

# MAC Planning Committee

Agenda for 6/14/18 , (60 minutes)  
MAC Facility - 3806 North Main Street - 5:15 PM

- I. Call to order
- II. Reading and approval of minutes
- III. Reports from officers and standing committees
  - A. J Britt
    1. By-laws
  - B. Head of School Report
    1. Enrollment
      - a) update
      - b) marketing efforts
    2. Facilities Update
      - a) plumbing issues
      - b) landscaping
      - c) interior needs
      - d) utilities
        - (1) Trash- Capital Waste
        - (2) Telephone
        - (3) Security- Tyco
    3. SCPCSD Pre-Opening Conditions
      - a) June 15 Deadline
        - (1) calendar (Board approval needed)
        - (2) bell schedule (Board approval needed)
        - (3) special education/504 coordinator (Board approval needed)
      - b) July 1 Deadline
        - (1) crisis handbook (Board approval needed)
        - (2) student/parent handbook
        - (3) employee handbook
        - (4) school safety and emergency plan
        - (5) student truancy plan
        - (6) resume for each Board member (due 6/21/18)
        - (7) background check for current and former Board members and employees
        - (8) Board Training completed by all Board members
        - (9) by-laws which includes a conflict of interest policy
        - (10) procurement policy
        - (11) travel policy
        - (12) equipment acquisition and disposal policy
        - (13) credit card authorization policy
        - (14) check authorization policy

- (15) procedures for the segregation of duties between authorization, custody, and recording functions
- (16) plan for identifying homeless students
- (17) budget
- (18) monthly cash flow projections for first year

C. Other

IV. Reports from special committees

V. Unfinished Business

VI. New Business

VII. Adjournment

A. Review of action items

B. Confirm date for next meeting (must be before the end of June)