

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes

Date: July 20, 2017

2330 Old Bath Highway, Washington, NC 27889

Mission Statement: *Our mission is to inspire academic excellence; to nurture curiosity, creativity, and imagination; and to do so within an environment rich with warmth, kindness and respect.*

Board of Trustee Members (Voting)	Board of Trustee Ex-Officio Members (Non-Voting)
X Lisa Lawless, Interim Chair Jay Sullivan, Chair X Christy Walcott, Secretary X Rick Yakubowski, Treasurer Patrice Alexander, Member X Charles Smith, Member Alice Mills-Sadler, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance X Jessica Adams, Faculty Representative MPTO Representative Trent Woolard, SGA Representative

Acronyms Used: Board of Trustees (BoT), Head of School (HoS), Montessori Parent Teacher Organization (MPTO)

Open Session

Item	Responsibility and Basis	Reference (on File)
Call to Order	Interim Chair called meeting to order at 7:00 p.m. Members were present as represented by "X" mark above. Christy Walcott read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. Added "Closed Session" before "Privilege of the Floor". MOTION: Christy Walcott made motion to accept the agenda as amended. Charlie 2nd. All in favor. Motion carried. MOTION: At 7:01 p.m. Christy made motion to enter closed session pursuant to NCGS 143-318.11(a) (5); 143-318.11(a) (6) for confidential and personnel matters. Charlie 2nd. All in favor. Motion carried. MOTION: At 7:52 p.m., Christy Walcott moved to enter Open Session. Charlie Smith 2nd. All in favor. Motion carried.	
Privilege of the Floor	None.	Sign In Sheet
Trustee Report	Letters of resignation: Jay Sullivan, Patrice Alexander and Alice-Sadler have submitted resignation letters. Jay was a community elected Board member. Patrice Alexander and Alice Mills-Sadler were self-perpetuating Board members. Lisa Lawless is willing to serve as Interim Chair. MOTION: Christy made motion to appoint Lisa Lawless as the Interim Chair until elections can be held to fill the open seats. Rick 2nd. All in favor.	
Community Reports	MPTO Report: Nothing to report at this time.	

<p>Management Reports</p>	<p>Faculty Report: Jessica Adams reported. Teacher’s will be coming in August 1st and 2nd for Summer Institute professional development. All staff will be returning August 17th to start the school year. Report cards and assessments discussed. The report card spans all three years on some areas. The results of the Iowa Test of Basic Skills helps parents to see how their child is progressing by the Grade Equivalency that is shown. Easy CBM’s is another assessment that shows progress and serves as progress monitoring.</p> <p>Student Gov’t Report: Trent Woolard not present. No report.</p> <p>Directors’ Report: Darla Prescott and Austin Smigel reported. Reports reviewed. Discussion held. Attrition in the high school discussed. Austin has used 416 students for budgeting. Offers for enrollment have been made for siblings in lower grades. No offers will be made in Middle or High School because the school is above its expected capacity. The waitlists in all grades are continuing to increase as applications are submitted.</p> <p>Austin discussed the presentation of the budget. He is reformatting his layout of information and switching to fund accounting. Discussion held.</p> <p>Austin also reported that the outdoor deck near the playground will be removed due to deterioration.</p>	<p>See combined Directors’ Report</p>
<p>Discussion Items</p>	<p>Administration, Report on Montessori Foundation training: Austin and Darla shared a presentation.</p> <p>While the presentation was loading, Charlie shared a comment from a meeting broadcast on public TV. The Board of Governors for a university spent 45 minutes discussing what the Board’s role was and level of governance. The only employee of their Board was the president of the university. It is the same for our school, the only employees of the Board of Trustees are the Directors of WMPCS.</p> <p>Discussion returned to Austin, Darla, Monica and Amy’s Secondary I and II training. Dr. Paul Epstein is our school’s consultant. They have weekly assignments, video conferences and cohort meetings, monthly consultations through the school year and will return to the training site in July 2018.</p> <p>Presentation given regarding the training thus far. Middle School and High School are being rebranded as Secondary I and Secondary II. Two year looping begins in Secondary I. The secondary programs will have equally weighted business and academic components; service and travel components are weighted equally. Mastery equals the ability of the student to make a real world application. With less emphasis on technology, libraries will be reviewed or established for middle and high school. Teacher desks will not be the focal point to allow the classrooms to be student-centered. Lessons will be themed and span 2 years. Academic rigor will increase with the implementation of the training.</p>	<p>See handout</p>

	<p>Schoolology will have deadlines and upcoming themes so students and parents remain informed. New schedule layouts discussed.</p> <p>Interim-chair, Election of BoT members for upcoming year and order of priorities: Community seat is run through a community led election. Austin will offer a parent meeting regarding the process and how to proceed by the Community Elected guidelines. Self-perpetuated seats will be announced and the board will start accepting applications.</p> <p>Charlie stated that the Board committed to updating the Head of School/Directors hiring policy to meet the guidelines as outlined by the School Improvement Committee. Charlie stated that this was not an indication they were looking to hire new Director's/HoS but is a response to the School Improvement plan that is required due to our low performing status last year.</p> <p>With Patrice's resignation, HR policies will need to be reviewed and completed. The policies that were being updated last year have not been finished by the Board and are not in effect. Elections need to be held. Strategic planning needs to continue. Discussion held. Austin will draft a plan to assist with moving forward after the strategic goals are set by the Board.</p> <p>The four areas listed in the minutes are redesignated.</p> <ul style="list-style-type: none"> ● Academic Outcomes: Lisa Lawless ● Building and Grounds: Charlie Smith ● Community, Connections and Diversity - Christy Walcott ● Governance, Finance, and Advancement - Rick Yakubowski <p>Discussion held. Each Board member will take their section and write a statement about the expectation of each area. Austin and Darla will then pull together their operational plans for the areas for a discussion in August.</p> <p>MOTION: At 9:38pm, Rick made motion to take 5 minute break Charlie 2nd. All in favor. Motion carried.</p> <p>Meeting resumed at 9:43pm</p> <p>Administration, Review and Discussion of changes to WPCS Handbook 2017-18: There are no major changes. Comments have been received and edits made. Included in this handbook are rules and policies for Secondary I and II levels that required clarification from last year. This may be pulled out into a Secondary I and II student handbook for the student's organizational binders along with the school calendar.</p>	
<p>Action Items</p>	<p>Approve WPCS Handbook 2017-18:</p> <p>MOTION: Christy made motion to approved the 2017-18 Parent Handbook. Charlie 2nd. All in favor. Motion carried.</p> <p>Approve minutes 05-18-2017: May 18, 2017 minutes reviewed.</p> <p>MOTION: Charlie made motion to accept the 05-18-2017 minutes as written. Rick 2nd. All in favor. Motion carried.</p>	

New Business	August meeting date is a scheduling conflict for some members. The August meeting date is changed to Wednesday, August 16, 2017 at 7:00pm.	
Public Comments	None.	
Closed Session	MOTION: At 9:50 p.m. Christy made motion to enter closed session pursuant to NCGS 143-318.11(a) (5); 143-318.11(a) (6) for confidential and personnel matters. Rick 2nd. All in favor. Motion carried.	
Return to Open Session and Adjournment	<p>MOTION: At 10:26 p.m., Christy Walcott made motion to enter Open Session. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>MOTION: Christy Walcott made motion that the Board authorize Administration to execute a contract with phone system vendor up to \$17,000 for a new phone system for the school. Rick Yakubowski 2nd. All in favor. Motion carried.</p> <p>MOTION: Rick Yakubowski made motion that BoT authorize Administration to execute contract with Coeco to purchase three copy machines for no more than \$6,000 and to enter into a service agreement for no more than \$350 per month. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: At 10:30pm, Charlie Smith moved to adjourn. Rick Yakubowski 2nd. All in favor. Motion carried.</p>	

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the August 16, 2017 Board meeting.

Accepted by: _____ Date: _____
 Lisa Lawless, Interim BoT Chair, WMPCS, Inc.

BoT Action Items

Action or Concern	Who will complete	Timeframe	Reference
Board requests an update on the curriculum implementation success.	Darla Prescott	Periodically at Board Mtgs	Discussion Items 9/15/2016
Follow-up on School Improvement Team	Charlie Smith	Periodically at Board Mtgs	Discussion Items 11/17/2016
Policy Series: <ul style="list-style-type: none"> ● 500 first read ● 600 first read 	Board members will be re-assigned to series due to resignation of some members	Upcoming Board Meetings	New Business 2/16/2017, 3/16/2017 Discussion Items 07/20/2017
Plan to track graduation rates and college paths of former students	Darla and Austin	September Board Meeting	Management reports 5/18/2017