



Williamson County Montessori Partners
Board Meeting Minutes
October 10, 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: (5 minutes)

Board members in attendance were: Kate McSpadden, Kevin Kaplan, Mickell Moss, Carl Illig, and Charlene Burgess. School administrative team members in attendance were: Nancy Gribble-Tay, Christi Cowden, Montique Chance and Marcy Steward.

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)

September 12th minutes: Title should be ‘minutes’ and not agenda. Board member Mickell’s name should be “Moss”. Mickell moved to accept as amended, Carl seconded, all approved.

4. Reports: (30 minutes)

A. Review Facilities report: Kate McSpadden

Exterior doors still not closing correctly on their own: needs pressure adjustments. There are also other internal door issues that need to be addressed. The irrigation lin is seeping and to be fixed by contractors. Fencing should begin first week of November.

B. Review Treasurer’s report: Kevin Kaplan

Recommendation of a proper CRM system to track donors be established prior to campaign launch for 2018. Establish pledge cards to distribute at open house and send electronically to families. Identify opportunities for directed giving

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

specific to classroom and facility needs. Assign board members relationship building assignments with top givers to encourage repeat donations. Speak at open house (TBD in November).

C. Review Business Operations Report: Marcy Steward

We should see cash flow reports presented to board by next meeting. A six week financial snapshot is due on 10/27. TEA visit showed need for additional SPED staffing. Exploring grant opportunities after better numbers established on special education. Enrollment currently below original predictions and affecting balance sheet.

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

Recent staffing changes include filling 3 assistant roles and new Dean of Student Affairs. Fall conferences are coming up. Highlights from TEA visit: need fire drills, AED machine, parent education, TEKS and STAAR prep. Biggest needs for staffing increase in ESL and SPED.

E. Review Student and Community Services Report: Montique Chance

Purchasing 2 AEDs. Looking at Library information system software. Discussion on after school staffing and total hours worked weekly.

5. Discussion and Action Items: (30 minutes)

- A. Reviewed reporting procedure requests from Secretary for board to submit prior to each monthly meeting.
- B. Discuss at next meeting exact staffing and costs related to SPED
- C. Proposal/Approval of spend on CRM system for next meeting.

6. Adjourn: Charlene moved to approve. Carl seconded, all approved.