

# Washington Montessori, Inc. Board of Trustees

## Regular Meeting Minutes - Final

Date: March 21, 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)  |
|---|---|
| X Christy Walcott, Chair<br>X Rick Yakubowski, Treasurer<br>Lee Anne Sorto, Secretary<br>X Charles Smith, Member<br>X Jamie Midgett, Member | X Darla Prescott, Directress of Education and Academics<br>X Austin Smigel, Director of Administration and Finance<br>Austin Andrews, Faculty Representative<br>MPTO Representative<br>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>          | Christy Walcott called the meeting to order at 7:02 p.m. Members were present as represented by "X" mark above. Charlie Smith read the mission statement.   | Member Sign In Sheet |
| <b>Agenda</b>                 | Agenda reviewed. The following items were added to Discussion Items: <ul style="list-style-type: none"> <li>● Board of Trustees Orientation/Binder added by Christy Walcott.</li> <li>● Adjusting Admissions and Enrollment Policy added by Austin Smigel</li> <li>● Approving the 2019-20 Calendar added by Austin Smigel</li> <li>● Classroom Observations added by Charlie Smith</li> </ul> <p><b>MOTION: Charlie Smith made a motion to accept the agenda as amended. Jamie Midgett 2<sup>nd</sup>. All in favor. Motion carried.</b></p> |                      |
| <b>Privilege of the Floor</b> | None.   | Sign In Sheet        |
| <b>Community Reports</b>      | <p><b>MPTO Report:</b> Theresa DeLeon sent an email to Austin Smigel who reported. MPTO is heading up the Community Cookout on April 11th. They are still working to increase MPTO participation.</p> <p><b>Faculty Report:</b> Austin Andrews was absent. Austin Smigel reported. A Lower Elementary teacher requested discussion on the uniform policy especially pants. Meghan Boltes, a parent, spoke regarding her concerns about shorts that her son had been wearing</p>   |                      |

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| <p><b>Management Reports</b></p> | <p>but has now been told that he could no longer wear. Darla discussed the history of the uniform policy. Christy Walcott stated that the Board will revisit the policy in the summer and, for the rest of this year, will work to ensure that the current policy is enforced with consistency between the classes and levels.</p> <p><b>Student Gov't Report:</b> No representative present. Austin Smigel reported that the high school is having the first Junior/Senior prom in April.</p> <p><b>Directors' Report:</b> Darla Prescott and Austin Smigel reported.</p> <ul style="list-style-type: none"> <li>● Parent Education had 7 parents from K through 12th grade participate. This time only one classroom was open at each level.</li> <li>● Austin, Amy, and Darla have completed their Montessori training and will be receiving their certificates soon.</li> <li>● Immersion trips for Secondary I and II are all planned for the end of the year. The academic portion of the trips has received some modifications.</li> <li>● Austin reported. Budget discussed. A 5-year budget plan shared. Personal line item was increased 5% to include any additional staff that may be needed. Salary scale and NC funding discussed. Budget changes discussed briefly. Ranges are consistent even though line items may differ in increases and decreases. The 5-year budget includes the Children's House building budget.</li> </ul> <p><b>MOTION: Charlie Smith made a motion to approve the budget for the school year 2019-2020 as presented in the 2018-19 to 2022-2023 long term budget forecast. Adjustments may be made to the 2019-2020 budget as funding is solidified. Rick Yakubowski 2nd. All in favor.</b></p> <p>Austin reported we have the written financial commitment and are awaiting the final paperwork from the USDA for the Secondary I building to start.</p> <p>Graduation will be Monday, June 10th. Save the dates have been sent out. Keynote speaker still needed.</p> |  |
| <p><b>Discussion Items</b></p>   | <p><b>Secondary I Building Financing Update:</b> Austin reported earlier under the Director's Report.</p> <p><b>2019-20 School Calendar:</b> The calendar presented meets all the legislative requirements.</p> <p><b>MOTION: Rick Yakubowski made a motion to accept the 2019-20 School Calendar. Charlie 2nd. All in favor. Motion Carried.</b></p>   |  |

**Admissions Policy:** Current policy does not state the time given for the admissions period when applications are received. The amended policy presented tonight includes the admissions period timeframe.

**MOTION: Jamie Midgette made a motion to accept the amended Admissions and Enrollment policy. Rick Yakubowski 2nd. All in favor. Motion carried.**

Austin asked for a motion to approve the auditor for the upcoming school year.

**MOTION: Charlie Smith made a motion to approve the contract for Rebecca Barr, CPA, PA for the auditing of the financial data for the 2018-19 school year. Rick Yakubowski 2nd. All in favor. Motion carried.**

**Board Training materials update/document location:** Christy reported sharing a timeline for the training requirements. This will be a requirement for all new and existing Board members with a checklist for completion.

**MOTION: Charlie Smith made a motion to approve the procedure for on-boarding orientation, training and continuing education Rick 2nd. All in favor. Motion carried.**

Christy shared a copy of the Table of Contents for the new Board of Trustees Orientation Binder. This will be an electronic binder.

**Policy Update:** Austin has compiled all the policies in Google Drive. He asked the Board to allow him and Sharon to compile the policies into one document. Discussion held. A draft will be compiled for the Board to review for accuracy. Discussion held on how to document revisions to have a history of changes. The HR (Human Resources) section of the policy was never completed. Austin will complete the HR section for the Board to Review. The goal is to have a publicly available policy manual. Board asked to have a reviewable copy for them to review in a month for a first draft reading.

**Parent Survey Presentation:** Austin presented the survey data. He has already shared the data with the faculty at their level meetings. It is an anonymous survey and no personal identifiers show up on the survey data. He shared a powerpoint and discussed data trends. Discussion held. Parents, overall, are happy with Washington Montessori. Suggestions and questions were allowed from the Board and audience.

**Classroom Observations:** Charlie spoke regarding his observations in all levels from Children's House through High School. He was very impressed. He spoke of the effortless way

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|   | teachers guided the students and the differences in each level. All levels were very interesting and purposeful in their lessons and movements. Darla explained the integration of the science, social studies, and humanities class and explained that math and foreign language is not included in the units. Charlie stated that all classrooms did very well.   |                      |
| <b>Action Items</b>                           | <p><b>Approve minutes 2-21-2019:</b> Minutes reviewed. Christy asked to edit. Strike no decision made regarding a retreat date and move the paragraph stating that instead of a formal retreat, training will be handled by each member individually and discussed at regular board meetings.</p> <p><b>MOTION: Charlie Smith made a motion to accept the February 21, 2019 minutes as amended. Jamie Midgette 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 8:50 p.m., Charlie Smith made a 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<sup>nd</sup>. All in favor. Motion carried.</b>  |                      |
| <b>Return to Open Session and Adjournment</b> | <p><b>MOTION: At 9:22 p.m., Charlie Smith made a motion to enter Open Session. Rick Yakubowski 2<sup>nd</sup>. All in favor. Motion carried.</b></p> <p><b>MOTION: At 9:22 p.m., Charlie Smith made a motion to adjourn. Rick Yakubowski 2<sup>nd</sup>. All in favor. Motion carried.</b></p>  |                      |

These minutes recorded and respectfully submitted by Sharon Main, Clerk to the Board, for approval at the April 18, 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        |