

# Washington Montessori, Inc. Board of Trustees

## Regular Meeting Minutes - Final

Date: January 25, 2018

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, Chair Christy Walcott, Secretary X Rick Yakubowski, Treasurer X Charles Smith, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance Jessica Adams, Faculty Representative MPTO Representative X Mason Smigel, 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)
<b>Call to Order</b>	Lisa Lawless, Chair called meeting to order at 7:00 p.m. Members were present as represented by "X" mark above. Rick Yakubowski read the mission statement.	Member Sign In Sheet
<b>Agenda</b>	Agenda reviewed.  <b>MOTION: Charlie Smith made motion to accept the agenda as presented. Rick Yakubowski 2<sup>nd</sup>. All in favor. Motion carried.</b>	
<b>Privilege of the Floor</b>	None.	Sign In Sheet
<b>Community Reports</b>	<p><b>MPTO Report:</b> Austin reported. Shared an email regarding the middle school dance. Stephanie Grimes email was read detailing the layout of how the MPTO would organize the dance. Discussion held. The main concern is the format for organizing this dance goes against the Montessori pedagogy. The Board would like more information regarding the event. Lisa Lawless will follow-up with Stephanie Grimes.</p> <p><b>Faculty Report:</b> Jessica Adams absent. No report submitted. Darla reported that winter benchmarks on-going.</p> <p><b>Student Gov't Report:</b> Mason Smigel reported. ACTs are coming up for the Juniors. Letterman jackets arrived and were distributed to students today.</p>	

**Management Report**

**Directors' Report:** Darla Prescott and Austin Smigel reported. Discussion held.

- EC counts have risen since last year.
- Stocks and Taylor will be starting the design phase of the two new buildings. The design of the two new buildings will be in a draft format to present at either the February or March Board Meeting.
- Commercial kitchen license is a goal for the end of the year.
- Overnight field trips for Upper Elementary through High School have been planned and are listed on the Directors' report.
- Jocelyn Swanson has been hired as the secondary curriculum coordinator and has been on campus for the last week.
- Maintenance on the parking lot discussed. Bids are being gathered repairing the potholes.
- Discussion held about consolidating building loans including the high school and two new buildings.

Enrollment lottery was held last Thursday, January 18, 2018 for the 2018-19 school year. Results as follows:

- Currently, WMPCS has 416 students enrolled including pre-K
- WMPCS received 131 total applications for the 2018-19 school year that went to lottery
- At lottery, 39 Kindergarten slots were offered.
- 17 slots were filled by one faculty child and siblings of current students
- 22 were open to the public and filled by draw
- 12 remaining Kindergarten applications were drawn for placement on the waitlist.
- 0 slots were offered in grades 1st - 12th.
- All applications for 1st - 12th grades were drawn for placement on the 2018-19 wait lists.

Discussion held regarding student numbers. Projected ADM for 2018-19 is 435 students. WMPCS is at full capacity in both Middle School and High School. At this time only offers will be made in lower grades. All students that are currently enrolled are guaranteed a slot at the next level. Austin and Darla will notify parents on the waitlist that there will not be any offers made in high school so they can make other plans. Student names will stay on the waitlist until removed by the parents.

Staff survey discussed. It is an anonymous survey and results are shared with the Board. Parent survey discussed. Austin shared a copy of the past survey with edits for this year's version. He plans to have it sent in February.

Secondary staff has been decentralized. There are no longer coordinators or level leads in Secondary I & II (middle and high school). Classroom and level responsibilities will be shared among

	<p>all teachers. This format is already in place in the Children’s House, Lower Elementary, and Upper Elementary. Discussion held. Decentralizing did not remove anyone from employment with the school.</p> <p>WMPCS has been selected to host a Montessori teacher training site. As the host, WMPCS will get a discount on secondary teacher training. Austin asked to budget to send 7-8 teachers to Montessori Secondary training. Budget discussed for training. Teachers who attend commit to a 3 year contract with WMPCS to recoup costs. Typical budget has \$45,000-\$50,000 in the training line item. Austin will be writing some articles about our selection for local newspapers. The value of training discussed for the long term good of WMPCS as well as the value of stabilization and continuity.</p> <p><b>MOTION: Rick Yakubowski made motion that the Board of Trustees authorizes the Administration to enter into a multi-year agreement for Montessori Secondary Training at The Center for Guided Montessori Studies for up to 8 teachers, at a financial commitment of \$40,000 per year, for Secondary Teacher training. This motion guarantees a future commitment to the budget line item for training in the 2018-19 school budget. Charlie Smith 2nd. All in favor. Motion carried.</b></p> <p>Austin thanked the board for their consistent support and commitment to teacher training.</p> <p>Currently, there are no compliance issues: however, a concern has been raised regarding bonuses to teachers from the state based on state testing scores. A teacher contacted the NCDPI regarding the bonuses. Bonus issue discussed. Funds have been isolated and will be distributed per the State guidelines.</p> <p>Guarantee for line of credit \$12,000. Austin is personally guaranteeing these funds. He is already the name on the school credit cards.</p> <p>New street lights have been added to the front of Building #1 for added safety and security.</p>	
<p><b>Discussion Items</b></p>	<p><b>Update on Upcoming Elections:</b> Lisa Lawless reported. Three applications have been received. Tracey Warren, Lee Ann Sorto, and Joseph Knox have applied. Full committee for the community elected seat has been formed. Austin will assist them with their role. This is a community driven process.</p> <p><b>Director’s Update on Facilities Expansion:</b> Covered earlier in Austin’s Director’s Report.</p> <p><b>Chair, Review of Bylaws:</b> Tabled to next month.</p>	<p>See handout</p>

<b>Action Items</b>	<b>Approve minutes 11-16-2017:</b> November 16, 2017 minutes reviewed. Edits made:  <b>MOTION: Charlie Smith made motion to accept the November 16, 2017 minutes as written. Rick Yakubowski 2<sup>nd</sup>. All in favor. Motion carried.</b>	
<b>New Business</b>	None.	
<b>Public Comments</b>	Austin mentioned that this is the National School of Choice Week. Scarves were given to all staff and Board Members. We are proud to support and be a part of School Choice Week for the fourth consecutive year.	
<b>Closed Session</b>	<b>MOTION: At 8:28: p.m., Charlie Smith 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 Yakubowski 2<sup>nd</sup>. All in favor. Motion carried.</b>	
<b>Return to Open Session and Adjournment</b>	<b>MOTION: At 9:11 p.m., returned to Open Session.</b>  No motions presented.  <b>MOTION: At 9:13 p.m., Charlie Smith moved to adjourn. Rick Yakubowski 2<sup>nd</sup>. All in favor. Motion carried.</b>	

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the February 21, 2018 Board meeting.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Lisa Lawless, 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"> <li>● 500 first read</li> <li>● 600 first read</li> </ul>	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
Review the current By-laws regarding number of members	All Board members	November Board Meeting	Discussion Items 10/19/2017
Gathering input from Teachers and Students regarding the MPTO structure.	Austin - Teacher input Mason - Students input	January Board Meeting	Community Reports MPTO 11/16/2017
Bids from attorneys to review revised/edited Bylaws	Austin Smigel	January Board Meeting	Discussion Items 11/16/2017