



Williamson County Montessori Partners  
Board Meeting Minutes  
November 7, 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. Establishment of Quorum, Call to order:** (5 minutes)

In attendance: Kate McSpadden, Mary Evelyn Bowling, Mickell Moss, Carl Illig, Charlene Burgess.

Staff in attendance: Nancy Gribble –Tay, Marcy Steward, Christie Cowden, Montique Chance.

Kate Called to order at 6:36 PM

**2. Public comments:** (10 minutes)

Speakers may have up to 3 minutes each and shall sign in 5 minutes prior to the commencement of the meeting.

None

**3. Review and approve minutes of previous meeting (s):** (5 minutes)

Sept 12 minutes -Mickell moved to accept the minutes with the correction made to the top. Charlene seconded – All Approved

Sept 21 minutes - Carl moved to accept the minutes with two changes. Mickell seconded. All approved.

Oct 10 minutes – Kate moved to accept the minutes. Mickell seconded. All approved

**4. Reports:** (30 minutes)

A. Review Facilities report: Kate McSpadden

Kate updated that the fence construction will begin on Monday November 13<sup>th</sup>. Kate also updated the situation with the playground materials, she is in communication with the company.

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B. Review Treasurer's report: Kevin Kaplan

Kevin was not at the meeting but he sent an email following up from his conversation with the bank. If the school gets a loan, we will fail a FIRST rating.

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

Nancy updated the board with building / construction issues that she has found at the school. Nothing was of huge immediate concern. The contractor will walk the building with us at a year to correct items such as these.

There was a playground event that happened on October 20<sup>th</sup>. There was a grand jury subpoena issued against the two girls by the boy's parents.

Nancy would like to see the anti-bullying campaign have more of a positive spin and offer more life skills.

D. Review Business Operations report: Marcy Steward

In addition to Marcy's report, there was an update on the teacher that got injured. She received an all clear from her doctor. The board discussed having her sign a release of liability after the situation is completed.

✓ Foundation School Program Report: Christi Cowden

Christi reviewed the FSP Projection Report with the board. The actual average daily attendance is below the projected. 20 students have been coded for special education. It is speculated that there will be 15 more. Reports are submitted every six weeks. The school will have lower FSP payments until December 24<sup>th</sup>. This is a result of lower than expected enrollment and the amount of time it is taking to code special education. Christi is asking that the board refer families to the school for upper el. There are 66 students right now in upper el, the cap is 75.

E. Review Dean of Student Affairs report: Montique Chance

Montique reviewed the information that was sent out in her report.

There was a student that got her hands caught in the door. A call was placed to 911. Doctors determined that the fingers were not broken. The child returned to school the next day. The software company for the library, Follet webinar was completed Friday the 3<sup>rd</sup>. The software is straight forward and simple.

Montique reported that the fire drill on October 31<sup>st</sup> was successful.

**5. Discussion and Action Items: (30 minutes)**

A. Discussion: Board Development- Kate McSpadden

Kate reported that Norma has left the board and discussed the process for recruiting a new board member. A skills matrix was distributed. Current board members were asked to bring

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recommendations to the next board meeting.

B. Discussion; Conflict of Interest Statement – Kate McSpadden

A conflict of interest statement was passed out to all board members.

C. Discussion: Customer Relationship Management – Carl Illig & Kevin Kaplan

Carl updated the board on the CRM system. There should be no problem getting the system up and running for the upcoming fundraising campaign.

D. Discussion: Budget – Marcy Steward

Marcy provided the updated budget and reviewed it with the board. We reviewed our financial challenges.

E. Discussion and Resolution: Special Ed Staffing approval: Nancy Gribble Tay

This item was tabled

F. Request by Board Members for Agenda Items for next meeting.

## **6. Adjourn:**

**Motion by Kate to Adjourn, Second by Mary Evelyn, all approved**