

## Washington Montessori, Inc. Board of Trustees

### Regular Meeting Minutes - Final

Date: January 17, 2019

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)
Christy Walcott, Chair X Rick Yakubowski, Treasurer X Lee Anne Sorto, Secretary X Charles Smith, Member X Jamie Midgette, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance X Austin Andrews, Faculty Representative X MPTO Representative, Theresa DeLeon 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)
<b>Call to Order</b>	Rick Yakubowski called the meeting to order at 7:12 p.m. Members were present as represented by "X" mark above. Lee Anne Sorto read the mission statement.	Member Sign In Sheet
<b>Agenda</b>	Agenda reviewed. Rick added to Discussion Items: Board increasing from 5 to 7 seats and Board training for the year.  <b>MOTION: Charlie Smith made a motion to accept the agenda as amended. Jamie Midgette 2<sup>nd</sup>. All in favor. Motion carried.</b>	
<b>Privilege of the Floor</b>	None.	Sign In Sheet
<b>Community Reports</b>	<p><b>MPTO Report:</b> Teresa DeLeon reported. Community Meeting held January 10th. Austin will conduct a polling of the teachers and get goals for the MPTO to focus on for the rest of the year.</p> <p><b>Faculty Report:</b> Austin Andrews reported. Classrooms are back and engaged since returning from winter break. The holiday giving project, "Doctor's without Borders" raised almost \$3,300. Twenty teachers are participating in "You can Teach it All" training series are in the 2nd week of sessions. Levels are meeting weekly to plan and share ideas. Children's House will be visit a local assisted living home, take supplies, and the children will sing. They will be asking for donations from the school community. One teacher wanted to share how much they appreciate the planning time they are given in their weekly schedule.</p>	

**Management Reports**

**Student Gov't Report:** Austin Smigel reported. No student representative. Process is on-going at the high school level.

**Directors' Report:** Darla Prescott and Austin Smigel reported. Enrollment Lottery was held tonight at 6:30 p.m. 20% more applications received than last year for a total of 133 applications. Lottery results are as follows:

Kindergarten = 45 slots available 25 Sibling slots filled 20 Applications drawn for slots 20 Applications drawn for waitlist	7th Grade = 0 Slots available 1 Sibling application drawn first for waitlist 5 Applications drawn for waitlist
1st Grade = 0 slots available 2 Sibling applications 4 Applications drawn for waitlist	8th Grade = 0 Slots available 2 Sibling applications drawn first for waitlist 3 Applications drawn for waitlist
2nd Grade = 0 slots available 1 Sibling application drawn first for waitlist 9 Applications drawn for waitlist	9th Grade = 0 Slots available 0 Sibling applications 4 Applications drawn for waitlist
3rd Grade = 0 slots available 2 Sibling applications drawn first for waitlist 10 Applications drawn for waitlist	10th Grade = 0 Slots available 0 Sibling applications 2 Applications drawn for waitlist
4th Grade = 0 slots available 0 Sibling applications drawn first for waitlist 10 Applications drawn for waitlist	11th Grade = 0 Slots available 0 Applications received
5th Grade = 0 slots available 0 Sibling applications drawn first for waitlist 4 Applications drawn for waitlist	12th Grade = 0 Slots available 0 Applications received
6th Grade = 0 slots available 1 Sibling applications drawn first for waitlist 8 Applications drawn for waitlist	

Darla and Austin continued.

- Several high school students chose to do Independent studies for elective coursework. One high school student created a linear Montessori work for lower elementary math. Another did an independent study on the military and created a book for the Secondary II level detailing requirements to join and jobs available in the military. Three students are presenting on game design and development.
- BCCC (Beaufort County Community College) dual enrollment with WMPCS has 17 of our junior and senior students taking 11 different courses this semester.
- Number of students in kindergarten will be 15 per class for the 2019-20 school year.
- Austin discussed state funding. Other expenses have occurred but no budget line item adjustments are needed at this time. The legal budget will be increased for next year. WMPCS

	<p>retains a legal firm out of Raleigh that specializes in Charter Schools. We are sound financially and classroom monies will not be impacted.</p> <ul style="list-style-type: none"> <li>● The Board has requested a 90 day notice for overnight trips. Darla reported the following upcoming trips: <ul style="list-style-type: none"> <li>○ 6th graders will be going to Camp Don Lee for two nights.</li> <li>○ Middle School will go to Washington DC for four nights.</li> <li>○ High School 9th and 10th graders will go to Philadelphia and 11th-12th graders will go to New Orleans for one week. Each trip has an admin member attending.</li> </ul> </li> <li>● Response on the progress of the strategic plan is included in the board packet. Board would like to have it reported annually and also when milestones or completion is reached.</li> </ul>	
<p><b>Discussion Items</b></p>	<p><b>Community Survey (2018-19):</b> Austin Smigel reported. A needs assessment survey was sent out to the faculty and the director's will review the results to determine what is feasible for MPTO to assist with. He shared a tentative version of the Community survey he plans to use for this school year. The survey will be online with links emailed to parents. It is open for 1-2 weeks with reminders sent out. Typically presents results to the Board in March. Discussion held. Response rate is typically 40%.</p> <p><b>MPTO Community Meeting Update:</b> Communication is improving. The administration is going to do some additional parent education sessions explaining the Montessori pedagogy. Additional parent education sessions have been offered this year. However, attendance has been low so it is being restructured. MRX (Montessori Records Express) offers parent videos online showing classroom lessons. Face-to-face parent attendance is difficult for community and parent education meetings when our school community comes from 5 different counties. MPTO events need to have adherence to the Montessori Philosophy. Discussion held. Sports are based on student interest and results show some interest in sports is very low but the topic keeps coming up. A volunteer opportunities list will be held in the office and tracked as a result of the meeting. Facebook is used both for parent and administration page. Some families are completely connected and others do not have internet at home.</p> <p><b>Secondary I Building Financing Update:</b> Austin reported significant headway but financing and construction are part of a process that takes time. Tentative agreement shared for financing. A fixed rate is preferred due to economic shifts that can occur.</p> <p><b>MOTION: Lee Ann Sorto made motion to allow Austin to negotiate and finalize financing for the new Secondary 1</b></p>	

	<p><b>building Select Bank and Trust. Charlie Smith 2nd. All in favor. Motion carried.</b></p> <p>Policy Updates: Austin is going to compile the policies and submit them to the BoT for review prior to sending them to the lawyer for final review.</p> <p>Director surveys have been completed by staff and results will be shared with the Board via the secure google file.</p> <p><b>Budget Update:</b> Discussed earlier under Director’s Report.</p> <p><b>Board increasing from 5 seats to 7:</b> Rick reported. This would be the addition of 2 self-perpetuating seats. Terms will be expiring at the same time and more manpower could be useful. Spacing the terms so that they are staggered discussed. Discussion held. Added 2 seats this year and if 2 more are added all would end their terms at the same time. This would cause the board to be inexperienced. Board is creating a timetable to use and rules for specific skill sets that are needed. This is to be discussed again at the retreat. Moved to May meeting.</p> <p><b>BOT training for the year:</b> Christy has submitted topics.</p> <ul style="list-style-type: none"> <li>● School law and regulations.</li> <li>● Effective governance.</li> <li>● Improving student achievement.</li> <li>● Community relations.</li> <li>● School finance.</li> </ul> <p>The state has some online training available. Austin suggested a Board Montessori training overview from Children’s House to High School. Would like this to be a prerequisite to any other training. Discussion held. Austin and Darla will bring back options in February. Montessori training is important because it is the basis of our charter.</p>	
<b>Action Items</b>	<p><b>Approve minutes 11-18-2018:</b> Minutes reviewed.</p> <p><b>MOTION: Charlie Smith made a motion to accept the November 18, 2018 minutes as presented. Lee Anne Sorto 2nd. All in favor. Motion carried.</b></p>	See minutes handout.
<b>New Business</b>	Nothing added at this time.	
<b>Public Comments</b>	None.	
<b>Closed Session</b>	<b>MOTION: At 8:30 p.m., Charlie Smith made a motion to enter closed session pursuant to NCGS 143-318.11(a) (5);</b>	

	<b>143-318.11(a) (6) for confidential and personnel matters. Jamie Midgette 2<sup>nd</sup>. All in favor. Motion carried.</b>	
<b>Return to Open Session and Adjournment</b>	<b>MOTION: At 10:03 p.m., Rick Yakubowski made a motion to enter Open Session. Jamie Midgette 2<sup>nd</sup>. All in favor. Motion carried.</b> <b>MOTION: At 10:04 p.m., Rick Yakubowski made a motion to adjourn. Jamie Midgette 2<sup>nd</sup>. All in favor. Motion carried.</b>	

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the February 21, 2019 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
School Grade - Data comparison to surrounding areas	Austin	At a future Board Meeting	Discussion Item - 9/20/2018
Community Montessori Visit: Things learned that are to be implemented at WMPCS	Austin	At a future Board Meeting	Discussion Item 11-15-18
Creating a timetable and rules for specific skill sets that are needed for Board members and their terms.	The Board	Revisit at Retreat or May meeting	Discussion Item 1-17-2019
Ideas for a Montessori overview Board Training	Austin and Darla	February Meeting	Discussion Item 1-17-2019