

MLCS Board Meeting Minutes – February 11, 2025



Board Members present

Justin Myers, Will Sarkisian, Jim Harvey, Megan Lee, Jason Podesta

Others present

Stephanie Torok, Annie Stayer, Jessica Cole, Beth Duncan, Donnie Wright, Kim Hartsell, AnnaMarie Cover, Holliday Calistro, Tanya Johnson

Justin called the meeting to order at 4:31pm and Jim opened with prayer.

Approval of Minutes

January Minutes: Justin opened a motion to approve. Megan second, all in favor and approved.

Public Comment

None

Reports

Administrator Report

Stephanie Torok reporting:

Some of our classes just celebrated our 100th day of school. They looked so cute! Chris Buck has put in the order for the golf tournament t-shirts and flyers. The Discipline Policy Committee had their first meeting last week. We are currently looking at the first revision. This is a collaborative effort. We want the end result to be well written, very clear, fair, user friendly and enforceable. Our next meeting is tomorrow, and our goal is to have it finished by the end of February. Adopting the final draft in March would be ideal. This policy will be incorporated with our registration process and will need to be signed by parents.

Today Nicole Vondrak came in to be a roving sub so the teachers could meet with Stephanie for 30 minutes for their mid-year check-in. They went through a series of questions together including what would make it easier for them to attend our morning devotions. She had a great time with them and the meetings were very positive. All the teachers are looking forward to visiting Big Valley Grace on Monday March 3rd to observe how their teachers teach and how they run as a private Christian School.

Stephanie had a zoom meeting with Katie Milton, the ACSI Western Division Senior Director, and a handful of other administrators. She is hoping that these zoom meetings will happen once a month to build relationships and connect with other administrators. Jubilee prep is in full swing! We are praying for good weather and for everyone to stay healthy.

AnnaMarie asked if the daily devotions are mandatory for all teachers. Stephanie said that it's not but is highly encouraged. They make it when they can, we usually have 4-9 staff that come. Some staff do it on their own if they can't make it.

Justin said it's wonderful that our staff is going down to Big Valley Grace to go observe. There is a wealth of knowledge there.



Preschool Report

Crystal advised the board that she was unable to attend tonight's meeting. Justin said that preschool is running smoothly, and they only have two open invoices.

PTF Report

AnnaMarie reporting:

We're getting ready for Balloon Grams. Chris Buck is doing a great job organizing the Golf Tournament. Grandparents' Day and the Book Fair are right around the corner. This year we will be cashing out the Book Fair money instead of taking the Scholastic points.

Financial Report

Jessica Cole reporting:

Profit & Loss and the Balance sheet budget are perfect. Our Profit & Loss report has been restructured and is now clearer to read. They will continue to adjust that report for clarity. We are slightly under budget and are on target for the end of the fiscal year. The business office is currently working on W2's, 10-99's, Jubilee, the golf tournament and the next fiscal year budget that Jessica and Beth will be tag teaming. Jessica has been added to the SAF account so she can access it. The General fund checking account is under \$100,000.00 right now, but Jubilee is coming up and we shouldn't need to transfer money from the interest-bearing savings account until mid-April.

AnnaMarie asked who parents should go to if they have questions about any of the financial reports.

Talking with the business office would be the best place to get accurate answers.

Teacher Report

Tanja Johnson reporting:

Tanja loves teaching here! She loves her students and the subjects that she teaches. She really appreciates the non-phone policy on campus for students. The more counter cultural we can be on that issue the better off we are. She has noticed that the students that do bring their phones, (some check them in, some do not) that it's causing division with the kids that do not have phones. It's becoming a problematic issue. She would like clarification of our actual policy/rules with this issue. In her opinion, it's causing nothing but trouble.

Facilities and Projects

Donnie Wright reporting:

A few more projects have been finished and crossed off the list, a few others have been added. The 20-gallon hot water tank has been installed in the kitchen. Matt is doing double duty right now, facilities & janitorial. Donnie printed out an updated facilities project list and gave it to the Board. The cement steps that go down to the playground need to be completely redone, they are becoming too dangerous. This project was added to the list. Adding a small gate to separate preschool and our play yard has also been added to the list. It will match our existing black gate. Donnie would like to move the 8th grade window project up to this years budget instead of next years. The broken windows are causing the rooms to not heat properly. Donnie would like this and the trim in the band room finished by the end of March. The band room foundation issue is still on our radar. We are within budget; he is just moving priorities around.



Old Business

Board Member Search

Ongoing and any recommendations or interested individuals are encouraged to reach out to any Board Member. The Board has received an application and will be discussing it during closed session.

60th Anniversary

PTF is supporting & helping Chris with the golf tournament. He has voiced his concerns and what he needs help with. PTF is encouraging him to delegate and ask for help.

Schoolwide survey

The results of the survey are in and have been discussed, there were four areas of strength and four areas where we can grow. There is a breakdown graph of all eight main items. The Board will be sending an email out to parents with all the detailed stats and numbers. Communication was the area that the parents thought was most important. The Board has loved all the feedback.

AnnaMarie appreciates the Board and sees their effort & communication. She's excited about the healthy choices in the cafeteria and thanked the Board for putting out the survey.

Kristie has had conversations with Betty about healthy options. Betty has been open and on board with everything. All in all, the survey is proving to be a positive forward movement in the right direction

New Business

Welcome Megan Lee & Jason Podesta! The Board unanimously voted yes to welcoming them on the Board. Today, February 11th 2025, is their official start date.

Megan Lee has two children, and they have been a part of the MLCS family since 2018. She has served on PTF over the years as the Board secretary, preschool liaison and room mom. The desire to join the Board sparked a couple of years ago and she is very excited!

Jason Podesta has two children that have attended MLCS for 3 years and he has served in the classroom for those years. He loves this school, and it has been a blessing to his family. He is ready to serve on a higher level.

The meeting ended at 5:32pm.

Next meeting is March 11, 2025 at 4:30pm in the Chapel.

-Closed session