

Washington Montessori, Inc. Board of Trustees

Regular Meeting Minutes - **Minutes**

Date: May 20, 2021

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 Jamie Midgette, Chair X Lee Anne Sorto, Secretary X Matthew Holliday, Treasurer X Joseph Knox, Member X Lisa Lawless, Member X Sara Watson, Member	X Darla Prescott, Directress of Education and Academics X Austin Smigel, Director of Administration and Finance X Austin Andrews, Faculty Representative Teresa DeLeon, 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	Jamie called the meeting to order at 7:05 p.m. Members were present as represented by an "X" mark above. Sarah read the mission statement.	Member Sign In Sheet
Agenda	Agenda reviewed. Agenda items added: Agenda item added color/dress code added by Austin. MOTION: Lisa motion , LeeAnne second	
Privilege of the Floor	None, no one present requested to make comments. Dallas Young, parent of student discussed later. Wanted to express gratitude for what the school has done for their family and child. If it was not for Mrs. Jodee and Mrs. Johnson would not have been able to help him as much as they have been. Finally had enough backing to go forward and help him. True impact on lives, not just teachers they are much more it has helped us become better parents ... and also to hold him accountable. Grateful that he has been able to understand that more. Whatever you all are doing, keep doing it.	Sign In Sheet
Approval of Minutes	Approve minutes 4-2020: MOTION: Matt motion , Sara second in favor. Motion carried.	
Community Report	MPTO Report: They had daily activities, treats for our staff during Teacher Appreciation Week.	

<p>Management Reports</p>	<p>Student Gov't Report: No student government report.</p> <p>Faculty Report: Mrs. Johnson discussed the party for Mrs. Gay's semi-retirement. Her class delivered cards to the police station. Students are still doing community outreach as best they can.</p> <p>Austin has nothing else to report from faculty.</p> <p>Directors' Report:</p> <p>Darla:</p> <ul style="list-style-type: none"> ● Highlight beginning teachers closed out for the year ● Professional development <ul style="list-style-type: none"> ○ Close out all K-6 assistant trainings except EC ○ Amy about ½ through the high school ○ Design for inclusion, social effectiveness, interventions, racial equity training ● Moving up nights ● Montessori in the Public Sector staff that went to training <ul style="list-style-type: none"> ○ Need extra coaching and training ○ When to determine if Montessori was a fit ○ Provides us with a lot of resources <p>Austin:</p> <ul style="list-style-type: none"> ● Finance Budget update ● \$4,000 grant received for Homelessness prevention. ● \$53,000 grant--internal teacher training--informally notified ● \$38,000 storage building earmarked in general fund, approved for reserved funding ● 98 score for health department--highest ever received ● Fire inspection was completed ● Draft version of school video shown 	
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<p>Discussion Items</p>	<p>Covid Update: Mask mandate has been lifted for outside but not inside.</p> <p>2020-2021: No update on initiatives. No new training on our internal site. Few parents use the MRX parent portal.</p> <p>Retirement Plan Update: On hold. Three staff members pointed out they are not happy with Edward Jones.</p> <p>Salary Scale/Finance Committee: Finance Committee met for about 2 hours. Austin will put minutes from the finance committee in the BoT folder. Benefits match up with ECU Lab School. It was suggested that the retirement be matched at 6% (increased from 3%). Lisa asked if there was any discussion to slightly exceed the state scale to possibly attract out-of-state staff. WMPCS scale is comparable at the bottom and the top of the scale.</p> <p>Discussion on the administrative employees salary. Increased to minimum \$15.00 hour.</p> <p>EOY Bonus: See motion below.</p> <p>Dress Code:</p> <p>Discussion about the difficulty level of the dress code.</p> <p>Joseph suggested adding any solid color.</p> <p>Discussion about the time that it took staff to review and ensure the proper implementation of the dress code.</p> <p>Donna: Statement about her past experience.</p> <p>Lisa: Stated that the students' work towards multiple colors as they progress through the program. The current system allows for an added benefit of "security color coding" when the students go on trips. Simplified color system allows for quick identification of the students.</p> <p>Sara: Noted that the dress code is known in the community and gives the school an additional community presence.</p> <p>Motion below.</p>	
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	<p>ADD: Finance Committee Next focus (Busses and Cafeteria/lunch offering)</p>	
<p>Action Items</p>	<p>Motions:</p> <ol style="list-style-type: none"> 1) Move the school main credit card to First Bank. 2) Move the secondary “reserve account” (\$218,XXX) to First Bank. 3) Allocate the following from the 2020-21 school budget: <ol style="list-style-type: none"> a) 1% of current FT contract to be allocated at the end of the year to all staff with a 2020-21 contract (\$18,205) b) Part time staff to receive a \$100.00 end of year bonus if they have worked at least ½ of the calendar year with the school (excluding subs and summer worker part time staff.) (\$300.00) c) 1.75% contract signing bonus for staff that have entered into a 2021-2022 full time contract (\$29,169) d) Part time staff to receive a \$150.00 contract signing bonus (excluding subs and summer worker part time staff). (\$150) e) Exceeding contract performance bonus of \$250.00 to the cleaning/janitorial staff. 4) Authorize the administration to shift any budget overages from the cash accounts fund reserve. Not to exceed \$100,000. Current balance reserve is \$1,470,733. 5) Approve the salary scale as amended [this includes changes to the top limits of various categories, increasing the retirement match to 6%, and increasing the minimum amount of the administrative staff salaries]. 6) To add the color black to the dress code. LeeAnn/Joseph. 2 in favor 3 against. <p>Joseph approved. Lisa 2nd.</p>	<p>See minutes handout</p>
<p>New Business</p>	<p>Nothing added at this time.</p>	

Public Comments	None Motion to adjourn made by Lee Ann and 2nd by Matt.	
Closed Session		
Return to Open Session and Adjournment	<p>_____ : Made motion and seconded to go to open session.</p> <p>MOTION: At 10:00 p.m., Lisa made a motion to adjourn. Matt 2nd. All in favor. Motion carried.</p>	

These minutes were recorded and respectfully submitted by Austin Smigel for approval at the August 2021 Board meeting.

Accepted by: _____ Date: _____
 Jamie Midgette, BoT Chair, WMPCS, Inc.