

## **Mountain Sun Community School Board**

### **Meeting Minutes**

March 13, 2019

Open Session

5:45-8:10 p.m.

*Members Present: Michael, Dilshad, Linda, Jennifer, Melissa, Mary, Meighan, Kevin, Nicole, Brigid, Jessica*

*Dilshad chaired the meeting and Linda recorded minutes.*

### **Approval of March open minutes**

- The February 13, 2019 minutes were reviewed and approved with corrections.

### **Discussion of 2019-2020 Salaries**

- Michael shared information and projections for 2019-2020 school year salaries based on ranges of projected enrollment. These were discussed by the Board.
- The Board approved a 3% raise in base salaries for the next school year with the goal of increasing it to 4% once enrollment and budget are finalized. This increase is constructed using the current staffing structure. It will be revisited when we discuss next year's budget.
- Michael requested freedom to work with staffing within the current framework as discussed with the Board.

### **2019-2020 School Calendar**

- Michael shared a draft 2019-2020 school calendar that aligns with the Transylvania County Schools calendar to accommodate parents with children in both school systems.
- Questions were raised around certain teacher work days but the calendar was approved as drafted.

### **2017 Form 990**

- The 2017 Mountain Sun Community School Form 990 prepared by Claudia Hawkins was reviewed. The MSCS Executive Board had previously met with Claudia to review the form in detail and found all to be in order. The full Board approved the Form 990 as prepared.
- It was noted that MSCS needs to put a document retention policy in place.

### **Liability Waiver**

- Michael shared a copy of a liability waiver to use with the Natural Play Project when non-MSCS children are participating on campus. This document has been reviewed by the attorney who offered suggestions which have been incorporated.
- This waiver will also be used for a 2-week summer camp that will be offered to BMC faculty members' children ages 3-13.
- Meighan suggested adding a 2<sup>nd</sup> signature line for the parent to sign for a minor child participant.
- The Board approved the Liability Waiver as revised.

### **Faculty Report**

- Brigid shared highlights of work in the various classrooms, including:
  - Owls and Otters are studying Thailand and enjoying outside play;
  - Acorns are focused on astronomy, weather systems, and enjoying pajama day with their reading buddies;
  - Monarchs are getting ready for the science fair, discussing Healthy Relationships, and

- looking forward to a Joyce Kilmer Forest field trip; and
- Coyotes have returned from a wonderful New York City trip, working on their Democracy project and preparing for the science fair.

### **Executive Director's report**

- Personnel: Observations in each classroom are ongoing and re-contracting with teachers will be starting soon.
- Ellie Elzerman, the Montessori consultant working with staff, has been working with teachers on the language and math curriculum documents. The language curriculum framework is nearly finished and the math curriculum is coming along nicely.
- Teacher Appreciation Week will be the week of March 25. Several activities are already planned.
- Recruitment and retention efforts are ongoing. A number of potential new families are coming through and the school shows well. The attrition rate of students returning next year remains about the same as in the past. All have commented that they love the school, but financial reasons affect their return.
- The Spring Community Meeting is planned for Sunday, March 30.
- Community Outreach: The United Way grant for year 2 of the Natural Play Project goes in on March 15. Awards will be made on May 31<sup>st</sup>.
- On March 21<sup>st</sup> Michael will be on a panel at the North Carolina Early Childhood Action Plan panel for Get Set.
- Fundraising: TAG is scheduled for Saturday, March 16. The Spring appeal letter will go out soon. A luncheon for Friends of Mountain Sun will be held at Linda Thompson's home on April 11<sup>th</sup>. The Spring Recital will be scheduled soon.

### **Financial Update**

- We are making progress on the debt payments. It is critical for us to make our fundraising goal to make our budget. Fund raising is up and down, varying by the event. Grants are higher than originally budgeted.
- Other financials are on track as expected.

### **Community Meeting Plans**

- Kevin and Jennifer will partner to arrange childcare for the meeting.
- The children will sing a group song during the Community Meeting. It is hoped that this will bolster attendance of families.
- One major activity will be a community building activity related to parent involvement. How do we get parents to care and be part of the MSCS community? Melissa and Dilshad will collaborate on this. The focus will be to get parental input on how to get parent involvement to happen in a more active and meaningful way.
- The second activity will be to share highlights of the language curriculum and have activities to demonstrate of it is enacted in practice in the different classrooms.

### **Teacher Appreciation Week Plans**

- The PTO has been working on plans for Teacher Appreciation Week. There will be something special each day of March 25-29.
- The Board will host a luncheon on Monday, March 25<sup>th</sup>. Dilshad will share a list where Board members can sign up to bring something. Board members will cover classrooms from 12:30-1:30 that day so teachers can enjoy lunch.

*The meeting continued into closed session.*

*The meeting reconvened in open session.*

*The meeting was adjourned at 8:00 p.m.*

