

MEHP Governance Board Meeting
Jul 21, 2021
9:30am – Montessori Elementary at Highland Park

MINUTES

Board Members Present – Shewanee Howard-Baptiste, Keith King, Hal North, Stacey Roddy, Keith Sanford, Susan Stein, Edna Varner, Sue Anne Wells, Jo Ann Yates

Staff Present: Sandra Baker, Jeanne Hinchee, Elaine Swafford, Katie Vinson

I. Welcome – Sue Anne Wells

The meeting was called to order at 9:35am.

- Introduction of all board members.

II. Finance Report – Jeanne Hinchee

- The budget is \$3.2 million and covers facility, utilities, maintenance, and shared staff.
- BEP funds are based on 167 students.
- A large portion of our revenue is from the state and the other portion is from fundraising, which includes gifts and grants.
- Major expenses are personnel – teacher and assistant in every classroom for Montessori model.
- Student activities are 78% of our expenses and operations are 22%.
- Move in costs are being purchased by the foundation.
- All charter schools must have a founding sponsor and it is important to have the facility in the foundation's name so that the school cannot take the building if the school was to close for any reason.
- The budget was put in the form of a motion, seconded and approved.

III. Director's Report – Dr. Swafford

- School opens on August 5th.
- All teachers will be Montessori certified and Tennessee certified.
- Every classroom will have an assistant who may not be Montessori certified but will train in Montessori.
- ESSER III Funds \$400,000 in December – one time funding and can be spent until 2024.
- ESSER II at CGLA was used to replace the HVAC system, create an outdoor seating area, and purchase 2 activity buses.

- All employees have been moved over to insurance from the State of Tennessee.
- Embedded program gives the district funds to train teachers, but they do not have to give charter schools these funds. This is a legislative issue we will be working on.
- Pre-K through third grade is full and we currently have a waiting list.
- We will have a fifth-grade class of all girls and those teachers will be Montessori trained.
- We are still hiring for a music teacher and an ELL (English as a Second Language) teacher.
- We have funds to hire an RTI (Response to Intervention) coordinator but usually a teacher will take on that role.
- The YMCA will serve meals and Chattanooga Bus Company has the transportation contract.
- Highland Park Alumni Reunion will be taking place on October 22.
- Claridy Communications, paid through Maclellan Foundation, is creating press releases and marketing materials for MEHP.

IV. Next Meeting – Wednesday, September 15, 2021, @ 9:30am – Montessori Elementary at Highland Park

V. Closing Remarks and Adjournment

- Sue Anne clarified the board's role is to provide financial and operational oversight, promote the mission, and assist with the strategic plan creation.
- It is important to remember to stay away from daily operations and to let Dr. Swafford run the school.
- Meeting was adjourned at 10:38am.

Mission (What We Do)

We provide girls and young women with a rigorous college preparatory education focused on science, technology, engineering, the arts and math in a supportive environment that nurtures self-confidence, inspires leadership, encourages critical thinking, and promotes academic excellence.

Vision (Why We Do It)

To inspire hope in each girl, positively changing her trajectory in life, and empowering her to possess infinite choices in the future.