



**Washington Montessori  
Public Charter School**  
2330 Old Bath Hwy.  
Washington, NC 27889  
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www.wmpcs.org

**Approved  
Board of Trustees Retreat**

July 22, 2023 11:00 AM

**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.*

<ul style="list-style-type: none"> <li>X Jamie Midgette, Chair</li> <li>X Lisa Lawless, Secretary</li> <li>X Joseph Knox, Member</li> <li>X Sara Watson, Member</li> </ul>	<ul style="list-style-type: none"> <li>Darla Prescott, Directress of Education and Academics</li> <li>X Austin Andrews, Acting Director of Education and Academics</li> <li>X Rick Yakubowski, Director of Finance and Operations</li> <li>Amber Miller, Faculty Representative</li> <li>Mindy Griffin, MPTO Representative</li> </ul>
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**OPEN SESSION**

ITEM	RESPONSIBILITY AND BASIS	REFERENCE OR ATTACHMENTS
<b>Call to Order 11:00 am</b>	Jamie called the meeting to order at 11:00 a.m. Members were present and represented by the "X" mark above. Sara read the Mission Statement.	
<b>Agenda</b>	Agenda reviewed  <b>MOTION: Joseph made a motion to accept the agenda as written. Sara 2nd. All in Favor. Motion carried.</b>	
<b>Closed Session</b>	<b>MOTION: At 11:01 a.m. Sara made a motion to enter a closed session pursuant to NCGS 143-318.11 (a). Lisa 2nd. All in favor. Motion carried.</b>  <b>MOTION: At 12:20 p.m. Joseph made a motion to enter the Open Session. Sara 2nd. All in favor. Motion carried.</b>	

	<p>Closed session: <a href="#">Privileged Information – General Statute 143-318.11 (a)</a></p>	<p>Personnel</p>
<p><b>Open Session</b></p>		
<p><b>New Business/Next Agenda/Discussions</b></p>	<p>Approved contract Layla Montana Lisa motion, Joseph second</p> <p>Financial Funding Sources/Restrictions</p> <ul style="list-style-type: none"> <li>● Year-end snapshot <ul style="list-style-type: none"> <li>○ \$17,000 back in insurance claim</li> <li>○ \$78,000 carryover, adjusted \$110,000 (after Pitt County payment)</li> </ul> </li> <li>● 423 projected ADM (Fund 1)</li> <li>● Fund 3 IDEA, 3 Title components, REAP (earmarked for professional development and recruitment/retention), ESSER II (summer maintenance)</li> <li>● \$4,200,000 Total</li> <li>● Goal is to build structured reserve, proposal forthcoming</li> <li>● Budget net projection \$246,000</li> <li>● Salary schedule/equity process forthcoming</li> <li>● Renewing facilities and business contracts (custodial, insurance, business services) <ul style="list-style-type: none"> <li>○ New cleaning company contract - Extra Clean <ul style="list-style-type: none"> <li>■ Previous contract \$3300/month</li> <li>■ New contract \$7000/month</li> </ul> </li> </ul> </li> <li>● Summer Maintenance: <ul style="list-style-type: none"> <li>○ Interior painting for Lower El</li> <li>○ Landscaping</li> <li>○ Power washing/Soft washing</li> <li>○ Deep cleaning</li> <li>○ Basic maintenance inside buildings</li> </ul> </li> <li>● Marketing <ul style="list-style-type: none"> <li>○ \$500/month for digital platform with WDN</li> <li>○ Are there other options for marketing firms?</li> </ul> </li> <li>● 501(c)3 component</li> <li>● Contract Student Services <ul style="list-style-type: none"> <li>○ Carolina Therapy for speech therapist \$95/hour direct service rate, 22 hours/week, 38 weeks</li> </ul> </li> <li>● Debt maturity dates over 10 years out</li> <li>● GA bill - public charters can work with counties to get tax funds for capital</li> </ul>	<p>Yakubowski</p>

	<ul style="list-style-type: none"> <li>● Teacher raises may be 5-6% over 2 years</li> <li>● Booster club/sports - \$30,000 expense <ul style="list-style-type: none"> <li>○ Direct calls to businesses/vendors</li> <li>○ Families while child is participating in sports</li> <li>○ Can secondary students participate in fundraising?</li> <li>○ Soccer field maintenance</li> <li>○ Gym floor</li> </ul> </li> <li>● 3-year Facilities plan forthcoming</li> <li>● Charter Renewal for January 2025, letter of intent signed by Jamie</li> </ul> <p>Internal financial controls review (Rick)</p> <ul style="list-style-type: none"> <li>● Policy statement and procedures</li> <li>● Grant management procedures</li> <li>● Formalizing procedures and finding a place to report</li> <li>● Audits will be against procedures</li> <li>● Board should audit each year on financial and personnel</li> <li>● Document should be more detailed toward our organization</li> </ul> <p>Faculty/staff update (Austin)</p> <ul style="list-style-type: none"> <li>● Staffing is in a good position</li> <li>● Summer Institute next week</li> <li>● 12 Pre-K, 426 in charter</li> </ul> <p>School Policies Review/handbooks</p> <p>Board Audit Procedures (Jamie)</p> <ul style="list-style-type: none"> <li>● Come in once or twice a year and review HR/Montessori pedagogy/EC. Create a checklist for auditing? Does HoS complete Montessori audit?</li> <li>● Should we audit Montessori aspects?</li> <li>● Include in open session presentations reports from Level HoS - HoS should take ownership of the role they have taken</li> <li>● In what format should the quarterly report be? Get input from HoS.</li> <li>● Monthly report from director, quarterly from HoS, athletic director</li> <li>● Reports in November, February, May, add August</li> </ul> <p>Strategic Plan Review</p> <p><b>MOTION: Sara made a motion to approve the Strategic Plan. Joseph 2nd. All in favor. Motion carried.</b></p> <p>Board training</p> <ul style="list-style-type: none"> <li>● Open meetings document</li> <li>● Open meeting minutes satisfy the law, may include public comments at discretion</li> </ul>	<p>Yakubowski</p> <p>Andrews</p>
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	<ul style="list-style-type: none"> <li>• Closed session - general accounting as well as minutes, include actions taken</li> </ul>	
<b>Open Session Motions</b>	Chair, request to approve any motions from open and/or closed session	
<b>Privilege of the Floor</b>		
<b>Closed Session</b>	<p><b>MOTION: At 4:01 p.m. Sara made a motion to enter into closed session pursuant to NCGS 143-318.11 (a). Joseph 2nd. All in favor. Motion carried.</b></p> <p><b>MOTION: At 4:01 p.m. Sara made a motion to enter the Open Session. Joseph 2nd. All in favor. Motion carried.</b></p>	
<b>Adjournment</b>	<b>MOTION: At 4:01 p.m. Sara made a motion to adjourn. Joseph 2nd. All in favor. Motion carried. No community members present.</b>	