



**Washington Montessori
Public Charter School**
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Approved

September Minutes

September 21st, 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 Valerie Kines, Member	X Austin Andrews, Acting Director of Education and Academics X Rick Yakubowski, Director of Finance and Operations X Amber Miller, Faculty Representative X Paul Synder , 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
Call to Order 7:00 pm	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
Agenda	Agenda reviewed MOTION: Sara Watson made a motion to accept the agenda as amended. Lisa Lawless 2nd. All in Favor. Motion carried.	
Privilege of the Floor	Privilege of the floor: None	See Public Comments
Action Items	Approval of 08-17-23 Minutes reviewed. MOTION: Joseph Knox made a motion to accept the 08-17-23 minutes with amendments. Sara Watson 2nd. All in favor and the Motion carried.	

**New Business/
Next
Agenda/Discussion**

Faculty Reports: Amber Miller

- Kids back in their routine for the new school year
- Walk around sun for summer birthdays and Maria Montessori
- Math Facts Review is up and running
- Planting fall gardens
- Maps Testing & 3rd BOG
- First Great Lesson in Lower EI-Creation of the Universe
- International Day of Peace- entire school got together to sing

MPTO new Representative Paula Snyder. Mindy Griffin has stepped down from the President Position

See Report

- Current have 6,427.09 in MPTO funds
- 3 goals for the year
 - Add money into our funds and minimize spending. Purchases will be made after we have exhausted community resources and parental support.
 - Increase the size of the MPTO group to ensure many more parents have the opportunity to serve and support WMPCS.
 - To assist the Head/ Director of the School in educating the public about WMPCS and promote a positive understanding of the Montessori educational philosophy.
- We plan to accomplish these goals by supporting the faculty at WMPCS through monthly hospitality "gifts" to let staff know they are valued and appreciated. We will seek community resources to help meet the needs of classrooms, projects, or whatever need teachers present to us. We will seek out businesses to join us in serving our school community as a two-fold method to get their assistance and educate the public about our school's unique educational philosophies.

- We plan to continue supporting the Children's House for their yearly St. John's project. Mrs. JoDee and Johnson's class will go to St. John's Housing in November, February, and March. In years past, MPTO has donated \$150. We plan to donate that amount again this year.
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- We will have the Bertie County Peanut Fundraiser again this year. It was extremely successful, raising \$3,453.50. Our plan this year is to advertise this fundraiser better in hopes of raising more money. MPTO wants to reward and recognize students who sell the most, as well as classrooms.
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- For the month of September, we are promoting hospitality to our staff on the Teacher Workday, Friday, September 29th. Our local Zaxby's is donating 50 box lunches with signature chicken sandwiches to the staff. This totals \$400, however Zaxby's is donating it all for free. We have worked with the Head of Elementary and Head of Secondary to compile a list of teacher needs. Parents have graciously purchased these classroom items. The plan is for volunteers to deliver the hot meals from Zaxby's and classroom gifts on the 29th at 12:00.
- Members of MPTO have creative ideas and are excited to implement them this year. I will work closely with Mrs. Andrews and other personnel to get approval on fundraisers and events. We also welcome all ideas and suggestions from the Board.

JoDee Anderson: Children's House Report:

- Staggered Start is over and all children started on Monday, Sep 11, 2023 . All classes have also started to participate in encore.
- The school was lucky to receive a generous donation of two Homeball 360 games. The creator of this game is a PE teacher from Raleigh, N.C. Stan offers curriculum lesson plans for this game also. It will be of benefit to the entire school K-12. Coach Winstead was more than thrilled to receive the donation as he saw the new game at NCSHAPE. The donation was made by Dr. Hunter Johnson and her husband Tim, she is the niece of Darla Prescott and the games were given in honor of her Aunt Darla.
- Most of our benchmark assessments have been completed. Maps testing is complete. We are waiting for sick children to return to finish their math easy CBM assessment.
- Children seem to be adjusting well. The tears are slowing down.
- Parents as well as the students are learning our processes and procedures.
- Picture day was September 12th.
- One child was pulled out before school started due to the before-school time change, but that is the only child I know of who has chosen to leave the program.
- Our classroom made cards for Grandparent's Day during our staggered start. This was the first outreach of the level's school year.
- This year we will be having Staff Development opportunities in our level meetings once a month.

Austin Andrews- Elementary Report:

- Beginning of Grade 3 testing was completed on September 14, 2023. Thirty-four percent of our 3rd graders demonstrated proficiency required by RtA legislation using this test.
- Elementary students are diligently working on MAPS testing, SPIRE assessments, and classroom assessments to determine a baseline of academic achievement for the year. All of this data is placed into spreadsheets by classroom and by grade level and utilized by classroom guides as well as school-wide teams.
- First through sixth-grade students have enjoyed The First Great Lesson and the corresponding experiments.
- Teachers are finalizing field trip dates which will be disseminated to families soon. Lower

Elementary plans to visit a Pow Wow, a show at ECU, The Refuge, and Goose Creek. Upper Elementary is planning to visit Camp Don Lee and Manteo.

- Upper Elementary is devising new fundraising opportunities which will include art-by-me and selling curated baskets at this year's Christmas Concert.
 - Due to finding affordable options
- Seven Lower and Upper Elementary Staff members are taking "You Can Teach It All" training with Michael Dorer through National Montessori in the Public Sector. Observations have begun in both levels and students are beginning to normalize into the routine of school and work. DERS observations will be happening soon, after Testing and assessments are complete.

Amanda Holton: Secondary Report:

- Student and Staff Dress Code Change Request [Denim Pants Request](#)
- Schedule in place and classes going well students have the opportunity to choose from new electives this year CTE Food and Nutrition; Music Maker; Applied Science. Mrs. Cornelius was instrumental in initiating our first NC Career and Technical Class Food and Nutrition this year.
- Middle School finished the beginning of year MAPs Testing the week of September 5th; of the average score of all tests taken was in the 63rd%ile.
- High School finished beginning of year MAPs Testing last week September 11; the average score of all tests taken was in the 56th%ile

Secondary Going out Experiences:

- Focus this year to return to students taking charge in planning outside experiences.
- Middle School students and teachers working together to plan a unity trip to Camp Kirkwood for two nights and three days at the end of October. Team building activities planned.
- Mrs. Harrington has submitted a grant proposal for Go Outside 'GO' Grants to provide North Carolina's students opportunities for outdoor experiences and to learn by doing. This will help offset the cost of going out experiences for middle school students.

- Mrs. Cornelius is working with high school students to plan the Unity trip at Refuge of Eastern NC. Overnight 1-night stay. Team building activities and student cooking dinner.

Secondary Entrepreneurship Opportunities:

- Focus this year on developing business plans all student business groups have been encouraged to use the following planning guide
[W MPICS Business Proposal/Summary.d...](#)
- Middle School Businesses are using business planning template to propose new businesses -hot lunch, movie night, possible taco lunch for middle school. Focus this year on planning and accounting practices to have quantitative data to make decisions
- High School Students are working to continue current business House of Breakfast, Violins, Concessions, and Pizza Hot Lunch. Focus this year on planning and accounting practices to have quantitative data to make decisions
 - Goal to have everyone participate in business

Secondary Experiences hosted on Campus:

- Middle School students began service-learning on campus the first week of school: clearing trails, helping children's house students/guides with garden maintenance
- High School has submitted a request to host Fall Festival as a fundraiser. Students and Guides are working to plan details.

Community Opportunities:

- Friday, September 15 - Opening Ceremony
- Tuesday, September 26 - Athletic Booster Club
- Monday, October 9 - Senior Night/Kona Ice Fundraiser
- Thursday, October 12 - Community meeting

Discussed the Denim Pants Request, whether is would be more work for the guides. The guides believe that this proposal would be helpful for them. Guides are all in agreement with the request.

Joseph Knox's only concern would be the consistency of the staff enforcing the new dress code.

The Board approves the Denim Pants Request for a 2-month trial run. Students must amend the current policy and present it to the board for approval at the November Board Meeting.

Austin Andrews Reporting:

- Athletic Booster Club Meeting next week. Working on getting more sponsors
- KONA Ice and coffee truck is coming on Senior sports night Oct 9th for trial run

Staffing:

- Substitute list added 6 - sub training September 28

Ongoing Curriculum Development:

- SPIRE groups progress monitored
- Child Study meetings
- Adolescent Study meetings
- Weekly MTSS meetings
- Weekly leadership meeting
- Weekly Mental Health Advisory Meeting

Professional Development/Opportunities:

- American Montessori Society
- Monthly Beginning Teacher Meeting
- New Employee Program- Learning the Montessori

Discussed School Report Card and County Designation Overview

- We reported as C on our report card
- Compared our school with other local county schools
 - Beaufort County is D
- Will need the information for Charter Renewal
- Joseph Knox would like to see how we perform with other Charter and Montessori Schools in the area

Exceptional Children's Program:

- 67 students receiving services 8 new students
- 3 initial referrals in process

Administrative Operations:

- Billboard - Ad development is almost complete
- Marketing- Ad materials have been sent to WDN to begin digital marketing, should be live within the week
- Admission-building relationships with new parents in our community
 - Office/Administration called each new family to welcome them and check on how their student is transitioning.
 - Received lots of positive feedback and

parents are very grateful for the staff and school.

Technology:

- Power School Gradebook and Schoology integration-still in progress
- VisitU - new visitor check-in/sign-out system -beginning phase 2
 - Phase 1 - Implementing in front office
 - Phase 2- Implementing in high school
 - Phase 3- Implementing the app to the community

Website:

- Continued Maintenance
- Added licensure to website, Work on adding Bio for our staff members
- Added Weekly Newsletters and Archived letters
- Create staff page and login for staff- Complete
 - Converting to digital forms for the staff

Reports/Grants Submitted:

- School report card
- NCDPI- Fall School Start-Time and End-Time Report

Ricky Yakubowski Reporting:

Finance and Personnel:

- Budget report - Discussed
 - Facilities-
 - Replaced compressor in Building 4
 - Lightin Building 3
 - Data Systems for the school
 - Discussed ADM allotment
 - \$1000 Donations for Athletics
- Teacher Licensure Update- 29 licensed teachers for 35 guides on campus 83% of guides are licensed teachers.
- Five-Year Finance Plan-Discussed. The full plan will be presented in the winter.
- Discussed the Beaufort Co. Public System allocation for Facilities -see handout for informational purposes
 - Passing of the new bill in August, says counties “may” allocate monies to charter schools. Through the county commissioners.

	<p>Facilities Report:</p> <ul style="list-style-type: none"> ● Septic Pump Repair -Discussed previous repairs- New system installed 4 weeks ago is now stable. Once a month the new company will service/monitor the system. Discussed the new county septic system and how it may affect us. ● Compressor replacement Old Middle School ● 2 Compressor needs repairs needed Children’s House, not working. Currently have 2 window units. Looking to move the ductless system in the LE classroom, which is not being used, and install it in the kitchen in -CH and purchase 1 ductless system and install it in the classroom. Working on getting quotes for the repairs. Will have them at the next board meeting. ● Children’s House ● Five-Year Facilities Plan ● Lisa questioned how would we approach the county commissioner for allotment funds. Would it be by buildings or by students' numbers? Rick says is attached to the location of the Charter, not the student's location. 	
<p>Other Business/Motions</p>	<p>Marketing Update: Meet with Washington Daily News on Monday and we have submitted all the information and pictures. We should have ads to present to us this week. Excited with the digital platform. Billboard is in progress.</p> <p>Discussed the SB 49 Parent’s Bill of Rights. Will have a special section/tab on our website for all this information. This will be required for all public and charter schools in the state. Discussed the section that needs to be added to the Board Policies.</p> <p>All parent's requests will be going to the Director of the school. The board asks if curriculum questions will go to the HoS for each level. Discussed changing it to Director/or other designee.</p> <p>Discussed the 8 section of policy. Discussed scanning Montessori Albums to have available on the website to view. Discussed the Secondary program vs. Albums vs. textbooks. After 8th grade, we would use the Standard Course of Study.</p> <p>The new implementation date is now January 1, 2024.</p>	

MOTION: At 8:29 p.m. Lisa Lawless made a motion to adopt Senate Bill 49 Parent's Bill of Rights, subject to attorney review and legislative implementation deadlines. Sara Watson 2nd. All in favor. Motion carried.

The only item not updated in the Employee Handbook from the attorney is on Employee Leave Policy. Rick is still reviewing the information provided.

Employee Handbook: Discussed permission slips for students going off campus with staff member or designee. Need written permission.
Correction of Board of Directors vs. Board of Trustee Language.

MOTION: At 8:49 p.m. Sara Watson made a motion to approve the Employee Handbook as written. Joseph Knox 2nd. All in favor. Motion carried.

Discussed paid leave for parental option. Leave 8 weeks for the mother or 6 weeks for the father. This is an opt-in option. Additional benefits for teachers. The school would cover teachers' leave pay- the school would be reimbursed for substitute pay. Due November 1st. The board would like to get more information and decide at the October meeting.

Discussed Charter Renewal:

- Academic Goals- Kathy and Amanda
- Financial Goals- Rick
- Secondary Goals- Jennifer
- Social/ Emotional: Social Worker
- MTSS: working on Goals as school as a whole

Discussed the process of Charter renewal. Document submitted by January, then the audit will review the process.

Lisa Lawless discussed adding Montessori Credentials to the staff bios on the website.

Discussed creating a goal for creating a Dashboard of communication between levels.

Discussed following the child to see how the progressed under the Montessori guidance. How the students progressed with testing, disciplines, and using the data that we have to present for our Charter Renewal.

Talked about a meeting by Zoom to discuss the charter renewal information before the next BoT meeting. Proposed Zoom on the week of Oct. 17th at 7:00. Need to post this agenda for public notice.

	Rick discussed the proposed salary schedule for 2023-24. Comparable to the same template as NCDPI. Shows NC License, Education for non-licensed, Montessori Certified per level, and years of experience. The board will revisit this in the October Meeting.	
Closed Session	MOTION: At 9:10 p.m. Sara Watson made a motion to enter a closed session pursuant to NCGS 143-318.11 (a). Joseph Knox 2nd. All in favor. Motion carried.	Student Personnel
Return to Open Session and Adjournment	<p>MOTION: At 10:23 p.m. Joseph Knox made a motion to enter the Open Session. Sara Watson 2nd. All in favor. Motion carried.</p> <p>MOTION: At 10:23 p.m. Sara Watson moved to adjourn. Joseph Knox 2nd. All in favor. Motion carried.</p>	

Community Members at the Meeting: See Sign-in

1. Amanda Holton
2. Paula Snyder
3. Amber Miller
4. Kate Oliver
5. Jennifer Cornelius
6. Camera Guy
7. Donna Johnson
8. JoDee Anderson