

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - Draft Ready for Review

Date: September 21, 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 X 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 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	Lisa Lawless, Chair called meeting to order at 7:00 p.m. Members were present as represented by "X" mark above. Charlie Smith read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. Added Student Death, Audit, and Testing Score under Discussion items. Beginning Teacher Plan added to Action Items. 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: Nothing to report at this time. Faculty Report: Jessica Adams not present. Nothing to report at this time. Student Gov't Report: Trent Woolard not present. Nothing to report at this time.	
Management Reports	Directors' Report: Darla Prescott and Austin Smigel will forward a Directors' Report next week. Due to a tragic car accident last week time has been spent focused on teacher and student needs.	
Discussion Items	Student Death: On September, 15th WMPCS student, Hannah Cuthrell, a member of our Upper Elementary Community, was killed in a car accident at the intersection of 264 and Lizard Slip Road. We ask that you remember and celebrate her joy, kindness to everyone, beautiful smile, and love of art. Austin thanked Christy Walcott and Kylie Dotson-Blake for offering support and guidance	See handout

during this tragedy. Counselors will be available again when the siblings return to school. Dr. Phipps, Superintendent of Beaufort County Schools, was acknowledged for contacting us so quickly and offering counselors from BCS immediately following the accident. Integrated Family Services was also acknowledged for their guidance and support of staff, students and the community. The Office of Charter Schools also offered their deepest condolences, support and resources for our community. Crisis plan discussed. A tentative plan for a memorial is being discussed and will be shared with the Board as a proposal in the upcoming months.

Audit Review: School has received its audit for last year. Zero findings and a net positive in cash balances. A scanned copy will be forwarded to the Board for review.

Testing Score Report: WMPCS has received a grade of a “C” for the 2016-17 school year. The grade was comprised of a “C” in math and a “B” in ELA. The school growth is attributed to the curriculum changes that were implemented last year in ELA using the Montessori curriculum with more fidelity.

BOG3 has been completed with similar results as last year. This test covers end-of-year 3rd grade knowledge to gain a benchmark at the beginning of the year.

Changes were implemented in Secondary I and Secondary II. Teachers and students are still adjusting so it is too early to give feedback. Darla and Amy attended a Math Screener training but found that WMPCS is already using a more comprehensive and reliable screener as ours is nationally normed. We are currently using Easy CBM (Curriculum Based Measures). IOWAS will be rescheduled for Tuesday and Wednesday, Oct. 3rd and 4th. K-8th grade have benchmark data in Reading and Math. Check-Ins will be given in 4th - 6th grades at the end of the first 3 quarters. WMPCS has also been selected for some state field tests. More information on field tests will be provided.

Multiple presentations have been given by Austin and Darla to parents regarding Secondary I and Secondary II changes. In October, the teachers will hold presentations for the parents to attend and give feedback.

Community Cookout was a huge success! A large number of attendees came out and enjoyed the athletic events and beautiful weather. WMPCS ran out of food in about an hour.

Update on upcoming elections: Nomination form is available and online. Discussion held. Please submit with a cover letter and resume. Austin will do a post to the parent blog and an email to the parents. October 5th Community Meeting will offer the opportunity to discuss the community elected seat and self-perpetuating seat.

	<p>The second week of school we had an unannounced visit from a state board of education member, Mrs. Becky Taylor, who commented on the students' engagement and focus this early in the school year.</p> <p>Directors, Presentation of facility limitations for future planning: There are 58 EC students needing services this year. WMPCS now has 60 Secondary II students and 66 Secondary I students. Due to space limitations, WMPCS needs to explore options including an addition to an existing modular. The cost would be approximately \$50,000 minimum to add a trailer onto the back of the middle school building. Discussion held. Student numbers discussed. Building options discussed. Board decided at this time to start looking at permanent building plans for Secondary I and Children's House. Austin will start the process.</p> <p>Chair, Update BoT strategic plan from retreat topics: Rick sent the board his draft of goals. Goal 1 is to finish the evaluation of the dual head of school model to make it a formal evaluation. Dual role needs a formal job description too. There are some separate job duties but also shared responsibilities. The evaluation tool will need to mirror the job description. Objective is to get both developed during this school year. Goal 2 covers creating an outline that will carry the school through a 5 and 10 year plan. Student attrition and enrollment discussed. Last goal is to develop an advancement (fundraising) plan with a committee. The committee must have stakeholder representation including students. Edits will be made and presented at next meeting for approval.</p>	
Action Items	<p>Approve minutes 08-16-2017: August 16, 2017 minutes reviewed.</p> <p>MOTION: Christy Walcott made motion to accept the 07-20-2017 minutes as written. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>Beginning Teacher plan: Darla reported. There are few changes to the basic plan except for state mandated changes including mentor requirements, the state name of the program, and some additions/deletions to the Orientation book new teachers receive.</p> <p>MOTION: Charlie Smith made motion to approve the Beginning Teacher plan as presented. Rick Yakubowski 2nd. All in favor.</p>	
New Business	Nothing to add at this time.	
Public Comments	None.	

Closed Session	MOTION: At 8:34 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 2nd. All in favor. Motion carried.	
Return to Open Session and Adjournment	MOTION: At 8:58 pm, Charlie Smith moved to adjourn. Rick Yakubowski 2nd. All in favor. Motion carried.	

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the October 19, 2017 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"> • 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
Bring revised goals for Governance and Finance	Rick Yakubowski	October Board Meeting	New Business 08/16/2017 Discussion Item 09/21/2017