

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - Final

Date: March 15, 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 X Rick Yakubowski, Treasurer X Charles Smith, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance X Jessica Adams (absent) Linda Uveges, Faculty Representative X Stephanie Grimes, 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. Christy Walcott read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. Add under Action Items "Approve 2018-19 School Calendar". MOTION: Christy Walcott made motion to accept the agenda as amended. Rick Yakubowski 2nd. All in favor. Motion carried.	
Privilege of the Floor	None.	Sign In Sheet
Community Reports	MPTO Report: Stephanie Grimes reported. MPTO held a meeting last week and had an increase in attendees. Two upcoming events: <ul style="list-style-type: none"> ● Craft Fair scheduled for May 19th from 10:00 a.m. to 2:00 p.m. Shared a letter and sign up form for vendor registration. ● Teacher Appreciation Week in May. MPTO is gathering ideas at this time. Faculty Report: Jessica Adams absent. Linda Uveges reported. Lower Elementary: <ul style="list-style-type: none"> ● Field trip to scheduled to Washington High School on March 23rd to see the play "Beauty and the Beast". Former student, Joe Vick, is playing the role of the Beast. 	See letter handout

<p>Management Report</p>	<ul style="list-style-type: none"> • Reading book clubs with 3rd years and some 2nd years have started with an emphasis on time management and making good work choices. <p>Upper Elementary:</p> <ul style="list-style-type: none"> • Check-Ins tests are scheduled for March 20th for 4th grade and March 21st- 22nd for 5th/6th grades. • Pi Day was celebrated. • 9-12 Level trip to Manteo scheduled for March 29th. • 6th Grade Trip to Wilmington, NC scheduled for May 16-18th. <p>Middle School</p> <ul style="list-style-type: none"> • Pi Day was celebrated. • Trip scheduled to tour Washington, NC, Water Treatment Plant and Estuarium, March 29th. <p>High school</p> <ul style="list-style-type: none"> • Pizza Inn Fundraiser scheduled for March 19th at 5:00 p.m. <p>Student Gov't Report: Mason Smigel reported. Fundraising events are planned to offset the cost of the upcoming Savannah, Georgia, field trip. A Pizza Inn fundraiser will be held Monday, March 19th and an Art Auction downtown at the Contemporary Art Exchange on March 30th. High School Students have been collaborating on a proposal of changes to the high school schedule, policies and procedures. They hope to have ideas to present to Administration and the Board. Austin Smigel also reported. Student survey has gone out to Secondary I & II (middle and high school) students via email today.</p> <p>Directors' Report: Darla Prescott and Austin Smigel reported.</p> <ul style="list-style-type: none"> • No change in enrollment. Waitlist has increased. • End of Quarter is March 28th. • Law Enforcement has been out to visit and do a walk through of the school. The walkout to protest school shootings was a high school student sponsored event and law enforcement visited the high school during this time. 5 students participated from Lower EI to Secondary II. • ECU Career Fair at ECU was successful. Received 14 teacher applications. Three have followed up requesting interviews. • RTL and MTSS teams discussed. Currently these are separate teams due to requirements of each program. • Teacher Working Condition Survey is 96% complete and is a state initiative. • NC has passed legislation awarding \$200 for each K-3 classroom to be used for K-3 literacy. 	
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	<ul style="list-style-type: none"> Community Elected Seat information went out today to the school community. 	
<p>Discussion Items</p>	<p>Update on Upcoming Elections: The Board has decided to wait to fill the self-perpetuating seats after community elected seat is filled. All applicants have been notified of the wait. Lisa Lawless stated the committee for the community elected seat has done an outstanding job organizing the election process.</p> <p>Director’s Community Survey Results: Austin shared a powerpoint graphing the results. 196 responses this year vs.131 last year. Participation was well represented over all levels. Discussion held. Safety and Montessori adherence were the top two priorities for parents. 73 parents are willing to come and share their college or job experience with our high school students. Data will be shared with teachers in each of the levels. One survey comment required notification to the board. Overall results are posted on the website’s parent page. Comments will not be posted publicly.</p> <p>Director’s Sports Conference Options/Discussion: Austin reported. Currently, WMPCS is not in an athletic conference. Scott Purser, Athletics Director, and Austin Smigel have been researching possible conferences to join. The School of Choice Conference appears to be the most closely aligned with the school. There are costs involved both monetary and timewise. Discussion held. Added as a Board Retreat topic.</p> <p>Director’s Update on Facilities Expansion: Austin reported. WMPCS has received the adjusted contract from Stocks and Taylor. Austin has presented and discussed the building with Secondary I students. Children’s House will be discussing it soon. Afterwards, it will be opened up to the parents for discussion.</p>	<p>See handout</p>
<p>Action Items</p>	<p>Approve 2017-18 budget modifications and 2018-19 initial budget: Austin reported. 2017-18 budget modifications discussed. Monies are shifting to help pay for design fees for new buildings. Other smaller modifications have also been made. Discussion held. All revenues listed are actual and not projected.</p> <p>2018-19 Budget discussed. Contracts will determine final salaries. Next year’s budget is similar to this year’s but will be adjusted at the beginning of next year depending on the school’s state allocations and the building plans and timing.</p> <p>MOTION: Charlie Smith made motion to authorize the school to enter into an agreement to repair the plumbing in the 9-12</p>	<p>See budget handout.</p>

	<p>building. The cost of the repair is \$8,690.00. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: Charlie Smith made motion to accept the 2018-19 school calendar as presented. Rick Yakubowski 2nd. All in favor. Motion carried.</p> <p>MOTION: Rick Yakubowski made motion to authorize adjusting the 2017-18 School year budget as presented. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>MOTION: Rick Yakubowski made motion to accept the 2018-19 preliminary budget as presented. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: Charlie Smith made motion authorizing administration to proceed with staff contracts for the 2018-19 school year in line with the accepted budget and understands that all positions may not be filled by the end of year. Rick Yakubowski 2nd. All in favor. Motion carried.</p> <p>Discussion held about adding a policy to the parent handbook regarding computer games. Computer games policy to be adjusted prohibiting games during school hours and will be added under the behavior policy.</p> <p>MOTION: Christy Walcott made motion to accept policy adjustment that no computer games, that are not educational, are allowed to be played on campus during the academic day. Violations of the policy will follow the general guidelines outlined in the school behavior policy. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>Approve minutes 2-21-2018: Minutes reviewed. Added statement from Lisa Lawless regarding the open Board seats.</p> <p>MOTION: Christy Walcott made motion to accept the February 21, 2018 minutes as amended. Charlie Smith 2nd. Rick Yakubowski abstained. (Was not present at the February meeting.) Motion carried.</p>	
<p>New Business</p>	<p>Christy asked the Board to revisit the Board policy manual. Remaining policies to finish are personnel and finance sections.</p>	
<p>Public Comments</p>	<p>Rachel Midgette, parent, asked for clarification on the game policy that was just passed. Asked if students would be able to play after school in the BASC program.</p> <p>Austin clarified that it is for the academic day. Motion was adjusted to say academic day.</p>	

	Rachel Midgette is interested in the Athletics Conference. She asked the Board to get input from the community. She sees sports as a benefit to the students and would like to see this in place soon and not part of the 5 year plan.	
Closed Session	MOTION: At 8:48 p.m., Christy Walcott 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 Smith 2nd. All in favor. Motion carried.	
Return to Open Session and Adjournment	MOTION: At 11:00 p.m., Charlie Smith moved to enter Open Session. Rick Yakubowski 2nd. All in favor. Motion accepted. MOTION: At 11:01 p.m., Charlie Smith moved to adjourn. Christy Walcott 2nd. All in favor. Motion carried.	

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the April 19, 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
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 New Business 3/15/2018
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