

Willow Oak Montessori Charter School, Inc.

June 13, 2013

Board Meeting Minutes

7:30 – Check in/welcome

In attendance: Kate Ackerman, Luanne Bannan, Susan Johnstone, Heather Rainville, Angela Riccio, Pete Rubinas, Lizy Wildsmith

Absent: Melissa Beck, Evy Taylor

Also in attendance: Melissa Frey, Tammy Triglianios, Meneca Davis, Jacob Bonenberger, Deb Vacca, Diane Talley, Martha Waller, Aaron Wells

7:34 – Luanne called the meeting to order

7:39 – May Minutes – **MOTION** to approve May minutes as written (Lizy); Second (Susan); approved unanimously.

7:41 – Head of School report

- Pete reported that many State reports are being requested and required over the next month.
- Fundraising efforts are over \$6k at this time (from ask letter sent earlier this month).
- **MOTION** to approve Board Resolution 457 Plan for Employee Deferred Compensation as presented to be signed by Luanne Bannan (Kate); second (Angela); approved unanimously.

7:46 – Executive Committee

- EC approved Flexible Spending Account, \$1,000 admin fee.
- Luanne reviewed and asked for any questions or comments on EC overview as presented.
- Pete noted that Certificate of Occupancy should be given to us by end of June.

7:49 – Nominating Committee

- Luanne presented Melissa Beck's proposal and outline of nominees for Board member terms.
- Luanne also reviewed current committees and their assigned Chairpersons and members; the committee will use the parent feedback on skills to reach out and solicit interest in assisting with specific committee efforts.
- Luanne recognized resignations from Evy and Susan as of June 30, 2013.

8:02 – Facility Committee

- Luanne presented the pending play-area design for the parking lot/grass area.
- Facility committee will continue to research which structural items might be valuable additions to the design. Their current intent is to balance natural space for running with structures that can be added to the playground.

8:14 – Diversity and Outreach

- Kate recommended revisiting the charter of this committee and having fundraising become a separate committee utilizing strengths of new Charter parents.
- Pete recommended a debrief of past diversity outreach efforts to understand better how we can increase our diversity enrollment.
- Meneca offered that deeper education on what Montessori is within some of the diverse communities should continue to help awareness and understanding of what a Montessori school offers.

8:20 – Curriculum and Staffing

- Melissa presented WOM Student Policies for final approval with food/allergy/drop-off policies to be added when they are finalized.
- **MOTION** to approve the WOM Student Family Policies as presented (Kate); second (Heather); approved unanimously.

8:24 – Finance and Operations

- Heather reported the following that our YTD income hasn't changed.
- Heather and Pete presented the Charter School Budget; large part of the budget is personnel and we are fortunate to have a hired Montessori teacher who is also certified to teach music/Spanish specials.
- Pete reported that \$2,900 is now slated to ISIS (\$745 quarterly).
- Other local funds would be at \$90k rather than \$70k if we reach our goal from our June ask letter.
- **MOTION** to approve the Charter School Budget as presented, assuming the Board approval of the grant from the Children's House (Lizy); second (Angela); approved unanimously.
- Heather presented the WOM Operations Policy and WOM Technology Policy for final approval.
- **MOTION** to approve the WOM Operations Policy and WOM Technology Policy as presented (Lizy); second (Kate); approved unanimously.
- Luanne reviewed Insurance Quote Summary that she forwarded and Board reviewed online.

- Board input seemed to favor Utica over Selective; lower deductible; dividend; higher coverage for rental property; higher medical payments for students.
- **MOTION** to approve services with Utica for our Insurance (Heather); second (Lizy); approved unanimously.

8:48 – **MOTION** to move to Closed Session (Kate); Second (Angela); approved unanimously

8:48 – Moved to Closed Session for personnel discussion

8:57 – Returned from Closed Session

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

- Caroline Carlson
- Becca Hulett
- Leslie Cotrell (addition of job responsibilities to her existing teaching role)

Summarize/Action Items

- Kate – schedule Diversity/Outreach Committee meeting
- Luanne to get it touch with John Ramsey re Utica

8:58 – **MOTION** to adjourn the Charter meeting (Kate); second (Susan); approved unanimously.
Meeting adjourned.

NEXT MEETING JULY 11,2013; 7:30PM @ BOLD BUILDING