



**Washington Montessori
 Public Charter School**
 2330 Old Bath Hwy.
 Washington, NC 27889
 Phone: (252) 946-1977 Fax: (252) 946-5938
 www.wmpcs.org

**Approved
 November Minutes**

November 16th, 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 Valerie Kines, Treasurer	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 7:01 pm	Jamie called the meeting to order at 7:02 p.m. Members were present and represented by the "X" mark above. Sara Waston read the Mission Statement.	Member sign-in sheet
Agenda	Agenda reviewed Add Discussion Children House Repairs and construction possibilities. Discussion of Jean Policy-Motion in January 2024 (in directors report) Discussion Staff Salary Schedule-Motion in January 2024 (in directors report) Joseph Knox did not want to add to the agenda, not giving the public notice MOTION: Joseph Knox made a motion to accept the agenda as amended. Sarah Watson 2nd. All in Favor. Motion carried.	
Privilege of the Floor	Privilege of the floor: None	See Public Comments

<p>Action Items</p>	<p>Approval of 10-17-23 Minutes reviewed.</p> <p>MOTION: Joseph Knox made a motion to accept the 10-17-23 minutes and 10-19-23. Lisa Lawless 2nd. All in favor and the Motion carried.</p>	
<p>New Business/ Next Agenda/Discussion</p>	<p>SGA: Not present</p> <p>Faulty Report: Amber Miller</p> <ul style="list-style-type: none"> ● Acknowledge Paula Snyder for organizing all the room parents in Lower Elementary ● Lt. Hamilton visited for fire safety ● Mrs. Sullivan a former student is our BCC work-study student, really working well with her already knowing the Montessori expectations in the classroom. ● Reported Parent Conference went well ● Discussed field trip to Goose Creek in lower elementary ● Amber Miller visited/observed the Montessori school in Greenville. Discussed how similar our school mirrored theirs and how grateful we are to have a free public school. <p>MPTO Report: Paula Snyder</p> <ul style="list-style-type: none"> ● Discussed upcoming fundraiser- Raise Craze. ● See attached report <p>Children's House Report:</p> <ul style="list-style-type: none"> ● Oct 20, 2023 Lt. Brent Hamilton brought the fire truck for an on-campus field trip. The children always love to participate in this and Brent does a wonderful job in his delivery. We even got to spray a real hose this year. ● On the same day, Oct.20, 2023, as our class was finishing up and walking back to the building, another parent shared their brand new five-day-old baby goats with us! The family was as surprised by the twin goats' birth as we were by the visit. The children and teachers were thrilled and filled with instant love as they were irresistibly adorable. Thank you to the family for being so willing to share their special gifts with us. ● The end of the 1st Quarter was Oct. 27th. We held Parent Conferences the weeks of Oct. 31st through Nov. 10th. We have had to reschedule several on the level for conflicts but we will soon be finishing up. This is the most important conference for building trust and confidence in the families. We enjoy getting 	<p>See Report</p>

to know our families and communication is key to good support between school and home. May want to have more time for the Conference for Children's House.

- Children's House children invited Veterans from their families to come to our Veteran's Day Ceremony. The Veterans were treated to cards and flags made by the student, cookies, and most of all the gift of music. The children sang Patriotic songs to the Veterans. I noticed many tears from the crowd as the children sincerely sang their words of appreciation to the men and women who have made personal sacrifices to secure our right to freedom. What a gift to our students to learn at a young age how lucky we are to live in a free country.
- Community Outreach for November will include visits to St. John's Housing and Rivertrace. Each class has a different venue for giving so we can spread the love and help more residents who may need their spirits lifted by a child, a song sung, or even a financial need that we can help with. We have in the past given food, gift cards, and baskets, and we always sing and recite poetry. We also are so fortunate to have these places to go to help our children with social skills as well. From our first trip in Nov. to our last trip in the spring, you see a huge difference in the comfort level and ability of the students to be able to greet and speak with residents. What an awesome opportunity for all.

Christmas Toy Drive hosted By Ms. Jo Dee and Mrs. Johnson's Class in Children's House:

We are accepting new, unwrapped toys through November 30, 2023. Collection boxes will be available in CH, Building 1/Administration bld., and the gym. Toy donations will pay your admission to the PCA basketball games on Nov. 11th. We invite the entire campus to help make a difference in our local community.

Elementary Report:

- Parent-teacher conferences are complete for most classrooms. Meeting with all of our parents is invaluable! At each conference, the teachers discussed student academic progress, the skills inventory, and MAPS scores. Our focus is always on building relationships with families to support our students. Thank you to all the teachers and families for your commitment to this process.
- Book clubs, in Lower Elementary, and Lit Circles, in Upper Elementary, are underway. Students are practicing decoding skills, fluency, and comprehension while honing the executive functioning skills needed to work in a group.

Teachers are using their Bloom's Taxonomy training from last year to create meaningful conversations that help students evaluate, analyze, apply, and remember what they have learned.

- The school-wide poinsettia fundraiser was a huge success and UE had the most sales of all levels! Congrats! Lower Elementary is collecting nonperishable items for Eagles Wings and Upper Elementary is curating baskets of donated items to sell at the Holiday Concert.
- Fifth graders, as well as all the Lower Elementary classes, went to Goose Creek this month. Everyone enjoyed the crisp fall weather while exploring nature and listening to the presentations. Thank you to the parents who volunteered to help with these trips. We could not do it without you!

Secondary Report:

- Middle school is preparing for the upcoming Holiday Light Show after the Holiday Concert.
- Scholastic Book Fair materials should be delivered next week and we will prepare to unpack and display items in an age-appropriate manner keeping any sensitive texts off the visible shelves. Profit last year was \$1,724.26; 2021: 1,810.00. The middle school is always looking at alternate fundraising ideas and may decide to pursue a different fundraiser next year.
- Rhonda Cardinale, LPA is on campus each Monday through winter break, working with secondary classes to learn more about their brain, recognize emotions, connect with your emotional center and empathy.
- Jeans-Secondary Teachers and students agree that colored denim should be allowed and propose the following be added to the current policy:

****Students are expected to wear business casual clothing. Business casual is defined as a collared shirt, no tee shirts, slacks, dress denim that is colored, dark blue or dark wash denim with stitching that is the same color as denim fabric, dress, or linen shorts that are fingertip length. All shirts must be buttoned or zipped.**

The proposal is in bold print and underlined. A teacher suggested an easy way to tell the difference between everyday jeans/denim and different shades of blue is that dress denim typically has stitching that matches the color of the denim while everyday denim is typically light blue and has brown or tan stitching that is not the same color.

Secondary Going Out Experiences:

- The High School visited The Refuge in Ayden and the Middle School visited Camp Kirkwood in Warsaw, NC for their Unity trips. They had team bond activities such as canoeing, archery, zip lining, cooking, and campfires.
- The Middle School's service learning class visited 5 "Little Pantries" in Washington to restock them with food items that they have been collecting.

Secondary Entrepreneurship Opportunities:

- Businesses continue to flourish--the latest to be approved is an elementary prepackaged snack sale--which will provide nutritious individual packaged daily snacks for elementary students.
- The concession stand business has just received the health permit to sell hot food in the high school. The MPTO has purchased the pizza warmer for us.
- Erdkinder Club is hosting a Flower Blub fundraiser with Teria Ceia Farms.
- Middle School hosted a "walking taco bar" last week and it was a huge success.

Secondary Experiences Hosted on Campus:

- National Honor Society hosted a Blood Drive on October, 29th and exceeded their donation goal.
- Career "Monday" Day is being hosted in the high school this Monday, November 20, 2023, with representatives from fields of nursing, law enforcement, business, and mechanical engineering technology on campus for part of the day.

Lisa Lawless requested that the SGA be present at some upcoming meetings.

Jamie Midgette acknowledged emails about Scholastic Bookfair's concerns and discussed maybe trying another fair in the future.

Administrative Operations: Austin Andrews

- Have a total of 33 applications for upcoming lottery
- Billboard - Final Design done-waiting on installation from Grey Outdoor signs. Should be very soon, they had to cut some brush around the sign.
- Admission-Monthly Parent tours have started-MPTO is hosting refreshments and giving parents a chance to ask questions and end the tour.

November tour went very well-10 families attended.

- Poinsettia Fundraiser-We sold 360 plants and raised \$1737.00! Upper Elementary was to the top selling level at 94 plants.
- Athletic Booster Club Update: We have 9 sponsorships and the signs for the gym have just been completed and will be installed by the next home game this Monday.
- Washington Parade- The school will be entering the Washington Holiday Parade on December 2nd. We plan to invite all students to join us in representing our school. We may have violins too.

Finance and Personnel: Rick Yakubowski

- Finance Director job posting is now on the NCDPI website and school website. Discussed posting on AMS and Montessori Public posting the job listings too.
- Discussed State Funds Allotment Posting
- Local PMR 1 invoicing has been paid and PMR 2 has been billed and payments are posting
- Discussed 2023-24 WMPCS Budget November Report
- Discussed Fund 3 and Small Rural Grant, monies are used for computer systems (Powerschool, MRX, Grammarly, Schoology, Moby Max, Linq, and additional functional supplies)
- Facilities- Ductless systems were installed in Children's House few weeks ago. Working well.
- Safe Schools Grant was submitted for \$90,000 for a new entry system campus-wide and a new camera system.
- Discussed the CPA Financial Audit results
 - No findings to report
 - Discussed the Financial Highlights on the report
 - Must be submitted to NC DPI by Dec. 1st (granted 30-day extension)
- Discussion on Salary Schedule
 - Faculty salary scale
 - Supplements for additional education
 - Montessori Credentials
 - Masters Degree (teaching or education) discussed other Masters
 - Years of experience
 - National Board
 - Different scales for licensed and non-licensed-same has NCDPI teacher scale for 2023-24 school year
 - Discussed the support staff salary schedule and salary are in line with NCDPI as well
 - Valerie questioned if the Directors salary scale will final. Reported just baseline and

See Financial Reports

	<ul style="list-style-type: none"> ○ could be negotiable. ○ Discussed years of experience when a teacher becomes licensed but already has experience as a non-license. ○ Discussed EC funding beta budget -funding based on IEP vs for flat fee. NCDPI will have more information coming. ○ Will present Salary schedule to staff at the December staff meeting. Will bring numbers per level in January for motion on the salary schedule. ● NC Charter School Self Study: <ul style="list-style-type: none"> ○ Jamie Midgette- Discussed milestone dates for goal one is the end of the school year ○ Goal 2 - having stages to get dates <ul style="list-style-type: none"> ■ Milestone date: Prior 2024 for review and presented the budget in 2025 ○ Goal 3–Milestone dates: Review annual by the July Board meeting ○ Goal 4-Milestone dates: Model completed by August 2024. Implementation by the end of June 2025. Parent meetings annually ○ Goal 5-Progress Indicator: should be annually for Professional Development 	
Other Business/Motions	<ul style="list-style-type: none"> ● Sara Watson visited Children's House last week <ul style="list-style-type: none"> ○ Need of immediate repairs ○ Painting ceilings ○ Soft spots in floor ○ In need of new Modular or entire rebuild ○ Requested quotes for modular and/or rebuild. ○ Joseph Knox discussed the financially if we can afford the rebuild or new Modular. Mentioned that we need to get a financial 5-year plan in place. ○ Rick discussed asking the Beaufort County Commissioners for a proposal for repairs in March 2024. ○ Discussed inviting Beaufort County Commissioners to the school for a visit at the first of the year. ○ We have started a repair list for items to be completed in November 2023. ● Jaime announced that Valerie Kines is stepping down from the Board due to relocation to FL. <p>MOTION: At 8:15 pm Sara Watson made a motion to approve the North Carolina Charter School Self-Study with corrections. Lisa Lawless 2nd. All in favor. Motion carried.</p>	See attached Draft Procedures

Closed Session	MOTION: At 8:28 p.m. Joseph Knox made a motion to enter a closed session pursuant to NCGS 143-318.11 (a). Valerie Kines 2nd. All in favor. Motion carried.	Student Personnel
Return to Open Session and Adjournment	<p>MOTION: At 10:00 p.m. Sara Watson made a motion to enter the Open Session. Joseph Knox 2nd. All in favor. Motion carried.</p> <p>MOTION: At 10:00 p.m. Sara Watson made a motion to “Approve salary adjustment for six employees paid retroactively to August 21, 2023. Joseph Knox 2nd. All in favor Motion carried.</p> <p>MOTION: At 10:00 p.m., Joseph Knox moved to adjourn. Sara Watson 2nd. All in favor. Motion carried.</p> <p>No Community members were present.</p>	

Community Members at the Meeting: See Sign-in

1. JoDee Anderson
2. Amber Miller
3. Jennifer Cornelius

Member Sign In
Washington Montessori, Inc. Board of Trustees

Meeting Date: November 16, 2023

Signature	Title
<i>Janet M. Hoff</i>	Chair
<i>Sara Webb</i>	member
<i>[Signature]</i>	member
<i>Sina Sanders</i>	Secretary
<i>Val Dineen</i>	member

11/16/2023

Board Meeting

PTO Update and Upcoming Events

Paula Snyder

mpto@wmpcs.org

Our MPTO funds currently amount to \$6,427.09, and no money has been withdrawn from the account thus far.

During the month of October, the members of MPTO were extremely generous by contributing funds towards a coffee truck, which provided an assortment of hot beverages for the staff on their teacher workday (October 30th). Additionally, staff members were treated to Dunkin' Donuts, along with a goodie bag and a pumpkin to take home.

The upcoming teacher workday on January 16th will feature a Wellness Day organized by MPTO for the staff. Teachers will sign-up for a variety of sessions throughout the day, including massages, yoga, meditation, movement therapy, and in-person counseling. In addition to these sessions, local beauty businesses and the Beaufort County Behavioral Department will offer treat bags to the faculty. We are very excited about this event!

Since the last Board meeting, MPTO has procured numerous classroom items for the faculty. Members contributed by buying necessary supplies, which were delivered to the school. Examples of the acquired items include art supplies for the high school, such as paints, rubber carving blocks, a rubber brayer, and specific printing paper. Additionally, the purchased items include paper towels, Clorox wipes, markers, pens, pencils, footballs for PE, a large plant and fan for building 4, large hand sanitizers, cups, and tissues. Our organization remains committed to supporting teachers in meeting their essential classroom needs.

On November 1st, a large group consisting of seven families partook in a Campus Parent Tour. After concluding the initial leg of the tour led by Mrs. Andrews, the families

reconvened at the Children's House, where the MPTO provided beverages and refreshments. Crystal Libby and Paula Snyder hosted a Q&A session, during which parents were able to ask various questions and engage in extended discussions about our school. The parents were also presented with welcome bags courtesy of the MPTO, intended to foster greater interest in their children's enrollment. Overall, it was an encouraging event, and we intend to continue this approach during future Parent Tours.

We are excited to announce that our first fundraiser will be in January (the 8th through 19th) through the company Raise Craze. Unlike a typical fundraiser, this unique approach aims to give back to the community, which resonates deeply with Montessori's fundamental values and principles. Raise Craze is an online platform where students create a personalized website to request donations through emails. During the event, students will be performing Acts of Kindness for others, which emphasizes serving the community rather than selling items for the school. It's worth mentioning, students are not paid for their acts of kindness. Every student will participate in performing these acts, irrespective of donations. For more information and detailed videos that outline the process, please visit their website at <https://raisecraze.com>.

We are thankful for your support of our endeavors and invite you to attend our future events. We'd love for you to see the MPTO in action!



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Austin Andrews
Acting Director

Rick Yakubowski
Director of Administration & Resources

Director's Report - November 16, 2023

Children's House Report:

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Community Opportunities:

- Oct. 20th- Halloween Movie Night- Hosted by MS
- Oct. 26th- NHS Blood Drive
- Oct. 31st- Nov. 9th - Parent Teacher Conferences
- Nov. 1st - Prospective Parent Tour
- Nov. 9th - Veteran's Day Salute -Hosted by CH
- Nov. 9th - Fieldtrip- Goose Creek- LE
- Nov. 13th - First Basketball Game of the Season

ENROLLMENT and WAITLIST:

2023-2024 Student numbers	3yr	4yr	K	Total	Target
10-23	3	11	44		55
11-23	3	11	44	58	
	1st	2nd	3rd		120
10-23	27	45	44		
11-23	27	45	44	116	
	4th	5th	6th		110
10-23	38	35	37		
11-23	37	35	37	110	
	7th	8th	9th		80
10-23	32	27	17		
11-23	32	26	17	75	
	10th	11th	12th		60
10-23	25	25	17		
11-23	25	25	17	67	
			Total	425	425

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Waitlist

2023-24 Applications													
	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
September	7	0	4	0	0	2	3	7	2	3	1	1	1
October	7	0	4	1	0	2	3	7	2	4	1	1	1
											Total Apps.	33	

Upcoming Waiting List BEGINNING OCT. 1st

2024-25 Applications													
	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Oct 23	15	1	0	0	1	0	0	0	0	0	0	0	0
Nov 23	27	1	3	2	2	1	1	0	1	0	2	0	0
											Total Apps.	40	

Staffing:

-

Ongoing Curriculum Development:

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

Professional Development/Opportunities:

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

Exceptional Children's Program:

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

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Administrative Operations:

- Billboard - Final Design done-waiting on installation from Grey Outdoor signs. Should be very soon, they had to cut some brush around the sign.
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- Washington Parade- The school will be entering the Washington Holiday Parade on December 2nd. We plan to invite all students to join us representing our school. We may have violins too.

Technology:

-

Website:

- Continued Maintenance - Weekly

Reports/Grants Submitted:

- County Billing-October PMR2
- NCDPI-Retention/Promotion Data
- NCDPI-PMR 2
- NCDPI-Dropout Data
- NCDPI-School Allotment Child Count Transfer
- CRDC-Civil Rights Data Collections (Nov-Feb) Bi-annual Reporting

Finance and Personnel:

- Budget report - July-October
- WMPCS School Budget Update -
- NC Safe Schools - Funding proposal submitted

Legal:**Facilities Report:**

-

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Scheduled Upcoming Events:

- Nov. 17th - CH Field trip- River Trace & St. John's Housing
- Nov. 21st - Fieldtrip Violin Tour Group- The Village Pies
- Nov. 22nd - 24th - Thanksgiving Break
- Dec. 6th - Prospective Parent Tour
- Dec. 4th - 8th- Scholastic Book Fair
- Dec. 8th - Holiday Concert/Light Show at 6:30

Please consider the following changes to the 9-12th grade dress code.

- Jeans-Secondary Teachers and students agree that colored denim should be allowed and propose the following be added to the current policy:

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Finance Report – Notes

1. State Fund Allotment Update – NC DPI

The state fund allotment for WMPCS 2023-2024 school year is \$3,155,450. The school also received an additional allotment of \$125,358 for teacher income supplements. DPI has allotted the income supplement funding for a few years and last year the school's allotment was \$97,000.

2. Local school district invoicing.

The school has received all PMR-1 payments from the districts and three PMR-2 payments to date. Based on these payments, the preliminary projection for district funds for the school year is between \$1,000,000 and 1,100,000.

3. Facility Repairs – Emergent

The ductless heat and air conditioning units were installed in Children's House and are working very well. The total cost was \$10,666.

4. NC Safe Schools Funding Update:

The proposal for Safe Schools funding was submitted on November 9. WMPCS is requesting \$90,000 to purchase and install a new badge entry system to all buildings and \$26,000 to purchase and install a new security camera system (\$18,000 for cameras and \$8,000 for the operating system).

5. Salary Schedule

Will discuss and present for consideration.

July 1 - Oct 31, 2023

Fund 1 - Revenue - State	Budget	Year-to-Date	Allocation
State ADM PRC-36	\$2,933,400	\$1,060,905	\$3,155,450
State PRC-36 Teacher Income Supplement	\$97,000	\$0	\$126,358
Summer School PRC -16	\$9,758	\$0	\$11,859
Fund 1 Totals	\$3,040,158	\$1,060,905	\$3,167,309
Fund 2 - Revenue - Local	Budget	Year-to-Date	Project Year-End
Beaufort County	\$773,625	\$95,212	\$856,908
Pitt County	\$120,954	\$30,875	\$277,875
Craven County	\$1,957	\$590	\$2,655
Martin County	\$52,255	\$5,649	\$50,841
Washington County	\$9,644	\$3,978	\$11,000
Fund 2 Totals	\$908,435	\$136,304	\$1,199,279
Fund 3 - Revenue - Grant	Budget	Year-to-Date	Allocation
PRC 60 - IDEA	\$73,107	\$0	\$73,107
DOE Rural Education	\$66,784	\$0	\$66,784
DOE Rural Education	\$72,703	\$0	\$72,703
Fund 3 Totals	\$212,594	\$0	\$212,594
Fund 5 - Revenue Athletics	Budget	Year-to-Date	
Before and After School			
Athletics	\$30,000	\$2,500	
School Activities			
Fund 5 Total	\$30,000	\$2,500	
Fund 7 - Revenue - Day School	Budget	Year-to-Date	
Fund 7 Total	\$76,300	6,695	
Funding Totals	\$4,267,487	\$1,206,404	\$4,578,182

Personnel	Budget	Year-to-Date	Notes
Salary	\$2,430,145	\$788,226	
Benefits	\$591,778	\$187,643	
Total	\$3,021,923	\$975,869	
Operating	Budget	Year-To-Date	
Supplies	\$66,000	24,156	
Supplies - Classroom	\$15,000		
Supplies - Physical Education	\$5,000		
Supplies - Curriculum	\$35,000		
Supplies - Administration	\$11,000		
Facilities	\$285,000	135,425	
Utilities - Electric	\$70,000	25,406	
Utilities - Water and Sewer	\$22,000	18,079	\$11,750 Hunter Roost Septic Pump Replacement
Waste Management - GFL	\$11,000	1,823	
HVAC - Eneco	\$22,000	13,655	\$7,590 Compressor Unit Bldg #4
General Maintenance - Buildings	\$10,000	5,591	PETS, Fuel, Storage Units, Lowe's, Turner Pest, A-1 Fire Safety, Fire and Sprinkler system
Custodial - Maintenance	\$70,000	16,730	Nell's Cleaning - Final = \$1,650
Lawn and Grounds - Maintenance	\$30,000	6,530	
Plumbing - Maintenance	\$5,000	453	
Electrical - Maintenance	\$5,000	0	
Summer - Maintenance Bldgs and Grounds	\$40,000	47,158	9,994 CH lights
Business Services	\$161,518	80,712	
Marketing	\$12,000	5,864	3,064 - June (Graduation Ads)
Legal	\$10,000	2252	Jun 26-Sep13
CPA	\$8,000	175	
Criminal Background Checks	\$600	96	
Insurance	\$43,000	14,054	Hazard, Liability, BCBS, Usable Life
Unemployment Insurance	\$0	2,393	
Beaufort County Tax Collector	\$0	184	
Beaufort County Member Dues	\$0	130	
K-12 Systems	\$23,018	25,512	MAPS, LINQ, MobyMax, MRX, Grammarly, Powerschool - \$2,123 additional for functional supplies
American Montessori Society	\$5,800	5,800	
Training, Workshops, Professional Dev.	\$10,000	7,466	Montessori Trng, Summer Institute, Workshop
Telephone	\$3,200	615	
Postage	\$1,800	773	
Copier	\$19,100	5,489	
Technology	\$25,000	9,909	CPU, security systems, Visitu
Contract Student Services	\$114,000	3450	
Contract EC Service	\$4,000	1970	
Contract EC - OT	\$25,000	455	
Contract - Speech	\$80,000	0	
Contract - Psychology	\$5,000	1025	
Long Term Debt Service	\$447,567	46,020	
First Bank - High School	\$103,212	17,202	
First Bank - Middle School	\$172,908	28,818	
USDA - Elementary	\$82,047	0	
USDA - Elementary	\$89,400	0	
Athletics	\$30,000	475	
Coaches, Referees, Equipment, Uniforms	\$30,000	475	
Total	\$1,104,085	\$290,238	
Total Expense Budget	\$4,126,008	\$1,266,107	
Cumulative Budget Net	\$141,479	(\$59,703)	

First Bank	Balance
WMPCS Operating	\$702,399
Day School	\$226,496
Reserve	\$222,961
Certificate of Deposit	\$130,595
Capital	\$27,617
Total	\$1,310,068

First Bank	Balance
WMPTO	\$6,343

2023-2024 WMPCS Budget - November 2023

Funding	Budget Amount	Notes
Fund 1 - State ADM	3,155,450	2023-2024 State ADM
Fund 1 - State Income Supplement	126,358	Teaching Income supplement
Fund 1- Summer School	11,859	Summer Reading
Fund 2 - Local	1,000,000	Beaufort, Pitt, Craven, Martin, Washington
Fund 3 - Grant	73,107	DPI - IDEA - PRC 60
Fund 3 - Grant	66,784	Small Rural School Achievement Program - FY22
Fund 3 - Grant	72,703	Small Rural School Achievement Program - FY23
Fund 5 - Athletics	30,000	Sponsored
Fund 7 - Day School	76,300	22-23 Rates: \$545 per month all day; \$350 per month part day
Funding Total	4,612,561	

Personnel Expense	Budget Amount	Notes
Childrens House	303,516	
Lower Elementary	464,823	
Upper Elementary	454,254	
Secondary	764,056	
EC	420,259	
Instructional Support	201,206	
Administration	413,809	
Personnel Expense Total	3,021,923	
Operating Expense Total	1,104,085	

Cumulative Expense Total	4,126,008
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Salary Supplement Reserve	126,358	See Funding in row 6
Budget Net	360,195	
Budget Net - Minus REAP FY23	287,492	

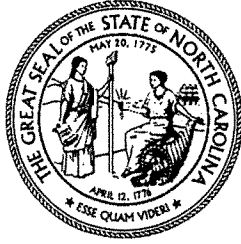
2023-2024 Enrollment K-12	
Projected	429
Current	413



**Washington Montessori
Public Charter School**
2330 Old Bath Hwy.
Washington, NC 27889
Phone: (252) 946-1977 Fax: (252) 946-5938
www.wmpcs.org

Meeting Motions
November 16, 2023

1. **Approval of the North Carolina Charter School Self-Study for Washington Montessori Public Charter School - November 2023**



THE NORTH CAROLINA CHARTER SCHOOLS SELF-STUDY

I. School Information

School Name: Washington Montessori Public Charter School
Mailing Address: 2330 Old Bath Highway Washington, NC 27889
Primary Contact Person: Austin Andrews
Primary Contact Title: Acting Director
Phone: (252) 946-1977
Fax:
Email: austin.andrews@wmpcs.org

II. Board Information

Contact Name: Jamie Midgette
Term of Office:
Mailing Address: 2330 Old Bath Highway
Phone: 252-495-2761
Fax:
Email: jamie.midgette@wmpcs.org

III. Executive Summary

A. Mission and Vision

Include the mission and vision as stated in the initial charter application or a revised mission statement that has been formally approved by the State Board of Education.

Mission: 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.

Vision: Dedicated to pursuing our greatest potential to fulfill our responsibility to the world.

B. Summary

Provide a narrative summary that is specific and succinct in describing how the school is successfully fulfilling the State Board approved mission statement. (Limit 2 pages)

Inspiring academic excellence: Our students are grouped by developmental stages, meaning classes are grouped by ages 3-6 (Children's House), 6-9 (Lower Elementary), 9-12 (Upper Elementary), 12-14 (Middle School), and 14-18 (High School). These groupings allow teachers to meet the needs of students who need more challenging work or those who need more intervention in a natural authentic setting. Older students act as mentors to younger students. As the younger students move into older grades, they in turn act as mentors.

Service learning is another part of academic excellence at WMPCS. Students are offered the opportunity to engage in giving back to the community, both on campus and off campus. In addition, students participate in entrepreneurial activities, which provide them a safe place to learn about how to run a business on a small scale, thus preparing them for the real world when they leave our school. Secondary students in grades 7-12 participate in businesses and clubs on a weekly basis. Students create business plans and use the money earned to help offset the cost of field trips throughout the year. Student clubs allow students to further investigate areas of interest and possible career paths.

High School Juniors and Seniors are able to take courses at Beaufort County Community College as part of College and Career Promise. Currently, there are 31 students enrolled in courses at the community college.

Over the past five years, WMPCS has had an average attendance of 94-95%. During the 2021-22 school year, there was a drop to 91%, which may be due to COVID. Attendance is crucial to academic success. The school has also continued to have a school grade of C.

Nurturing curiosity, creativity, and imagination: Our students generally do not use textbooks for instruction; the classroom is set up with a purpose. There is a progression of how instructional materials are arranged in the classroom. Most materials are made of natural or visually appealing colors. An observer will not see bright colors or commercial posters, but rather culturally inspiring works of art. Students do not sit in rows of desks but rather collaborate at tables, lap desks, or on floor pillows. In addition, extension work is not completed in workbooks or worksheets, but often presented with projects or experiments. If a lesson sparks a curiosity, a student has the freedom to explore and learn more about a specific topic.

In order to increase students' ability to concentrate, they are given at minimum a 3-hour work cycle each day in grades K-6, and three 90-minute work cycles per week in grades 7-12. The work cycle time aids students in setting goals, prioritizing work, and becoming independent.

Fostering an environment rich with warmth, kindness, and respect: Our three basic tenets are to respect all living things, respect all non-living things, and to use grace and courtesy. These tenets apply to our three year old students all the way to our 18 year olds, as well as the adults on campus. Grace and courtesy lessons are simple Montessori lessons that range from how to push in a chair to how to pass someone on a sidewalk. Our students practice these lessons all year long starting at a very young age, and these skills become second nature the older they get.

In addition, each class begins and ends the day with a gathering called "Community." During this time, students connect with each other and the teachers, foster social-emotional learning, and get to know each other.

IV. Goals and Objectives

Provide five goals your school has during the next five years. This should include at least one academic, one financial, and one operational goal. These should be written as SMART goals. If your school has a strategic plan you may attach it.

Goal 1 (Academic)	
Goal:	WMPCS will meet or exceed expected growth targets established by NCDPI/EVAAS/NWEA-MAPs data.
Improvement Strategies	
Strategy 1:	WMPCS will utilize multiple diagnostics to assess individual as well as school-wide student learning gaps:
Action Steps:	<p>All students under the 20th percentile in NWEA MAPS Growth or NC EOG/EOC state percentile and underperforming in class (as demonstrated by student work progress and teacher observation) will be introduced into tiered support intervention groups and have an Action Plan within that testing term.</p> <ul style="list-style-type: none"> ▪ Following Montessori pedagogy, guides will create individualized learning plans as needed that maximize our district interventions and services available. ▪ Assessments- Formative assessments, district testing/assessments, student work progress, conferences with parents and teachers, feedback from parents and staff, progress monitoring tools, and DERS <p>Teachers will access multiple years of previous data via MTSS spreadsheets and the NWEA MAPS Growth testing system to review essential knowledge and skills still needed by individual students.</p> <p>District interventions and services will continue to be adjusted or increased to meet the continued needs of students.</p>
Strategy 2:	Classrooms will be monitored with the Developmental Environmental Rating Scale (DERS) and/or Montessori observation tools to determine the next steps for optimal normalization and participation of students assuring that all groups, especially our most vulnerable students, have their needs met. All elementary classrooms will be high-functioning in 4 out of 5 categories, listed on the DERS by January of each year.
Action Steps:	Using DERS and teacher/classroom observation to monitor normalization in our Montessori classrooms, teachers will implement interactive forms of instruction such as immersion and experiential learning to help keep students engaged in the material. Engaging students in games, clubs, businesses, group projects, field trips, nature expeditions, and science experiments are all ways to make learning more interesting which will decrease learning loss. A priority is placed on Montessori professional development for staff members.
Progress Indicators:	All underperforming students will be included in tiered support interventions and receive interventions each term (as needed).

	All classrooms will score high-functioning in 4 out of 5 categories of DERS by January each year.
Milestone Dates:	NWEA MAPS terms: Fall term ends in January Winter term ends in May DERS and Observations: Determine High Functioning by January Development/Revision of school-wide system of supports for students. NC EOG/EOC end of each school year
Professional Development:	<ul style="list-style-type: none"> Admin are trained to administer DERS and guides are trained on self-study and objectives. MAPS NWEA video tutorials as well as in-person MAPS data interpretation training AMS Child Study/MTSS Trainings NCDPI MTSS Trainings
Assigned Implementation Team:	<p>The MTSS leadership team will monitor individual student and school-wide data as well as DERS/observations. The Head of School for each level will oversee the process and report to the Director at the end of each term.</p> <p>Grade-level guides will monitor individual student data, recommend students for Child/Adolescent Study (MTSS), and adjust instruction according to DERS/observation recommendations.</p>

Goal 2 (Financial):	
Goal:	WMPCS Academic and Finance Directors will create a sustainable 5-year operational budget for the school.
Improvement Strategies	
Strategy 1:	Conduct a fiscal sustainability review of the school
Action Steps:	In collaboration with the Board of Trustees, establish a fiscal sustainability committee to engage the community in formulating strategies and actions for sustaining programs, personnel, and infrastructure necessary to meet the core components of the school's mission.
Strategy 2:	Revise the current standardized financial planning process for the school to include input from heads of schools and coordinators as part of the planning/review process.
Action Steps:	<ol style="list-style-type: none"> Review budgets and financial information from the last 5 years. Identify areas that have been over/under budget over the last 5 years and how they correlate with student enrollment and performance data. Share information with school leadership teams and collect input including their projected needs at each level for the next 5 years.
Progress Indicators:	Meeting notes, a summary of financial information from the last 5 years
Milestone Dates:	<ol style="list-style-type: none"> Review findings with MTSS/Leadership Team. Present 5-year operational budget to WMPCS Board of Trustees
Professional Development:	NCDPI Business and Finance Department Professional Development for Charters AMS Board Training AMS Leadership Training

Assigned Implementation Team:	WMPCS Directors
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Goal 3 (Operational)	
Goal:	Review sustainability of the current organizational model and identify specific areas of weakness with a plan to revise so that ADM numbers correlate with 5-year projections.
Improvement Strategies	
Strategy 1:	Identify areas of weakness in the organizational model correlated with attrition of staff and students.
Action Steps:	<ol style="list-style-type: none"> 1. Summarize performance reviews of teachers, support staff, and administrators 2. Identify areas impacted 3. Review organization models small K-12 Charter Schools with a focus on Montessori-based programs.
Strategy 2:	Recruit, train, retain, and support highly effective teachers, administrators, and support staff
Action Steps:	<ol style="list-style-type: none"> 1. Provide an orientation course for new employees to educate individuals who are joining WMPCS about our school's history, culture, and expectations. 2. Provide resources and opportunities for school staff to participate in professional development. 3. Provide opportunities for teachers to collaborate and support each other through peer observations and meetings. 4. Provide Montessori training opportunities for teachers who have been employed for 2 or more years.
Progress Indicators:	Staff retention and organizational stability
Milestone Dates:	Ongoing
Professional Development:	AMS Board Training AMS Leadership Training AMS Teacher Training
Assigned Implementation Team:	WMPCS Leadership WMPCS Board of Trustees

Goal 4 (Secondary)	
Goal	Increase school graduation rate to 95% to correspond with NC's 2030 goal.
Improvement Strategies	
Strategy 1:	Develop and implement consistent, intentional, and ongoing plans to support student transitions from upper elementary, middle school, and high school to ensure student success upon graduation by creating transition goals for 6th graders, 8th graders, and Graduates - WMPCS Portrait of a 6th Grader, 8th Grader, and Graduate
Action Steps:	<ol style="list-style-type: none"> 1. Students will take college and career interest surveys. 2. Review Montessori Fundamentals, 21st Century Skills, State Standards, and SEL Guidelines to help create our portraits/model

	<ol style="list-style-type: none"> 3. Meet with Upper Elementary teachers and Middle School for input and goals 4. Identify strengths and weaknesses using secondary transition surveys through College Foundation of NC. 5. Review of Habits of the Mind
Strategy 2:	Create a transition model/portrait of a WMPCS Graduate
Action Steps:	<ol style="list-style-type: none"> 1. Review Montessori Fundamentals, 21st Century Skills, State Standards, and SEL Guidelines to help create our portraits/model 2. Meet with high school staff for input and goals 3. Review of individual student's plan of study and goal 4. Create steps/plans/model for addressing the 4 key areas of transition from high school <ol style="list-style-type: none"> a. Workforce, Military, Community College, and 4-Year Institute. 5. Incorporate the role of businesses, Practical Life, Career Month Mondays, Habits of the Mind, Portrait of a NC Graduate, Independent Studies, workforce experience, and Career and College Promise
Progress Indicators:	Meetings, Plans Developed, Reflection data on strengths and weaknesses, Transition meetings with teachers, students, and parents, Career Exploration opportunities
Milestone Dates:	Portrait Models Completed Implementation, Review of Standards, and Meetings Parent Meetings to Share Information
Professional Development:	AMS Secondary Professional Development Course offerings Portrait of a Graduate Information Session Upper Elementary - High School Portrait of a WMPCS Student Information Session for Teachers
Assigned Implementation Team:	Upper Elementary through High School Staff WMPCS MTSS Team

Goal 5	
Goal:	<p>WMPCS will continue to integrate Social Emotional Learning in all areas with fidelity, and understand that a healthy classroom promotes a safe and inclusive school for all children.</p> <p>In grades K-6, this should decrease yearly suspensions by 10%. In grades 7-12, this should decrease overall school absences by 10%.</p>
Improvement Strategies	
Strategy 1:	WMPCS will annually assess guides' implementation of character development and community building in their classrooms.
Action Steps:	<ol style="list-style-type: none"> 1. Review Montessori Fundamentals 2. Collect and analyze attendance, discipline, and SEL lesson plans 3. Collect and analyze teacher and secondary program observation data.

Strategy 2:	WMPCS will identify gaps/barriers for guides in providing social-emotional instruction and provide ongoing training, modeling, and coaching in the implementation of social-emotional learning in the classroom.
Action Steps:	<ol style="list-style-type: none"> Using data collected from strategy 1 identify strengths and weaknesses in teacher-directed support/guidance of student social-emotional learning. Determine Montessori/NCDPI professional development needed to increase teacher capacity and ensure fidelity of social-emotional learning in the classroom.
Progress Indicators:	<ol style="list-style-type: none"> Data collection and analysis Professional Development Plan February 2024-ongoing based on unique needs of staff Coaching Plan Development for individuals and groups of staff based on differentiated needs of teachers/guides
Milestone Dates:	Professional Development and Coaching Plan reviewed with WMPCS Board of Trustees
Professional Development:	NCDPI and AMS Child Study/MTSS Training AMS Social Emotional/Mental Health Trainings
Assigned Implementation Team:	WMPCS Mental Health Team and MTSS Team

V. Education Program

A. Curriculum

a. Name or describe the curriculum design your school presently uses.

WMPCS uses the Montessori curriculum.

b. Is this the design submitted in the original charter application?

Yes.

c. If "No", please provide a brief explanation below.

B. Instructional Methodology and Techniques

a. Summarize the instructional methodology or techniques used by your school (*i.e. direct instruction, hands on, experiential, expeditionary learning, etc.*)

The Montessori Curriculum, developed by Dr. Maria Montessori, emphasizes educating the whole child - academically, physically, socially, and emotionally. Its vast scope and sequence easily encompasses the North Carolina Standard Course of Study. In addition, as students discover an area of interest, they are able to

explore it thoroughly with more involved independent research resulting in projects, presentations, and works of art that are shared with their peers. Our students are more adept at self directed learning, which allows them to delve into more challenging levels of the curriculum.

b. Is this the design submitted in the original charter application?

Yes

c. If "No", please provide a brief explanation below.

C. Accountability

a. Please provide the names of evaluation instruments, other than State Tests, used to assess student performance. (i.e. the Iowa tests, NWEA, MAP, MAT, etc.) along with a description of those assessments.

NWEA MAPS Testing
Specialized Program Individualizing Reading Excellence (SPIRE) Assessment
Minnesota Executive Functioning Skills Assessment (MEFS)
EasyCBM
PreACT
ACT

b. How does the school use student data to improve student learning and to raise the academic performance of all students?

Using Montessori Child Study protocol we analyze student data (MAPS, EoG/EoC, SPIRE, EASYCBM, MEFS, MRX, and classroom data/observations) to determine interventions for groups of students. We also, through MTSS, analyze level and school-wide performance data (School report card, MAPS, EoG/EoC, and EVAAS) to determine improvements that need to be made by level or throughout the school. We break student data into subgroups (students of color and students with disabilities) to determine areas of need and areas of strength.

VI. Additional Information

Comments:

VII. Certify Submission

Type your name below to certify all information is accurate.

Board Chair Name

Digital Signature

Date

School Administrator Name

Digital Signature

Date