. We discussed the proper composition of new members: the bylaws require majority parents, but alumni parents, past-parents, and outside community members could also be valuable additions. We also will not have an Upper Elementary parent once Steve completes his term, and perspective from an Upper Elementary parent would be beneficial as noted by some Board members.

Next was the finance update. Leslie mentioned the outstanding audit with the Office of Regulatory Staff and explained that all documents requested have been sent. The MSC internal audit is also wrapping up. There were questions about different accounts on the financials sheet and clarification was provided by Leslie.

Questions surrounding when new officers should be elected were discussed. One possibility would be to put in an interim officers panel so that when the Board is reconstituted with new members, they can vote on their permanent leadership for the upcoming year. Kobie made a suggestion to create email inboxes for each of the roles, e.g. an MSC Board secretary account, for consistency and continuity through changes in officers each year/term. The Board agreed this was a great idea.

Seeing there were no further agenda items or discussion, it was moved and seconded to adjourn the meeting. The vote was unanimous and the meeting was concluded.