

# MAC Planning Committee

Agenda for 7/12/18 , (60 minutes)  
MAC Facility - 3806 North Main Street - 5:15 PM

- I. Call to order
- II. Reading and approval of minutes
  - A. June 14, 2018
  - B. June 28, 2018
- III. Reports from officers
  - A. Chair's Report- Rosie Craig
    1. Active Board Member Vote
      - a) Catherine Aitken
      - b) J Britt, project manager
      - c) Rosie Craig, Chair
      - d) Elaine Delk
      - e) Minuette Floyd
      - f) Simone Gause
      - g) Robert Jesselson
      - h) Jennifer Morrison
      - i) Elsia Moskovitz
      - j) David Turner
      - k) Dominik Mjartan
    2. Planning Committee- cancellation
    3. Board Leadership Positions
      - a) Vice Chair
      - b) Secretary
    4. By Laws
  - B. Project Manager Update
    1. General Update
    2. Business License
    3. Certificate of Occupancy
  - C. Head of School Report
    1. Enrollment Update
    2. Staffing Update
    3. Finance Update
    4. Facilities Update
      - a) Grounds
      - b) Trash Service
      - c) Internet/Phone/Security Update
        - (1) IT Needs and Proposal
      - d) Plumbing
      - e) Floors
    5. SCPCSD Pre-Opening Conditions

- a) Update
- b) July 15 Deadline- No Board Action Needed:
  - (1) Certificate of Occupancy
  - (2) Fire Safety/Evacuation Plans/Maps Posted
  - (3) Special Education Training
- c) Required Board Training- Board Action Required
  - (1) To be completed by July 20<sup>th</sup>
  - (2) Email was sent with instructions and instruction provided in your Board packet

6. Copy Machine

- a) Two/Three Quotes

7. Policies Book Updates

- a) Student/Parent Handbook
- b) Employee Handbook
- c) Crisis Handbook
- d) Emergency Preparedness Policy (Board Action Required)
- e) Finance Policies and Procedures

IV. New Business

- A. Board Meeting Times

V. Adjournment

- A. Review of action items
- B. Confirm date for next meeting; August 9, 2018