

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
11.16.16**

In attendance: Jeremy, Christina, Eric, Rainey, Jill, Dan, and Michael
Staff in attendance: Brian, Carrie, Lara, and Meghan Richardson
Absent: Melinda and Fra
Visitors: None.

Christina motioned to open the meeting, seconded by Rainey. Island Montessori Charter School meeting was called to order at 7:19pm by Dan.

Previous Minutes:

Dan motioned to approve the previous minutes. Some board members did not get a chance to read the minutes however; the board, via email, later approved them unanimously.

2 Minute Visitor Comments:

None.

FSA Liason:

None present.

Academic Committee (Lara):

Lara has been working with the teachers with the MAP results and helping put plans in place. LE needs books. Brian noted we received a \$5,000 grant from Landfall for leveled reading books for each classroom and the library will be housed in the multi-purpose room. Carrie has been really helpful with the book purchases for the UL.

Brian reported his excitement for being able to hire a guidance counselor for our school this year. Meghan Richardson, our new counselor, gave the board a review of her role and responsibilities/services. She reported she has been doing individual counseling, group counseling, mediations, and she is working on a esteem group for UL girls. Meghan and Lara have been working on a long-term service site for UL. They have chosen a non-profit that works with serving meals to homeless. Workdays will be Mondays from 9-11am.

Head of School Report (Brian):

Enrollment update 2016/2017 school year Charter School

- K-24, 1-22, 2-23, 3-24, 4-24, 5-25, 6-24, 7-18, 8-24 for a total of 208.
- Melinda, in her absence, agreed to do exit interviews for students who un-enroll.

Financial update

- Current cash in bank: \$234,381.82
- Cash able to draw \$416,603.88
- Fundraising account: \$1,087.72
- Please see attached budget which reflects new mortgage numbers.
- One of the buses is in repairs due to Brittany gently backing into a telephone pole on a field trip.

Facilities

- Heat is now working in the UL building and fell under warranty.
- Repairs made to the back of the main building and replaced sheathing.
- Special thanks to Dan and volunteers who installed the new fence around the HVAC units, spread mulch, and completed the chicken coop. Christina expressed we should send personalized/hand-

written thank you notes to volunteers to thank them for their time and commitment. She also expressed we should find a way to strongly encourage parents to volunteers a minimum of 10 hours per year. She also wants us to come up with more ways to build a more community feel at our school, especially during the first 6 weeks of school. Everyone agreed we have some exciting things lined up that will focus on community building. Melinda is passionate about helping improve volunteer manpower at the school and will work on some ideas. 😊

- Melinda's cottage sign was fixed and put back up.

Personnel

- Vote on recommendations – closed session
 - Upper Elementary TA

Lottery

IMS Lottery will be held February 28th, at the Charter School campus.

Prospective Parent Meeting Dates:

Thursday, January 5th, 5:30pm

Saturday, January 7th, 10:00am

Wednesday, January 11th, 6:00pm

Tuesday, January 24th, 6:30pm

Executive Committee:

See attached minutes.

EC

No new updates.

Grant Committee:

No new updates.

Finance Committee:

Dan discussed the loan update. We put another \$5k down to hold the paperwork while the appraisal is completed. Dan also informed the board about a decision we will have to make regarding the development of the lot, referring to the trees on the land, and whether to tear down or keep. Dan is looking for an opinion or guidance on how the board envisions the look of the property. More discussions at the next meeting.

Development/Fundraising Committee:

No new updates.

IT:

No new updates.

Nutrition/Lunch Program

Jeremy wants to change the word “policy” to “recommendations” on the Nutrition and Food headline which will remove it from policy book but added to the handbook. Jeremy made a motion to approve Island Montessori School Celebration Policy, second by Eric. Approved unanimously.

Jeremy also suggested bringing in a Nutritionist to hold workshops. Board members were in agreement. Discussions on ideas for workshop topics and the importance of policies for students with allergies and/or lifestyle choices.

Brian is having some issues with the delivery charge for school lunches and the lack of ordering. Board discussions ensued regarding the lunch program pros and cons. Board agreed to remove the lunch program from the Children's School campus, effective November 30th, due to the lack of interest and orders.

After School Specials:

No new updates.

Beautification Committee:

No new updates.

HR/Policies and Procedures:

The audit was mailed on October 31st on time with no findings. We filed our 990 on time (with extension) on October 31st.

OLD BUSINESS/NEW BUSINESS:

Rainey motioned we not have a December board meeting, second by Eric, unanimously approved. Our next board meeting will Wednesday, January 18th and possibly Wednesday, January 4th, if necessary (due to closing).

Fra is resigning from the board effective this month. We are currently looking for a new treasurer.

CLOSED SESSION:

Dan motioned the board go into closed session to discuss new contract at 8:52pm.

Board came out of closed session. Jill motioned to approve new hire contract for UL TA, second by Eric. Approved unanimously.

Meeting adjourned at 8:59pm.

REMINDERS:

- **Next board meeting is Wednesday, January 18th, at 7:00pm, at the Charter School**
- **All committee reports are due by Friday, January 13th, 2017[PDF Format Please!]**