

**Willow Oak Montessori Charter School, Inc.**

**April 11, 2013**

**Board Meeting Minutes**

7:40 – Check in/welcome

In attendance: Kate Ackerman, Luanne Bannan, Melissa Beck, Susan Johnstone, Heather Rainville, Angela Riccio, Pete Rubinas, Evy Taylor, Matt Young

Absent: Lizy Wildsmith

Also in attendance: Melissa Frey, Aaron Wells

7:41 – Luanne called the meeting to order

Luanne shared that Matt Young had submitted his resignation and that this will be his last meeting. The Board accepted his resignation with regrets and wished him well with his upcoming travels.

7:44 – March Minutes – **MOTION** to approve March minutes as written (Melissa B); Second (Heather); approved unanimously

7:45 – Head of School report

- Pete reviewed HOS report
- Pete will send notice to parents about how many children are in the lottery for each grade.
- Assistant Head of School candidates (one for CH and one for Charter) meetings went well and discussions have continued with both candidates.
- Maximum of 30 students per grade will be accepted through the lottery and currently each grade has over 40 applicants.

7:53 – Executive Committee

- Luanne presented discussion to decide our working relationship with Andrea Donohue under one of the options presented in the EC Summary:
  - Option A – terminate contract with the Association and sign new contract directly with Andrea Donohue.
  - Option B – continue contract with the Association under the CPA firm in Greensboro.
  - Matt proposed to present a letter of withdrawal from the contract, with no penalty, from Eddie Goodall/Association so that we can pursue contract with Andrea Donohue.
    - Luanne has email from Eddie stating that he will not pressure WOM to uphold the contract.

- Evy proposed a **MOTION** to authorize the Executive Committee to terminate contract with the Association and sign a new contract directly with Andrea Donohue/Charter Financial Services to provide ISIS/financial services; Second (Angela); approved unanimously.

#### 8:11 – Facility Committee

- Pete reported that construction is beginning on Bold building April 12, 2013.
- Luanne reported that we cannot complete site plan for Andrews Store Rd property until the right of way issue is resolved.

#### 8:13 – Diversity and Outreach

- No meeting occurred

#### 8:14 – Curriculum and Staffing

- Melissa B reported that they have been interviewing candidates and reviewing personnel policies.
- Final edits are being made to the personnel policies/handbook.
  - The WOM value statement will be added to the policies.
- Heather proposed a **MOTION** to approve the Personnel Policies/Handbook as presented by Melissa B with addition of the value statement; Second (Kate); approved unanimously.
- The Student Family Handbook was merged with the Charter Handbook.
  - Much wording was changed to align with WOM culture and values.
  - Board members should get feedback to Curriculum committee by May 1<sup>st</sup> so that the committee can finalize the handbook.

#### 8:32 – Finance and Operations

- No meeting occurred
- First Charter Treasurer's Report was presented by Heather. Charter account is officially open with assets of \$1,000.
- Both Charter and Children's House books will have to reflect monies transferred between the Charter and the Children's House.
- The Board Policies have been updated
  - Heather will add to the policies that if there is a discrepancy, the Bylaws will always supersede what is stated.
- Melissa B proposed a **MOTION** to approve the Board Policies with the additional statement that the Bylaws superseded the Board policies; Second (Evy); approved unanimously.

8:43 – Project Management Team

- Pete noted that there was nothing to share.

8:43 – Board Development/Learning Agenda

- Luanne noted that there was nothing to discuss this evening.

8:44 – **MOTION** to move to Closed Session (Kate); Second (Melissa B); approved unanimously

8:44 – Moved to Closed Session for personnel discussion

9:00 – Returned from Closed Session

Kate **MOTION** to approve personnel agenda for the Charter School as discussed; Second (Angela); approved unanimously as follows:

- Christine Lowry, Assistant Head of School

Summarize/Action Items

- ALL - Review Student Handbook with feedback by May 1st for vote in next meeting

9:05 – **MOTION** to adjourn the Charter meeting (Matt); Second (Kate); approved unanimously.  
Meeting adjourned.

NEXT MEETING MAY 9,2013; 7:30PM @ BOLD BUILDING