

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - Final

Date: February 21, 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 X Christy Walcott, Secretary Rick Yakubowski, Treasurer X Charles Smith, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance X Linda Uveges, 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)
Call to Order	Lisa Lawless, Chair called meeting to order at 7:01 p.m. Members were present as represented by "X" mark above. Charlie read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. Changed the date of minutes to 01/25/2018. Austin Smigel added under New Business: Memorial, radio wave alert system and policy review of sports participation grade requirements. MOTION: Christy Walcott made motion to accept the agenda as amended. Charlie Smith 2nd. All in favor. Motion carried.	
Privilege of the Floor	None.	Sign In Sheet
Community Reports	MPTO Report: Austin and Stephanie Grimes reported. Stephanie Grimes was present in the audience and was introduced on behalf of MPTO. Stephanie asked the Board for clarification regarding MPTO officers. MPTO has experienced structural changes and officers were not elected last year. Discussion held. She will put an article in the next Compass Parent's newsletter to inform the community that MPTO officers are needed. Only upcoming event is the spring craft fair. Monies raised will go to MPTO to fund field trip scholarships and teacher appreciation day, etc. MPTO Budget was presented to the Board earlier this year and approved. With only four months left in	

<p>Management Report</p>	<p>this school year, Charlie requested that the only position filled for this year be the ex-officio seat to the board.</p> <p>Faculty Report: Linda Uveges reported for faculty. She is reporting for the first time and only has middle school information to report at this time.</p> <ul style="list-style-type: none"> ● 5K during Smoke on the Water has been set for October 20, 2018 with Anita Purser and Theresa DeLeon as chairs. ● End of year dance scheduled for June 1st. ● Funds 2 Orgs fundraiser will end March 31st. This company takes donated gently worn shoes and supplies them to 3rd world countries. ● Violin rentals are still being used as a fundraiser again this year. ● 3D student printing committee and online auction forum have been formed. ● Spirit Week is next week. Kimbrel family will get Wednesday's proceeds. Students will dress in pink for cancer awareness day. ● 50/50 raffle fundraiser to be held. ● Sports have kicked off for the spring. ● Architecture student group has formed with ideas for the new middle school building. ● \$7,500 raised so far for the Nantahala Trip. Trip will be in May. Total cost for the trip is approx. \$35,000. <p>Student Gov't Report: Mason Smigel reported. End of year trip is upcoming and more fundraising is to be planned to help offset costs.</p> <p>Directors' Report: Report was skipped at this time.</p>	
<p>Discussion Items</p> <p>Management Report</p>	<p>Update on Upcoming Elections: Four applications for the self-perpetuating seat were received. One has withdrawn and interviews are being held for the other three. Austin reported. Committee for the Community Elected Seat met virtually on Monday to discuss the upcoming election. Committee requested bylaws and board policy regarding the seat. A letter will go out by the next Board meeting. Election to be held in the next couple of months. Final decision has not been made whether ballots will be paper or electronic.</p> <p>Directors' Report (skipped earlier now discussed):</p> <ul style="list-style-type: none"> ● One intern from ECU is working in Children's House. Three Beaufort Community College students are working at WMPCS. ● Darla has joined the Workforce Advisory Committee at ECU and the first meeting will be held next week. This is an opportunity to work with ECU students who are seeking the Bachelor of Science in University Studies degree. 	

	<ul style="list-style-type: none"> ● WMPCS will be attending the ECU Career Fair next Wednesday to recruit from their graduating students for teaching staff. 300-400 students typically attend this fair. ● Community survey was sent out today via email and has had 50 responses so far. Survey is anonymous. ● Five Secondary staff have accepted the training opportunity. One faculty member from another level will be participating in the Secondary Montessori training. ● Cautionary status has been issued stating WMPCS licensure is at 46.67%. 50% licensed teachers is the state requirement. Administration has reviewed the report and calculates we have at least 63% licensed teachers. Discussion held. Teachers who are Montessori trained but not licensed with the state are not considered licensed teachers. Austin has requested a meeting with DPI in order to get clarification and awaiting a response. He has requested the state run the report monthly so we can compare data. ● Water heater has been repaired and asphalt will be fixed over Spring break. <p>Discussion of BOT Calendar: Four remaining Board meetings for this school year. Discussion held regarding a retreat for the purpose of faculty input. Board members checked their calendars. Board Retreat tentatively scheduled for Saturday, April 21st beginning at 9:00 a.m. to include faculty.</p> <p>Director’s Update on Facilities Expansion: Austin reported. Preliminary drawings shared. Site plan shared. Buildings are larger than the current structures. Children’s House has three classrooms and each classroom has its own set of bathrooms. Children’s House has a shared fenced yard area. Middle school looks similar to the high school. Like the high school, there is a community area in the center of the building. Music will stay in the current modular. Offices are incorporated in both buildings to accommodate EC, speech, OT and PT services.</p> <p>Directors, Review of 2018-19 budget: Austin reported. Currently there are excess funds for 2017-18. Funds could be used to pay for the new construction plans, alert system, and a memorial.</p> <p>Austin will have the proposed 2018-19 budget to discuss at the next Board meeting.</p>	
<p>New Business</p>	<p>Alert System: Austin reported. An alert system that uses radio waves has been researched. This system would work even if phone systems are down. It also has a bell system and a clock component. The bell system would only be used for Secondary I and Secondary II. Tone can be set to a non abrasive sound such</p>	

	<p>as a chime. The Fire Marshall will be consulted for input. Ongoing cost would be renewing the FCC frequency license every 10 years.</p> <p>Memorial: Austin Reported. The memorial could be a labyrinth constructed of paver stones. Pictures were shared of different labyrinths and types of stones. Possible locations include the site of the old labyrinth in the woods by Children’s House. Benches will be added outside the labyrinth in honor of the deceased. Estimated cost is \$22,000. Austin will request \$25,000 in order to ensure that it has correct drainage. Discussion held.</p> <p>Policy regarding sports participation and grade requirement - A parent requested the grading policy for sports participation be reviewed by the Board. Currently, athletes must maintain a C in all classes in order to participate. Grades are reviewed quarterly. Board will review during the policy review of the Parent Handbook this summer. Board does not want to change a policy mid-year in order to avoid injustice to students who have followed the policy or have been denied participation earlier in the year for not meeting the requirement. Administration is reviewing how the policy is implemented.</p>	
Action Items	<p>Approve minutes 1-25-2018: January 25, 2018 minutes reviewed. Edits made.</p> <p>MOTION: Charlie made motion to accept the January 25, 2017 minutes as amended. Christy 2nd. All in favor. Motion carried.</p>	
Public Comments	Nothing.	
Closed Session	<p>MOTION: At 8:23 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.</p>	
Return to Open Session and Adjournment	<p>MOTION: At 9:43 p.m., Charlie Smith moved to enter Open Session. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: Charlie Smith moved to authorize the administration to enter into an agreement to with Visiplex, Inc. to supply the school with a radio frequency clock, bell, and announcement system for no more than \$15,000. These funds will be distributed from the Improvements to Existing Sites line item. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: Charlie Smith moved to authorize the school to proceed with committing to the school memorial at a cost of no more than \$25,000 through “Emergency Landscape Company”. The funds will be allocated from the reserve balance. These</p>	

	<p>funds will not be allocated from the general budget unless there is an expected surplus at the end of the year. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>The Board has decided to wait to elect the new self-perpetuating member until after the community has elected their board member. The intention is to ensure diversity of skills on the new board. Lisa will contact the applicants and inform them of the decision.</p> <p>MOTION: At 9:45 p.m., Charlie Smith moved to adjourn. Christy Walcott 2nd. All in favor. Motion carried.</p>	
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These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the March 15, 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
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
Bids from attorneys to review revised/edited Bylaws	Austin Smigel	January Board Meeting	Discussion Items 11/16/2017