

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - Final

Date: October 19, 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)
<ul style="list-style-type: none"> X Lisa Lawless, Interim Chair X Christy Walcott, Secretary X Rick Yakubowski, Treasurer X Charles Smith, Member 	<ul style="list-style-type: none"> 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	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	<p>Agenda reviewed. Lisa moved "Update on upcoming elections" to the beginning of the Discussion Items. Austin added "Employee Salary Adjustments" to the end of Discussion Items.</p> <p>MOTION: Christy Walcott made motion to accept the agenda as amended. Charlie Smith 2nd. All in favor. Motion carried.</p>	
Privilege of the Floor	None.	Sign In Sheet
Community Reports	<p>MPTO Report: Austin Smigel reported on behalf of the MTPO. Voting and pass of MPTO budget. Secondary dances discussed. MPTO will support however, dances will be planned and organized by the students.</p>	
Management Reports	<p>Faculty Report: Jessica Adams reported review of field trips including camping trip for Middle School and 4th grade field trip and upcoming field trip for Children's House.</p> <p>Student Gov't Report: Trent Woolard absent. Austin Smigel reported elections will be held next week.</p>	

	<p>Directors' Report: Darla Prescott and Austin Smigel reported.</p> <p>Austin reported 5K will be in newspaper. Special thanks to Anita Purser and the middle school students and staff for all of their planning and preparation for the event.</p> <p>Susan Keusenkothen has shown interest in the Community Election Committee. Additional members are being sought. The committee is organized to elect the community elected Board seat.</p> <p>We are in the process of consolidation of our network and are converting to Google Team Drives. This will include the Board for public and private documents. The private drive for the BoT will only be accessible by members of the BoT. The purpose of converting to Google Drive is to assist in recordkeeping and having documents readily available for all members.</p> <p>Austin reported we have received a Grant from the Smithsonian for a critter candid camera. This will give access to watching wildlife on campus. In addition, several other Grants and donations have been received; including, but not limited to pet classroom grants.</p> <p>Austin reported we are continue to work toward commercial kitchen licenses and explained the intentions.</p>	
<p>Discussion Items</p>	<p>Update on upcoming elections: Lisa Lawless reported no applications have been received. Discussion of revisiting older applications. BoT discussed reducing current board size from 7 members to 5. BoT would need to amend the bylaws for a change in member sizing. Lisa Lawless suggested full review of bylaws, concentrating on number of self-perpetuating seats, procedures, and pros vs.cons. Board to review By-laws. Tabled for discussion in November.</p> <p>Presentation of facility limitations for future planning: Austin presented long term goals and the bid that was received by Stocks and Taylor for the prospective new buildings (Middle School and Children's House). Pricing was comparable to high school building and quote has not increased in the past three years. Austin has sought other bids and would like to have one or two other estimates to present, however, he has not received any others to date. Austin has asked permission to move forward when other estimates are in hand.</p>	<p>See handout</p>

	<p>MOTION: Christy Walcott moved to authorize acceptance of Stocks and Taylor bid for design proposal of middle school and children house buildings. Subject to review of additional design bids by Nov. 1st. Rick Yakubowski 2nd. All in favor. Motion carried.</p> <p>Update BoT strategic plan from retreat topics: Discussion held regarding the priorities. Rick would like to leave as is so we can see how the school will be in 10 years. Changes made to Goal 7 to outline of aspirational goals, adding governance and removal of objectives. Goal 8, objective 8.2 to remove percentages each year. Review and changes made to Goal 3 - 3.1 objective, Goal 2, 4, and 6.1. Edits made.</p> <p>Austin suggested and asked approval to draft another letter to the community from the BoT for the official release of the Strategic Plan. Lisa, Darla and Austin will compose a letter for distribution.</p> <p>MOTION: Charlie Smith made motion to accept edits to the Strategic plan and release of the letter, Christy Walcott 2nd. All in favor. Motion carried.</p> <p>Employee Salary Adjustments: Austin proposed an across the board salary adjustments of 1-3% for full time employees. The increase would be to the base contracts of this year. The increase would represent the new base salary for next year. Discussion of whether the adjustment would be retroactive.</p> <p>Lisa Lawless tabled for closed session under contract review as specifics will be discussed.</p>	
Action Items	<p>Approve minutes 09-21-2017: September 21, 2017 minutes reviewed.</p> <p>MOTION: Christy Walcott made motion to accept the 09-21-2017 minutes as written. Charlie Smith 2nd. All in favor. Motion carried.</p>	
New Business	<p>Look at Board of Trustees applications on file. By laws to be reviewed.</p>	
Public Comments	<p>Jessica commented on strategic plan as salary increases was not included. Lisa Lawless replied, salaries were not included in the plan. The general goal of the strategic plan is where we want things to be in 10 years and looking for things to sustain the model.</p>	

Closed Session	MOTION: At 8:50 p.m., Lisa Lawless 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	<p>MOTION: Charlie Smith moved to enter Open Session at 9:27 p.m. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: Charlie Smith moved to approve salary increases, retroactive to the beginning of the school year, of 2.5% as recommended by Director of Finance to all employees for the 2017-18 school year. Rick Yakubowski 2nd. All in favor. Motion carried.</p> <p>MOTION: Christy Walcott moved to award bonuses for both Directors for \$15,000 each, subject to the deposit of state funds allocated by <i>Charter School HoS Legislative Bonus</i>, with the remaining balance to come from WMPCS general fund. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>MOTION: Christy Walcott moved to adjourn at 9:33 p.m. Rick Yakubowski 2nd. All in favor. Motion carried.</p>	

These minutes recorded and respectfully submitted by Diane Stoddard for approval at the November 16, 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
Review the current By-laws regarding number of members	All Board members	November Board Meeting	Discussion Items 10/19/2017

