



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

**Approved**

**August Minutes**

August 17th, 2023, 7:00 p.m.

**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 Lisa Lawless, Secretary X Joseph Knox, Member X Sara Watson, Member	X Austin Andrews, Acting Director of Education and Academics X Rick Yakubowski, Director of Finance and Operations Amber Miller, Faculty Representative , MPTO Representative

Acronyms Used: Board of Trustees (BoT), Head of School (HoS), Montessori Parent Teacher Organization (MPTO)

**OPEN SESSION**

ITEM	RESPONSIBILITY AND BASIS	REFERENCE OR ATTACHMENTS
<b>Call to Order 7:00 pm</b>	Jamie called the meeting to order at 7:00 p.m. Members were present and represented by the "X" mark above. Sara Watson read the Mission Statement.	Member sign-in sheet
<b>Agenda</b>	Agenda reviewed  Added review/update school calendar and review/approve the 23-24 Student Handbook.  <b>MOTION: Lisa Lawless made a motion to accept the agenda as amended. Joseph Knox 2nd. All in Favor. Motion carried.</b>	
<b>Privilege of the Floor</b>	Privilege of the floor: None	See Public Comments
<b>Action Items</b>	Approval of 06-15-23 & 07-22-23 Minutes reviewed.  <b>MOTION: Joseph Knox made a motion to accept the 06-15-23 &amp; 07-22-23 minutes with amendments. Sara Watson 2nd. All in favor and the Motion carried.</b>	

**New Business/  
Next  
Agenda/Discussion**

**Austin Andrews Reported:**

Open House is next Thursday, August 24th  
Invited 32 new students this school year

**Staffing:**

- All staffing is complete!
- New employee training August 28
  - Austin will continue to follow up with new employees as the school year progresses.
  - Non Montessori trained
  - All Background checks for new employees are complete -per Rick
  - All current employees will have updated background checks - per Rick

**Curriculum Development:**

- Summer Institute in July - Professional Development led by various staff
  - Executive Functioning
  - Independence
  - Montessori Pedagogy
  - Socratic Seminars
  - Social Emotional Learning
- LE Teacher taking “Science of Reading”
- AMS Membership - will introduce monthly professional development at level meetings
- You Can Teach it All training - 6 staff members participating
- Testing training began- required by state
- New staff - mental health training
- 2 new teachers for Beginning Teacher Training

**Ongoing Curriculum Development:**

- For the upcoming year:
  - SPIRE groups progress monitored
  - Child Study meetings
  - Adolescent Study meetings
  - MTSS meetings
  - Weekly leadership meeting
  - Weekly Mental Health Advisory Meeting
  - Monthly Beginning Teacher/new employee programs

**Professional Development/Opportunities:**

- LE one Staff member almost completed CMTE-NC AMS training
- HS one Staff member CGMS training, October 2022-Summer 2024

**Exceptional Children's Program:**

- 67 students receiving services
- 1 initial referrals in process

See Report

**Administrative Operations:**

- Billboard
- Class rosters went out
- New Enrollments / Withdrawals - complete records requests as needed
- Set up Software for new school year
  - PowerSchool
  - MRX
  - Schoology/PowerSchool for HS
- Audit for licensure to make sure we're meeting 50% license requirement

**Technology:**

- Power School Gradebook and Schoology integration
- Bandwith & Wifi Assesment progress check from CPU
- Update Door Lock & Bell Tone System with new school schedule
- Compling quotes for upgrade on the door lock system
- Discussed VisitU - new visitor check-in/sign-out system
  - Removing Paper Logs visitors, tardy & early sign out
  - All visitors will have Sex offender check
  - Scans ID

**Website:**

- Continue Maintenance
- Added Weekly Newsletters and Archived letters
- Create staff page and login for staff
  - Creating paperless options for many forms used by teachers daily

**County Funding:**

- No Reporting June or July

**Reports/Grants Submitted:****Personnel and Finance:**

- No budget report. Budget reports for the months of July and August will be presented.
- Financial Audit 2022-2023. All requisite documentation was submitted to the CPA firm in early August. The reporting deadline for

submitting the audit report to NC DPI is October 1, 2023.

- Internal review of personnel records ongoing. This will be completed by the end of the month.
- Working on reviewing/cleaning up all active and inactive employee files-Gay Holton is coming in to help.
- Working better system for the HR hiring process and note-taking during the hiring process.
- Open enrollment for benefits will open in September- Ali working on a review of the current benefits on file.
- Lisa Lawless asked about securing employee files by digital files. Rick responded that we are thinking through that process and how to move forward with the process.

**Legal:**

- Lisa will be sending legal updates on the current SB219 and how it could affect us. Bill addresses more charters to be more flexible with enrollment and funding from local counties to provide funds for facilities.
- SB618 for changes in how public charters will have a review board for new and renewals.
- SB49- Requiring LEA to be fully transparent on curriculum.
- Funding in SB219 Jamie asked how this bill will affect funding from the counties. Rick answered that it is still not clear how this will affect current funding and see how it plays out.

**Grounds/Building Operations:**

- Summer Maintenance
  - Painting in Lower El/High School
  - Powerwashing elementary patios/sidewalks
  - Softwashing elementary roofs
  - Deep clean throughout all buildings
  - Light fixtures in Children's House
  - Landscaping - patios weeded, bushes trimmed, front entrance trimmed
  - Carpet Cleaning - on hold for now- may be mid-year
  - Floor waxing-hold for now
  - Enco AC changed out 96 air filters on campus
  - Budget was \$40,000 for summer maintenance
  - Lisa Lawless asked of the progress of the gym floors are. We are hoping to have them done over Winter Break

	<p style="text-align: center;">and secure a professional company that can service us annually.</p> <ul style="list-style-type: none"> <li>● Billboard is still design stage with Meredith Loughlin and should be updated soon.</li> </ul>	
<p>Other Business/Motions</p>	<p>Austin has a Community letter drafted to address the audit and Mrs. Prescott updated it, the goal is to have it out the first of the week.</p> <p>Jamie requested the BoT members would attend the Open House on 8/24 and be present to address the community.</p> <p>Discussed the Parent Handbook 23-24 school year. Noted the handbook is an open document and can be changed as needed.</p> <p>Discussed Tardy Policy- 5 tardies equal absence. Jennifer Cornelius discussed how the absent day is a local school board day and cannot be counted against students. Joseph Knox recommended that we leave the policy now and revisit the policy at the next meeting and see if needs to be addressed by level.</p> <p>Update Contact Information on BASC page 57 remove Mrs. Prescott's information</p> <p>Lisa Lawless asked about the \$25 fee for BASC- Noted it is for after school fee which is a separate program. Noted we increased BASC fee to cover personnel fees.</p> <p>Discussed Parent Permit information in the policy will be signed with issued permit, by the student and staff.</p> <p>Lisa Lawless mentioned that with new SB49 may change our policies.</p> <p>Added Vaping to weapons and dangerous instruments.</p> <p><b>MOTION: At 7:55 p.m. Lisa Lawless made a motion to approve the 23-24 Parent Handbook. Sara Watson 2nd. All in favor. Motion carried.</b></p> <p>Discussed adding 3 teacher workdays at the end of the school year to close down their classrooms and 2 days at the beginning of the year for the summer institute, instead of the mid-summer.</p> <p>Will have a classroom checklist to shut down the classroom. Will have it signed off by the HoS supervisor.</p> <p>Discussed the benefits of adding 3 days for report cards, and closing down classrooms. Additional days at the beginning of the year for required training and summer institute are more effective.</p> <p><b>MOTION: At 7:55 p.m. Joseph Knox made a motion to amend the 23-24 school calendar to add up to 3</b></p>	<p>See Report</p>

	<p><b>additional Teacher Workdays at the end of the school year. Lisa Lawless 2nd. All in favor. Motion carried</b></p> <p>Discussed a Marketing Plan with the Washington Daily News digital platform. 25% of ads will be on WDN site and 75% will be on outside websites. Can custom target consumers for the outside websites, 50/50 static ads. Can target add local consumers. Geo-tracking advertising for admission and employment. Lisa discussed 12,000 budget for advertising. The new marketing plan will be right under our \$12,000 budget. Will be able to get feedback from WDN on how our targeting is. We will keep our paper ads for the lottery and graduation. 252 digital media agency.</p> <p>Announced that Alexis Kelly resigned from the Board of Trustees.</p> <p>Discussed 2 BoT interviews for empty seats. Adding new community elected seat in November.</p> <p>The BoT would like to recommend Valeria Kines for the open seat.</p> <p>Will keep BoT open seat announcement on the website</p> <p><b>MOTION: At 8:15 p.m. Sara Waston made a motion to recommend Valeria Kines for the open seat for Board of Trustee. Joseph Knox 2nd. All in favor. Motion carried.</b></p>	
<b>Closed Session</b>	<p><b>MOTION: At 8:27 p.m. Lisa Lawless made a motion to enter a closed session pursuant to NCGS 143-318.11 (a). Sara Watson 2nd. All in favor. Motion carried.</b></p>	Student Personnel
<b>Return to Open Session and Adjournment</b>	<p><b>MOTION: At 9:55 p.m. Joseph Knox made a motion to enter the Open Session. Sara Watson 2nd. All in favor. Motion carried.</b></p> <p><b>MOTION: At 9:55 p.m. Joseph Knox moved to approve all presented employee agreements for the 2023-2024 school year. Sara Watson 2nd. All in favor, motion carried.</b></p> <p><b>MOTION: At 9:55 p.m. Sara Watson moved to adjourn. Joseph Knox 2nd. All in favor. Motion carried.</b></p>	

Community Members at the Meeting: See Sign-in

1. Valeria Kines
2. Jennifer Cornelius
3. Donna Johnson
4. LeeAnn Stiles