

MMCS Meeting Minutes

6:00 pm

August 8, 2022

255 S. May Street

Southern Pines, NC 28387

In attendance: Ronda Hawkins, Ben Greene, Debra Gray, and head of school, Katherine Rucker. Present on conference call Taylor Clement and Dave Kilarski. Other school personnel present Jennifer Sifford. Absent: Paul Murphy and Rocky Rhodes.

1. Meeting called to order at 6:01 pm. Schools mission statement read by Ben
2. Public Comment
 - No public comment present.
3. Updates
 - i. General School Updates
 1. New employee and assistant training starts on Wednesday of this week. This year's training will also include first aid and CPR training on Friday.
 2. Professional development week will start the week of August 15th.
 3. A family engagement guide has been put together to give families ways to engage in the school. We are also going to put together a family page on the website for parents as well.
 4. The first day of school is August 22nd. There is a staggered entry start for Kindergarten students for the first week.
 5. Katie noted that it is not state required to vote on mask mandates this school year. Numbers and spread in the classrooms will be reported. Specific classrooms will be made aware if there is a cluster in the classroom.
 - ii. Financial Updates
 1. The monthly report is not currently available but it will be sent to board as soon as it is available.
 2. State funding has been increased by \$270 per pupil. We are also expecting a local increase as well.
 - iii. Campus Updates
 1. The floors upstairs have been waxed and cleaned.
 2. Security upgrades have been installed last week and administration staff got trained on it on 8/8.
 3. Window updates in B Building are moving slowly but are moving forward.
 4. Ben and Katie met with Tim on Friday in regards to B Building. Tim is working with contractors on getting bids for B Building.
 5. Classrooms are getting phones installed this week.

5. Board Actions

i. July 18th Meeting Minutes, *attached*

- Debra motioned to approve the open and closed session minutes. Ronda seconded the motion. Motion approved unanimously.

ii. 22/23 Employee Handbook, ([Linked](#), *proposed changes in red on page 54*)

- Changes to the handbook that Katie noted. All staff have switched to salary. All employees will receive nine days of paid time off (PTO). Clarifying that if you use all your days before the end of your contract those days will be taken out of the staff members final paycheck. 12 month employees also will receive 10 annual leave days that can be used during the summer months. Any unused PTO at the end of year will be paid out in their final paycheck at \$50 per day.
- Debra motioned to approve the handbook with the changes in red. Ronda seconded the motion. Motion carried unanimously.

iii. 22/23 Family Handbook, ([Linked](#), *proposed changes in red on pages 6-8; 9; 13*)

- Changes to the handbook that Katie noted. The student attendance policy has been updated. Clarifying excused vs. unexcused absences. Arrival procedures have also been clarified. Parents will need to fill out a form if their child is 30 or more minutes late. They will also need to fill out a form if a child is not picked up before 3:30. Clarifying car line procedures as well. COVID information has now been added into the health and safety information instead of being a separate section of the handbook. Also the student promotion policy has been added to the handbook that the board approved in April.
- Taylor noted that trimester was said in one area of the handbook and semester in another area. Katie changed that to say a time frame.
- Ronda motioned to approve the handbook with the changes in red and Taylors suggestion. Debra seconded the motion. Motion carried unanimously.

iv. Architecture Contract, *PDF email with responses to July 18 questions, proposal letter, fee structure, B Building Schematic Drawings and timeline* (attached)

- Katie talked to Tim about questions that the board had. Tim is taking on the majority of the work with the contractors.

Ronda motioned to move into closed session. Debra seconded the motion. Motion carried unanimously. Board moved into closed session at 6:38 pm.

6. Closed Session (purpose: N.C.G.S. § 143-318.11(a)(6), related to employee contract)

The board returned to open session at 6:45pm.

Action Items from Closed session

- Debra motioned to approve Caroline Dunn for Primary Classroom Assistant. Ronda seconded the motion. Motion carried unanimously.

7. 22/23 Board Priority Conversation, [MMCS Strategic Priorities](#) (linked as view only)

- This will be postponed until the September meeting when everyone can be present.

Next meeting is September 12th at 6:00 pm.

Ronda motioned to adjourn the meeting. Debra seconded the motion. Meeting adjourned at 6:47 pm.