

MAC Board Meeting

Minutes for 6/28/18 MAC Board Meeting
MAC Facility - 3806 North Main Street - 5:15 PM

Attendance: Rosie Craig, Catharine Aitken, Minuette Floyd(Telephone Conference), Simone Gause (Telephone Conference), Bob Jesselson, Dominik Mjartan (Telephone Conference), Jen Morrison, Janet Rhodes(Telephone Conference)

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

- I. Call to order: Chair Rosie Craig called meeting to order, 5:20 p.m.
- II. Reading and approval of minutes: Approval of the 6.14.18 minutes were tabled for further review.
- III. Reports from officers
 - A. Rosie Craig
 1. Chair's Report
 - a) Hiring Update: Have hired History Teacher, Andrew Hoose.
 - b) Budget Update: Had a wonderful meeting with CPA prior to meeting, we have a healthy budget. With over 80 enrolled, and when we make 100 we'll introduce a new budget due to increase in funding.
 - c) School Inventory Update: We've already saved \$70,000+ with furnishing that remained in the building, as well as an additional \$75,000 in items transferred to MAC with the blessing of the district from a previous Charter School.
 - B. Head of School Report
 1. Enrollment Update: 82 Enrolled. The school has had an increase in foot traffic as well as telephone calls, which is very exciting.
 2. By-Laws: We do have approved bylaws in our current charter; will need some updating at our July meeting. Janet and Dom have both agreed to give their professional feedback when available.
 3. Facilities Update
 - a) Capital Waste – Board to approve contract

Motion made by Catharine Aitken to accept the contract from capital waste. Seconded by Rosie Craig. All in favor, motion approved.

 - b) Phone/Internet/Security update: We're in a bidding process with phone and internet upgrade company. Tyco will come set our existing alarm up in a couple weeks.
 4. SCPCSD Pre-Opening Conditions
 - b) July 1 Deadline – Board Needs To Approve or Take Action On
 1. Crisis handbook
 2. Student/parent handbook
 3. Employee handbook
 4. School safety and emergency plan

5. Student truancy plan

Motion made by Bob Jesselson to approve the above 1 to 5 handbooks/plans with the condition all BOD members will review. Seconded by Rosie Craig. All in favor, motion approved.

6. Resumes for each Board member (due 6/27)

7. SLED authorization form for each Board member

8. Procurement policy

9. Travel policy

10. Equipment acquisition and disposal policy

11. Credit card authorization policy

12. Check authorization policy

Motion made by Catharine Aitken to accept the above 8 to 12 policies with the condition all BOD members will review. Seconded by Bob Jesselson. All in favor, motion approved.

13. School budget (from McCay Kiddy CPA)

Motion made by Dominik Mjartan to accept the proposed school budget under the condition all BOD members will receive an e-mail copy by end of business Friday, the 29th of June and be able to confirm their vote via electronic. It was also recommended in discussion that BOD will need to add to bylaw to do electronic vote. Seconded by Rosie Craig. All in favor, motion approved.

14. Monthly cash flow projections for first year(from McCay Kiddy CPA)

- C. Other : Only item we will not have completed is 100% BOD trained by July 1,
- IV. New Business
- V. Adjournment: Chair, Rosie Craig closed meeting at 6:15 p.m.