

# MAC Board Meeting

Minutes for 6/14/18 MAC Board Meeting  
MAC Facility - 3806 North Main Street - 5:15 PM

Attendance: Rosie Craig, J Britt, Catharine Aitken, Minuette Floyd, Simone Gause (Telephone Conference), Jen Morrison, Elisa Moskovitz, and David Turner

Staff: Shannon Hickey, Head of School and Shannon Johnson, Lead Business Administrator

- I. Call to order: Chair Rosie Craig called meeting to order, 5:15 p.m.
- II. Update
  1. Board member review- New members were introduced with their availability and skillsets discussed.
  2. Lease- the Board was updated on the school's lease with Schoolhouse. Mrs. Craig informed the members of the Board there is not much, if any, flexibility with the school's rent and it might be beneficial for the school to seek out someone to buy the property from Schoolhouse.
  3. Importance of capturing funds from other sources- Mrs. Craig stressed the Board how important it was for the school to seek out additional funding sources for the school to supplement its current funding avenues.
  4. How to use social media platforms to qualify board votes in the future? Mrs. Craig discussed the need for the Board to have alternate avenues for casting votes on required items. She suggested using social media platforms such as Survey Monkey and similar sites. She also stressed that being permitted to casting votes in this manner as well as teleconferencing into meetings would have to be included in the school's by-laws.
- III. Project Manager
  1. J Britt
    - A. By-laws- Mr. Britt informed the Board that he was getting with Carol with the Charter School Alliance to draft up the necessary by-laws for the school ahead of the July 1<sup>st</sup> deadline.
    - B. General update- Mr. Britt turned the floor over to Mrs. Hickey.
- IV. Head of School Report
  1. Enrollment - We've hit our over 80 mark!
  2. Marketing efforts – Continuing efforts to increase our enrollment. Free times Ad, partnerships, attending neighborhood association meetings, open houses, etc.
  3. Facilities Update – Construction on the street and heavy machinery in our parking lot while building left vacant could have caused some of our water/sewer issues. Still trying to work with city on this.
    - A. Plumbing issues – We have about \$3,200 damage and according to our lease we're responsible. The school cannot open until these issues are

corrected.

- B. Landscaping – Waiting on quotes for extensive landscaping to be done mid-August prior to school starting.
- C. Interior needs – Painting on walls (in the process of getting volunteers for labor, if possible). The school will still need to get supplies.
- D. Utilities – J gave update on Rob Toole, independent contractor, to help with phone system, internet, and server. Tyco (security) can come in once phones service is activated.

V. SCPCSD Pre-Opening Conditions June 15 Deadline

1. Calendar

**Motion** made by Jen Morrison to approve the proposed 2018/2019 school calendar. Seconded by J Britt. All in favor, motion approved (7-0).

2. Bell schedule

**Motion** made by Jen Morrison to approve the proposed 2018/2019 bell schedule. Seconded by Catharine Aitken. All in favor, motion approved (7-0).

3. Course Numbers

**Motion** made by J Britt to approve course numbers based on response from district about our school codes. Seconded by Elisa Moskovitz. All in favor, motion approved (7-0).

4. Special education/504 coordinator.

**Motion** made by Catharine Aitken to contract the special education teacher recommended by the SCPCSD. Seconded by Elisa Moskovitz. All in favor, motion approved (7-0).

VI. New Business

1. Establishing committees

- A. Dom Mjartan, Head of Finance Committee
- B. Rosie Craig, Elaine Delk, Shannon Hickey - Fundraising Committee
- C. Minuette Floyd, Jen Morrison, Simone Gause - Professional Development
- D. J Britt, Rosie Craig, David Turner - Arts Collaboration

2. July 1 Deadlines - Policy/Procedure Handbooks – Jen Morrison/Shannon Hickey

VII. Next Board meeting June 28, at 5:15 via in-person or conference call. Asked to please send conference call information with reminder of meeting e-mail.

VIII. Adjournment: Chair, Rosie Craig closed meeting at 6:02 p.m.