

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

**March 14, 2013**

**Minutes - APPROVED**

7:40 – Check in/welcome

In attendance: Kate Ackerman, Melissa Beck, Heather Rainville, Angela Riccio, Pete Rubinas, Evy Taylor, Lizy Wildsmith, Matt Young

Absent: Luanne Bannan, Susan Johnstone

Also in attendance: Aaron Wells

7:41 – Lizy called the meeting to order

7:42 – February Minutes – **MOTION** to approve February minutes as written (Melissa B); Second (Heather); approved unanimously

7:43 – Head of School report

- Pete reviewed HOS report
- **MOTION** to move our Board meeting to the Bold building for space and internet efficiencies beginning April 2013 (Kate); Second (Evy); approved unanimously.
- Applications received thus far are 31 for first grade, approx. 25 for second grade, and approx. 28 for third grade.
- Our radio spot is posted on our website and on our Facebook page.

7:57 - Facility Committee

- Pete reviewed his meeting with Taylor Hobbs. One of the pieces of feedback was moving the school further away from the road that leads into BC and therefore changing the drop off drive through. A new sketch proposes how to re-orient the campus to be more removed from the road, but still have distinction between the CH and Charter. Of concern for additional follow up with Taylor are: further discussion on flow of foot traffic between/across the parking lot during carpool pick-up/drop-off.
- Mitchell Design Group is being recommended to assist in creating preliminary site plan and floor plan (to replace Brad since he is no longer available).
- **MOTION** to approve the proposal for Hobbs Engineering in conjunction with Mitchell Design Group contingent on the Facilities Committee doing due diligence on the contract presented (Matt); Second (Heather); approved unanimously.
- **MOTION** to have Children's House Board vote on transferring \$7,784 in the form of a grant

from CH account to Charter Bank account so that security deposit may be paid to Landlord by March 15, 2013 (Kate); Second (Melissa B); approved unanimously.

8:19 – Diversity and Outreach

- Press Release was created and published in various Chatham publications.

8:22 – Curriculum and Staffing

- Holding many good interviews for various staffing positions.
- Personnel policies have been updated and published for review/reading by the Board. Any changes should be submitted prior to the April Board meeting.
- On Monday April 25, a candidate for the Assistant HOS position will be in town and available for meeting with current faculty and Board members.

8:26 – Finance and Operations

- Heather presented Finance summary
- Heather requested that the Children’s House Board authorize the Charter school fundraising activities to be conducted under the CH 501(c)(3) umbrella.
- **MOTION** to approve the salary schedules as presented (Angela); Second (Melissa B); approved unanimously.
- Expenses are preliminarily budgeted at 89% of revenue.

8:36 – Project Management Team

- **MOTION** to approve the amended Bylaws as presented with the addition of the correction of the Table of Contents (Angela); Second (Heather); approved unanimously.
- **MOTION** to approve the amended Charter Application as presented (Melissa B); Second (Heather); approved unanimously.

8:43 – Board Development/Learning Agenda

- Board members will review the Open Meeting laws independently.

8:45 – **MOTION** to move to Closed Session (Melissa B); Second (Kate); approved unanimously

8:46 – Moved to Closed Session for personnel discussion

8:52 – Returned from Closed Session

**MOTION** to approve personnel agenda for the Charter School as discussed (Melissa B); Second

(Angela); approved unanimously as follows:

- Pete Rubinas as Head of School
- Melissa Frey as Business Manager

Summarize/Action Items

- Review personnel and Board policies for vote in next meeting

8:58 – **MOTION** to adjourn the Charter meeting (Melissa B); Second (Kate); approved unanimously.

Meeting adjourned

NEXT MEETING APRIL 11,2013; 7:30PM