

Willow Oak Montessori Charter School, Inc.

May 9, 2013

Board Meeting Minutes

7:28 – Check in/welcome

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

Absent:

Also in attendance: Melissa Frey

7:30 – Luanne called the meeting to order

7:33 – April Minutes – **MOTION** to approve April minutes as written (Angela); Second (Susan); approved unanimously

7:34 – Head of School report

- Pete reviewed HOS report
- Pete submitted the letters to the State about participating in the health plan. Will be attending the finance meeting on Monday, May 13 in Raleigh.
- The Charter school calendar has 3 more work days than the Children’s House.
- Currently have 1,086 instructional hours for the Charter school (about 60 hours over the State requirement).
- **MOTION** (Melissa) to approve the calendar for the 2013-2014 Charter school year; Second (Lizy). Approved unanimously.
- Pete presented draft budget with amended EC calculations that lowered income for EC students since we had fewer enroll than anticipated.
- **MOTION** (Lizy) for Luanne to sign the Letter of Intent with Northwest Evaluation Association for MAP testing; Second (Evy); approved unanimously.

7:56 – Executive Committee

- Luanne presented the Board calendar for consideration. The first meeting after the fiscal year end is considered the “annual meeting” – this would mean the July 2013 Board meeting would be the annual meeting and therefore, voting/taking office would occur in July.
- Pete proposed to elect a Nominating Committee to find new Board members, bring possibilities to the Board for election and, to further develop the various sub-committee structures.

- Melissa Beck, Evy Taylor and Luanne Bannan will be included in the Nominating Committee
- **MOTION** (Angela) to approve the Board Meeting calendar as proposed; Second (Lizy); approved unanimously.

8:12 – Facility Committee

- **MOTION** (Evy) to continue to work with Taylor Hobbs and Harry Mitchell to fully develop the site plan for Andrews Store property; Second (Heather); approved unanimously.

8:14 – Diversity and Outreach

- Pete reported that a press release was sent out today on Facebook about recent happenings at WOM

8:16 – Curriculum and Staffing

- Melissa B reported that they are still making final edits on the Student Handbook but it should be completed within the next week and proposes that we vote on it during the June meeting.
- Committee is still finishing up hiring new faculty/staff
 - Pete adjusted the salary schedule to accommodate increases for having a Masters and having National Board Certification
- **MOTION** (Melissa B) to approve revised salary schedules, as presented, to include higher supplements for Master’s degrees and a supplement for National Board Certification; Second (Susan); approved unanimously.

8:22 – Finance and Operations

- **MOTION** (Angela) to give Pete the authority to approve up to \$2,500 per transaction (increased from \$500) as needed for time sensitive or construction costs for the Charter startup; Second (Evy); approved unanimously.
- **MOTION** (Lizy) for approval to sign Memo of Understanding with YMCA to host after school program at WOM per the terms and conditions outlined in the contract; Second (Melissa B); approved unanimously.
- Heather posed the question as to whether our WOM space will be available for community events.
 - Pete added that we will aspire to make space available at WOM over time, but will be difficult to offer our rented space for community opportunities early on.

8:38 – Treasurer’s Report

- Heather reported that net income is just over \$7,000.

8:39 – Project Management Team

- Melissa F has been updating the master task list for all committees.

8:42 – Board Development/Learning Agenda

- Luanne sent the Board a survey about the responsibility of head of school and where Pete’s time should best be spent.
 - Pete stated that the teachers who have accepted the positions with WOM have commented that they were drawn by the culture/climate/attitude of the WOM community and current staff.

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

8:45 – Moved to Closed Session for personnel discussion. Susan Johnstone recused herself from Closed Session because of her pending approval as a WOM Charter School teacher.

8:58 – Returned from Closed Session

MOTION (Kate) to approve personnel agenda for the Charter School as discussed; Second (Evy); Approved with one abstention: Susan Johnstone. Hires confirmed with this vote include:

- Sheldon Bae
- Leslie Cotrell
- Emily Wells
- Jessy Durizch
- Susan Johnstone
- Leslie Kasell
- Bianca Diaz

Summarize/Action Items

- ALL – Review Student Handbook with feedback to Lizy prior to June meeting
- ALL – Review operations and technology
- Nominating Committee will hold first meeting

9:04 – **MOTION** to adjourn the Charter meeting (Kate); Second (Susan); approved unanimously.

Meeting adjourned.

NEXT MEETING JUNE 13, 2013; 7:30PM @ BOLD BUILDING