

## MLCS Board Meeting Minutes – December 10, 2024



### **Board Members present**

Will Sarkisian, Jim Harvey, Kristie Laxague. Megan Lee & Jason Podesta are candidates for the Board.

### **Others present**

Stephanie Torok, Annie Stayer, Beth Duncan, Jessica Cole, Chris Buck, Crystal Wolf, Haley Warfield, Chrissy McClure, Stephanie Niven, Jennie Radonich, Natalie Gray, Donnie Wright, Kim Hartsell, Michael McDaniel

**Will called the meeting to order at 4:31pm and Kristie opened with prayer.**

### **Approval of Minutes**

November Minutes: Will opened a motion to approve. Kristie second, all in favor and approved.

### **Public Comment**

None

### **Reports**

#### **Administrator Report**

Stephanie Torok reporting:

We are 9 days from our Christmas Musical! The kids are having a good time and are very excited. Natalie Gray is an amazing instructor and has great management skills. The baffles are installed, and we are noticing a huge improvement with the sound in the gym. Bob Kirk, Matt Harper and their team were so helpful during this process. Our business office has been working alongside Jim to help make the business office more efficient. Jessica is doing a fantastic job. Kim Haycock had her surgery. It went well and she's healing up quickly. She will be back to work after Christmas break. Our violin and guitar class will be starting in January. Desiree Federman will be teaching both classes. We had our all-staff Christmas Party a few days ago and it was wonderful! Thank you, Mike Niven and John Semsen, for picking up the tab!

#### **PTF Report**

Chris Buck Reporting:

At the PTF meeting today, they went over the golf tournament packet that Chris put together. The reservation has been made at Teleli for April 12<sup>th</sup>, 2025. He will connect with the business office so they can get the contract signed. The deposit will be due 60 days prior to the tournament. Our next steps will be to get sponsorships and to start promoting. Jim asked if PTF is funding the initial advertisement? Chris is unsure if PTF is planning on that, they need to have a meeting.

#### **Preschool Report**

Crystal Wolf reporting:

Brightwheel is going well and getting dialed in. Preschool is 90% full right now and they are fully staffed! Mondays and Fridays are the lowest attendance days. There are spots on the preschool playground to be filled with bark. She would like that to be done in the spring. Crystal is currently revising the Preschool Handbook. She will pass it to the board for approval when she is done.



## **Financial Report**

Beth Duncan and Jessica Cole reporting:

Shelli, Jessica, Beth, Jim and Stephanie had a business meeting on December 4<sup>th</sup>. They discussed projections. They also worked through Brightwheel issues with Crystal. They will continue to have monthly financial meetings. The next meeting will be on January 15<sup>th</sup>. Update on the interest-bearing account: we get 1% back in interest and we received \$411.29 for the month of November. Jessica is finishing up her Quickbooks training this week, and then she will take the exam. She is so thankful for Beth and Shelli's patience and training. Financial reports were presented – nothing unusual to report; a six-month review of actual income/expenses to budget is being prepared and will be presented to the Board at the January meeting. Everything is on target. Shelli is working on Jog-a-thon and DC financials.

## **Teacher Report**

Haley Warfield reporting:

All the teachers loved our staff Christmas Party! The kids and teachers are counting down to break.

## **Facilities and Projects**

Donnie Wright reporting:

The baffles are up in the gym and the sails have been taken down from the playground structure. They will go back up in the spring. We'll need to get bark for next year, we probably will combine the order with preschool. Donnie gave the Board an updated facilities project list, which includes 3 bids for Miss Betty's kitchen floor. We would like her kitchen floor, and the cafeteria floor refinished during break and be done before the kids come back from break. Keith Baier is donating his time and materials to refinish the cafeteria floor.

## **Old Business**

### **Strategic Plan**

We are still seeking individuals with skills to help update the strategic plan with vision for MLCS for the next 5+ years.

### **Board Member Search**

Ongoing and any recommendation or interested individuals are encouraged to reach out to any Board Member.

### **60<sup>th</sup> Anniversary**

The details for the Friday night dinner are still being worked out. If anyone is interested in helping, please reach out to Jim. Chris Buck mentioned that he will help wherever it's needed. PTF is excited to oversee the golf tournament but will not oversee the whole week of activities.

### **Schoolwide survey**

The survey is almost complete. Thank you everyone for your input. We hope to send it out via Gradelink this week.



## **New Business**

Jason Podesta and Megan Lee have been invited to start the 60-day candidacy process to be on the Board. This was announced to the MLCS community via email on December 6, 2024. We are so excited!

**The meeting ended at 5:17pm.**

**Next meeting is January 21, 2025 at 4:30pm in the Chapel.**

**-Closed session-**