



Williamson County Montessori Partners  
Board Meeting Minutes  
August 22, 2017

**Mission:** To provide an exceptional Montessori Education to all children and their families, encouraging a lifelong love of learning and active participation in their communities.

**Vision:** To develop conscientious citizens who approach their world with confidence, creativity and collaboration.

1. Attendance, Establishment of Quorum, Call to order: 6:37 p.m.

Board Member in attendance: Kate McSpadden, Mary Evelyn Bowling, Kevin Kaplan, Mickell Moss, Norma Perales and Carl Illig. Charter Development Team Members in attendance: Nancy Gribble-tay, Kathy Anthony, Marcy Steward and Christi Cowden.

2. Public Comments:

Speakers may have up to 3 minutes each and shall sign in 5 minutes prior to the commencement of the meeting. No comments.

3. Review and approve minutes of previous meeting (s):

Tabled until 9/12/17 meeting.

4. Review employee expense reports for reimbursement

Marcy shared about reimbursement to Nancy for Montessori materials.

Marcy will develop a policy regarding employee reimbursement of expenses over \$1000.

- Carl made a motion to reimburse Nancy in the amount of \$3990.88. Kate seconded, all approved.

Christi has incurred expenses of \$1311.39.

- Kate made a motion to approve Christi's expenses. Mickell seconded, all approved.

5. Discussion and approve payment for materials and services over \$20,000.

- Motion to approve purchase of Bruins materials for \$24,262.05. Mickell moved, Carl seconded. All approved.
- Motion to approve purchase of communications equipment from State of Texas communications for \$39,902. Kevin moved, Norma seconded, all approved.
- Motion to allow the finance committee the ability to make a decision regarding insurance within the confines of a \$35,000 budget. Mickell moved, Kevin seconded, all approved.

6. Discuss and approve 2017-2018 school year budget:

Marcy provided background on the development of the budget. It is a working developing document. Marcy to swap prek tuition and afterschool tuition lines, as they appear to be in the wrong places. Also the technology and community services lines need to be swapped. Marcy will add about \$20,000 into insurance line. This budget is designed to serve for the next 6 weeks.

- Motion to approve 2017-2018 school year budget: Mickell moved, Carl seconded, all approved.

The WilCo Montessori Partners Board of Directors adheres to Open Meetings statutes as dictated by Texas Government Code Title S, Subtitle A, Chapter 551.

7. Discussion and resolution to approve Student Policies:

Kate provided background on policies.

400.060 –FERPA: Regarding student records. No discussion.

- Kevin moved, Kate seconded, all approved.

400.070 – Adoption of major curriculum. No discussion.

- Kate moved, Norma seconded, all approved

400.080 – Required instruction.

- Kevin moved, Carl seconded, all approved.

400.090 – Regarding bilingual education.

- Tabled for further research

400.100 – Regarding Special Education.

- Tabled for further research

400.110 – Regarding 504s.

- Mary Evelyn moved, Mickell seconded, all approved.

400.120 – Regarding health sections. Section 4.5 to be deleted.

- Mickell moved, Norma seconded, all approved.

400.140 –Regarding Student Safety.

- Kate moved, Carl seconded, all approved.

400.160 – Misc.

- Kevin moved, Mickell seconded, all approved.

400.030 – Regarding Student Transportation.

- Kate moved, Norma seconded, all approved.

400.040 – Regarding Attendance.

- Carl moved, Mickell seconded, all approved

400.050 – Regarding Parent & Community Involvement.

- Tabled for further discussion.

400.020 – Regarding admissions & Enrollment.

- Kevin moved, Mary Evelyn seconded, all approved.

8. Discussion and resolution to approve Community Handbook:

Kathy will add section about personal electronic devices at school. Kathy will add information about bringing food to school. Kathy will add information about literature being distributed at school.

- Mary Evelyn moved, Kevin seconded, all approved.

9. Discussion and resolution to Employee Handbook and policies:

600.180 – Regarding leaves and absences.

- Carl moved that we approve, Mary Evelyn seconded, all approved.

300.10 – Regarding grievance policy.

- Kevin moved, Mickell seconded, all approved.

600.140 – Retirement & Health benefits policy. Marcy will remove Workers Comp benefit.

- Mickell moved, Carl seconded, all approved.

10. Discussion and resolution to approve Disaster/Emergency Procedure Plan:

Nancy gave background on Emergency plan development.

- Norma moved, Mary Evelyn seconded, all approved.

11. Reports: (30 minutes)

The WilCo Montessori Partners Board of Directors adheres to Open Meetings statutes as dictated by Texas Government Code Title S, Subtitle A, Chapter 551.

A. Review Facilities report: Kate McSpadden.

No additional comments.

B. Review Treasurer's report: Kevin Kaplan. First Texas account is now closed. National United is opened.

C. Review Business Manager's report: Marcy Steward.

No additional comments.

D. Review Head of School report: Nancy Gribble-Tay.

No additional comments.

E. Review Community Engagement report: Kathy Anthony.

This is move in weekend. 34 parents volunteering. Saturday 8 to 4. Sunday 8 to 4. School zone signs up.

12. Discussion Items: (30 minutes)

A. Request by Board Members for items to be placed on next month's Agenda.

No requests.

13. Adjourn:

- Mary Evelyn moved to adjourn at 9:43 p.m. Kate seconded, all approved.