

## **Meeting Minutes – September 18<sup>th</sup>, 2017**

The weekly meeting of the Mission Support Team (MST) was held on September 18, 2017 at 4:30 p.m. in the library. The meeting was facilitated by the co-chairs of the committee: Mrs. Harty and Mr. Santifer.

In attendance: Mrs. Harty, Mr. Santifer, Mrs. Osborne, Mr. Schepps, Mr. Lambert, Mrs. Woods, Mr. Braun, Ms. Washburn, and Ms. Faux.

### **Welcome and Introduction**

The committee welcomed Ms. Washburn, the newest addition to the team, who replaced Mrs. Boyd as the lower faculty representative. She was quickly briefed on the process improvement methodology in which the committee uses to identify and address problems/issues. Mr. Santifer then read the mission and vision of the school to officially start the meeting.

### **Update on Communication and Development**

The Development and Communications Coordinator gave an update of the startup and staffing of the Communication and Development committees.

- The lists of members who will serve on either committees are being finalized and will be posted on the MST page of the ACA website soon. The Coordinator shared with and reviewed the proposed agenda items for the inaugural meetings of both committees.
- The first meeting of the Communications Committee will be held on Thursday, September 21<sup>st</sup> at 12:30 p.m. at Atlanta Classical Academy.
- The first meeting of the Development Committee was originally scheduled to be held on September 26<sup>th</sup>; however, due to scheduling conflicts it is tentatively rescheduled for the week October 2<sup>nd</sup> at an offsite location. Once confirmed, the final date will be communicated with members.

### **ACA Process Improvement**

The MST will spend the next five meetings addressing each one of the five areas identified as areas in need of improvement in last school year's End of Year survey (which was administered in May). In addition to the members of the MST team, key stakeholders in each area will be invited to participate in a 50 minute brainstorming and rapid improvement process session to quickly identify, map, and improve the processes related to each area. The next meeting will focus on athletics; as such, the Athletic Director and co-chairs of the PTCA Athletics committee will be invited to attend.

### **Plan for Survey and Next Town Hall**

Changes to the next Mid-Year survey will be discussed at the September 26<sup>th</sup> meeting following an update from Mr. Lambert on the accreditation process. The update may require certain changes be made to the survey.

The survey is tentatively scheduled to be administered in mid to late January, and its results shared with the ACA community during the next Town Hall meeting. The tentative date for the Town Hall is January 31<sup>st</sup>.

### **Mission Support Team Needs**

- New Lower School Faculty Member - Ms. Washburn will serve as the Lower School Faculty Member; thus, rounding out the team. Plans to recruit additional parent members have been put on hold until further notice.
- The team also discussed how to best document all discussions and procedures that stem from MST meetings and rapid improvement sessions. For now, Ms. Faux will take notes at, and submit meeting minutes following each meeting. Further discussion is warranted about how the team plans to capture and standardize the processes and procedures in the future.

### **Next Meeting**

- Date and Time:
  - September 26<sup>th</sup> at 4:30 p.m. in the library.
- Agenda:
  - Rapid improvement process and brainstorm session
  - Update on accreditation process
  - Discuss content of Mid-Year Survey