

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - **Draft for Review**

Date: August 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 Christy Walcott, Chair X Rick Yakubowski, Treasurer X Lee Anne Sorto, Secretary Lisa Lawless, Member X Charles Smith, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance Faculty Representative Stephanie Grimes, MPTO Representative 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	Christy Walcott, Chair called meeting to order at 7:12 p.m. Members were present as represented by "X" mark above. Charlie Smith read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. MOTION: Charlie Smith made motion to accept the agenda as presented. Lee Anne Sorto 2nd. All in favor. Motion carried.	
Privilege of the Floor	None.	Sign In Sheet
Community Reports	<p>MPTO Report: Austin Smigel reported. Craft show has been canceled. MPTO scheduled a meeting last week but no one was in attendance. Austin and Darla plan to discuss MPTO options at the next Community Meeting. The structure of the MPTO may need to be altered again to gain volunteers. Discussion held.</p> <p>Faculty Report: Austin Smigel reported. New faculty representative will be elected at the start of the year.</p> <p>Student Gov't Report: Austin Smigel reported. Student representative election will be held within the first month of school.</p> <p>Directors' Report: Darla Prescott reported.</p> <ul style="list-style-type: none"> ● All open staff positions have been filled except one position that recently opened in lower elementary. 	

<p>Management Report</p>	<ul style="list-style-type: none"> ● 430 students enrolled for 2018-19 school year. ● 4.68% attrition with 19 students withdrawing over the summer. This has helped open slots for new faculty children to enroll. ● Kindergarten enrollment was purposefully cut to 15 per class to trim enrollment since attrition is so low. ● New teacher and beginning teacher workshops were held today. <p>Austin reported:</p> <ul style="list-style-type: none"> ● DPI is revamping the public school's organizational chart. The SBOE has experienced transitions in its membership. With these changes, the administration plans to attend as many of the SBOE and Office of Charter School Advisory Board meetings as possible this year. Of the transitions at the SBOE, Becky Taylor, our district representative, has resigned because she is no longer residing in the district in which she serves. Mrs. Taylor has been a great supporter of the charter school movement and our school. Discussion held. ● State will be approving the accountability data for school grades in September at the State Board meeting. ● The auditor was here today. Ali Woolard worked exceptionally hard to have everything ready for the auditor and did an excellent job. The auditor only needed a couple of additional items and was able to complete her visit. ● A grant for a water bottle filling station has been received. It will be installed this school year in Secondary II. ● The amphitheater will not be completed by the start of school due to delays and rain. The benches will be completed after the students' return. 	
<p>Discussion Items</p>	<p>Chair, Update on upcoming elections: The next election will be held to fill the Community Elected seat held by Lisa Lawless whose term expires in December 2018. The Board directed Austin to start working with the elections committee. The online election process was successful and may be used again at the discretion of the Community Elected Board Committee. The Board would like to have the process completed in time for the new member to attend a meeting before being seated in January 2019.</p> <p>Directors' Update on Facilities Expansion: Austin reported. Stocks and Taylor have provided a new budget plan that only includes the Secondary I building. Raising funds to assist in building the new building discussed. In order to be fiscally responsible the Board and Administration are proceeding with caution and not aggressively pursuing loans at this time. This summer, approximately \$10,000 was invested in the Secondary I modular building.</p> <p>Directors, Policy Changes (Conflict of Interest, Criminal Background, Nepotism) and update on new staff: Policies</p>	

	<p>reviewed. These are updated options and versions have been vetted by the OCS and any of the versions that were not “stricken” in the document would be acceptable. Criminal Background policy version 3 and 4 discussed. Conflict of Interest and Nepotism policies reviewed and discussed.</p> <p>MOTION: Lee Anne Sorto made motion to approve the Conflict of Interest Policy as written. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>MOTION: Rick made motion to approve the Criminal Background Check Policy version 3 as written. Charlie 2nd. All in favor. Motion carried.</p> <p>MOTION: Lee Anne Sorto made motion to approve the Nepotism Policy as written. Rick 2nd. All in favor. Motion carried.</p> <p>The Board also acknowledges the addition of the following statement to the Personnel/Staff Manual:</p> <p><i>“Materials created and stored on the WMPCS network, servers or drives are the property of WMPCS, Inc. Unauthorized deletion or distribution of WMPCS materials may be prosecuted to the fullest extent of the law as destruction or distribution of public information or private information.”</i></p>	
<p>Action Items</p>	<p>Approve minutes 6-21-2018: Minutes reviewed. Lee Anne Sorto accepts the position of Secretary as stated in the June minutes.</p> <p>MOTION: Charlie Smith made motion to accept the June 21, 2018 minutes as presented. Rick Yakubowski 2nd. All in favor. Motion carried.</p> <p>Austin is working on the salary scale that was mentioned in the June minutes and will be combining a couple of the Montessori scales he has researched. He will be absent at the September meeting and but will submit a scale for review by the Board. This will be discussed with the staff at the Monday, August 20th Staff meeting.</p>	<p>See minutes handout.</p>
<p>New Business</p>	<p>Nothing added at this time.</p>	
<p>Public Comments</p>	<p>None.</p>	

Closed Session	MOTION: At 8:11 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 2 nd . All in favor. Motion carried.	
Return to Open Session and Adjournment	<p>MOTION: At 8:43 p.m., Charlie Smith made motion to enter Open Session. Lee Ann Sorto 2nd. All in favor. Motion carried.</p> <p>MOTION: Lee Anne moved to approve adjustments to salaries of three faculty contracts, based on rationales from closed session. Charlie Smith 2nd. All in favor. Motion carried.</p> <p>MOTION: At 8:44 p.m., Charlie Smith made motion to adjourn. Rick Yakubowski 2nd. All in favor. Motion carried.</p>	

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the September 20, 2018 Board meeting.

Accepted by: _____ Date: _____
Christy Walcott, BoT Chair, WMPCS, Inc.

BoT Action Items

Action or Concern	Who will complete	Timeframe	Reference
Goals and tracking of outcomes for student success and faculty advancement.	Austin and Darla	May Board Meeting	Board Retreat Minutes 04/21/2018
New Salary Scale	Austin	By the September Meeting	Discussion Items and New Business 06/21/2018