

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - Final

Date: May 17, 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 Jessica Adams, Faculty Representative 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 7:00 p.m. Members were present as represented by "X" mark above. Charlie Smith read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. Add the Board Retreat minutes under Action Items. MOTION: Charlie Smith made motion to accept the agenda as amended. Christy Walcott 2nd. All in favor. Motion carried.	
Privilege of the Floor	None.	Sign In Sheet
Community Reports	<p>MPTO Report: Austin Smigel reported. MPTO did a fantastic job for Teacher Appreciation Week. Staff has expressed their gratitude for all the week long events and meals. MPTO is still looking for new date for fall craft fair.</p> <p>Faculty Report: Jessica Adams is on a field trip with the 6th graders in Wilmington. Nothing to report at this time.</p> <p>Student Gov't Report: Mason Smigel reported. High School's field trip to Savannah, GA trip went well. Next year, due to the increase in student numbers in the high school, the juniors and seniors plan to take an end-of-year trip together and the sophomores and freshmen plan to take a trip together. Classroom curriculum and extended immersion experiences are intended to be looped in order to meet</p>	

<p>Management Report</p>	<p>the developmental needs of students. Juniors and seniors are discussing a possible trip to the US west coast. Local trips and activities planned for students who did not attend the Savannah, GA trip went well too.</p> <p>Directors' Report: Darla Prescott and Austin Smigel reported.</p> <ul style="list-style-type: none"> ● Co- teachers, Austin Andrews and Blake Johnson, in Upper Elementary have been selected as teacher's of the week with WITN television station. They will appear in a live interview on Wednesday, June 23 at 6:15 a.m. ● Substitute teacher training will be held the end of this year in order to have observations in normalized classrooms. This year was the first year having a full-time sub and the position has proved to be very valuable. ● Benchmarks are now being handed off to the next teacher when students transition to the next level. ● Several groups are on field trips. Secondary I is in Nantahala, NC white water rafting and exploring outdoors. Middle School students who did not attend the field trip were treated to a variety of events including a "farm to table" organic farm study and a colonial drum concert. 6th grade students are in Wilmington, NC for marine studies and will return tomorrow. ● Moving up night is upcoming for 3rd, 6th and 8th grade students to visit the next level that they are entering next year. Children's House does not participate. ● Suspensions are down this year. 88 at this time. ● KidsFest went very well. Approximately 800 to 900 people and students attended. Due to the weather, the event was held outside. High School students sold concessions but profit amount has not been reported yet. ● Graduation is upcoming. Invitations have been sent. ● Lee Anne Sorto was elected to the Board via the Community Elected Seat. She will be meeting with Austin and Darla next week to learn about school processes from the Directors' standpoint. Lisa Lawless stated she has spoken to both remaining candidates, James "Matt" Holliday and Angela Novak, both would like to be considered for the self-perpetuating seat. ● Amphitheater is underway. Some concerns have come up with Hazelton Landscape and Design. This will be discussed in closed session along with other contracts. 	
<p>Discussion Items</p>	<p>Update on Upcoming Elections: Lisa Lawless reported. She has spoken with Lee Anne Sorto via phone. Discussion held to determine when to interview Holliday and Novak and whether or not to review the by-laws to limit the number of board members or allow and up to amount. By-laws tabled to the next meeting. Discussion held regarding the process for acclimating board</p>	

	<p>members. Current Board members are to review the 100 series Board policy drafts and the bylaws before the next meeting.</p> <p>Director’s Update on Facilities Expansion: Austin reported. Two full sets of building plans were shared. He is working with Seldin to set a construction budget for review. Plans can still be adjusted. Buildings will be priced separately so scenarios for construction timeline can be determined. Middle School building modular will stay and be used for meetings and encore. New buildings will have resource space for student services.</p> <p>Directors’ 2018-19 contract reviews: Austin has the contracts ready for review. This is the renewal of staff contracts and will be discussed in closed session.</p>	
Action Items	<p>Approve minutes 4-19-2018: Minutes reviewed.</p> <p>MOTION: Christy Walcott made motion to accept the April 19, 2018 minutes as presented. Charlie Smith 2nd. Motion carried.</p> <p>Approve minutes 4-21-2018 Retreat minutes. Minutes reviewed. Lisa Lawless asked that the attendance table be corrected to reflect that Jessica Adams was present.</p> <p>MOTION: Charlie Smith made motion to accept the April 21, 2018 Board Retreat minutes as amended. Christy Walcott 2nd. Motion carried.</p>	See budget handout.
New Business	<p>Austin and Darla will have Parent Handbook changes to present at the June meeting. Secondary I and II will be putting together a separate handbook over the summer.</p> <p>Austin Smigel will get with Christy Walcott to get copies of all the draft Board Policies in order to get pricing quotes from attorney by June. Board would like to have Board Policy series complete by August.</p> <p>Board requested that the Action items about policy 1st reads be deleted since an attorney will now be reviewing the policies first. Also, delete the first item about curriculum since this is now embedded in the monthly Director’s report and remove tracking graduation students as this is now on-going.</p>	
Public Comments	None.	
Closed Session	MOTION: At 7:57 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	<p>MOTION: At 9:13pm, Christy Walcott made motion to enter Open Session. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>MOTION: Charlie Smith made motion to approve 50 employee contracts to staff the 2018-2019 academic year, for a total of \$1.79 million in salary. Christy Walcott 2nd. All in favor. Motion carried.</p> <p>MOTION: At 9:14pm, Christy Walcott made motion to adjourn. Charlie Smith 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 June 21, 2018 Board meeting.

Accepted by: _____ Date: _____
 Lisa Lawless, BoT Chair, WMPCS, Inc.

BoT Action Items

Action or Concern	Who will complete	Timeframe	Reference
Review the current By-laws regarding number of members	All Board members	November Board Meeting	Discussion Items 10/19/2017
Pricing structure/options from school attorney to review revised Board Policies and current WMPCS Policies	Austin Smigel	May Board Meetin	Board Retreat Minutes 04/21/2018
Goals and tracking of outcomes for student success and faculty advancement.	Austin and Darla	May Board Meeting	Board Retreat Minutes 04/21/2018