

WMS Board of Directors Meeting
January 31, 2017
Earthling Interactive

Attendees - Jim, Ambra, Lisa, David, Leslie, Lesley, Roger, Erin, Tracy, Nick, Megan, Natasha

I. 6:15 Meeting Called to Order

II. Approval of minutes from last meeting. Roger Motion, David Second. Approved.

III. Calendar - We have a draft and are waiting on MMSD to finalize the calendar in order to vote on approving calendar. The first day of school may be Sept. 5th. Winter break is also not finalized due to district discussion about the length of the winter break.

IV. Policy Draft for Review - Erin prepared a draft that we will take the policy draft home for a month to review. Will vote in April. Technically, will be able to click through from the table of contents during the review. Erin reviewed introduction which contains more information and highlighted changes in enrollment policy, financial policy which is a brand new section as required by the city. School and Family Relations was renamed from Communications. Grievance policy is new. Added an Outdoor Classroom section and updated the Child Guidance section. Health and Sanitation was updated for establishing special diet.

V. Employee Manual - Nick completed a class at the UW focusing on personnel and human resources and reworked the Employee Manual to bring everything into compliance. He added information to or amended the following areas: Employment, Diversity, Hiring, Employment Classifications, Workweek, Time Sheets, Overtime, Personnel Files, Domestic Partnerships, Separation of Employment, Workplace Safety, Workplace Guidelines, Time Off/Leave, Unpaid Leave, Employee Benefits.

There was a suggestion to include an Unpaid Leave section.

We discussed the Dress and Grooming section in more detail.

Erin suggested we take the next month to look into this in more detail and allow anyone to allow feedback.

We will schedule a reminder email to invite questions and suggestions.

VI. Mission/Vision Approval - Megan reviewed these changes. Roger - Motion, Natasha - Second. Approved.

VII. Scholarship Selection - Board members reviewed the applications.
Nicole from TH, Angie from PS, and Ambra from K will all go the AMS conference in San Diego!

VIII. Reports

- A. HOS - We have an intern, enrollment is underway, Woodland received 20K in an endowment for the school via the Madison Community Foundation. The interest goes towards the annual budget. Others can add to the endowment. As for saying thank you, can we come up with ways to recognize donors. Planning a Fall inservice. Erin won a first place award from AMS for her thesis.
- B. Finance - Expenditures looking very good, although insurance is very high, we still have over \$7K in surplus and expect a \$10K refund from the insurance.
- C. Staff - Getting ready for inservice Friday.
- D. Communications and Tech - Tracy presented for Rochelle. There is a new website which can go live on Feb. 6th! Parent Portal can go live in March 1st and will be password protected and will have specific information for each classroom. Jim will take over website. Will include a blog to link to board agendas. It's gorgeous! Thank you Rochelle!
- E. Development - Tracy recapped annual giving letter campaign. Total raised to date: \$4,780. Average donation was around \$159.00. May need to look at a budget for upcoming years.
- F. Diversity -
Natasha - Public Montessori was approved last night for 2018-2019. Natasha will loop up with committee and Tracy to set diversity fundraising priorities for the rest of the year. I.e. Montessori social Justice Summit this summer and an on-site training for diversity through crossroads in Chicago. Beginning to plan end of year event.

Lisa presented work with Gwen regarding enrollment. At this point review diversity and anti bias statement and get back with recommendations. Please email Lisa. Lisa's diversity report included supporting a current family with finding housing, they made relationships with the Odyssey Project and in February we will volunteer regularly while parents attend UW and we will support the kids in a classroom using Montessori principles, Completed a huge drive with parents and staff with Roads Home, adopted a family of five children for the holidays.

Ambra - Ambra, Lisa and Erin put together an in-service in November with a guest speaker focusing on equity and equality and this was very successful. Erin presented research to staff, did a piece on Meditation and Mindfulness. Next inservice is this Friday which will include mindfulness meditations to do with the kids presented by Lisa.

G. Ad Hoc Expansion Committee - Large committee that has met multiple times. Led by an architect and an engineer. Report was put out and reviewed Freiburger inspection report and highlights need to expand.

IX. Next Meeting is Feb. 20th.

X. Meeting adjourned.