

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
01.18.17**

In attendance: Melinda, Jeremy, Christina, Eric, Rainey, Jill, Michael, and Dan
Staff in attendance: Brian, Carrie, and Lara
Absent: None
Visitors: Matt Dunn

Christina motioned to open the meeting, seconded by Rainey. Island Montessori Charter School meeting was called to order at 6:38pm by Melinda.

Previous Minutes:

Minutes from previous meeting were not shared so board did not have any to approve. Discussions ensued regarding how to approve minutes via email in between meetings so we can share them with parents more quickly. Board agreed Secretary will send "tentative" minutes to the board via email within a week after each meeting for tentative board approval. Minutes will be officially approved at the following month's board meeting.

2 Minute Visitor Comments:

Matt Dunn, parent of two boys, one charter and one preschool, shared a few comments about his family's experiences to date.

FSA Liason:

None present.

Academic Committee (Lara):

Lara showed the board the new reading library, which is housed in the multi-purpose room. This was made possible by a generous Landfall grant. The books can be used by K-8 graders.

Lara found new math cards that correspond with the data reports from RIT score results (from NWEA/MAP testing). These cards were printed, color coded and laminated for all teachers to receive and share with students.

Students will begin MAP testing again next week.

Progress reports are being changed to reflect changes in the Specials reports, which will now focus on what the child enjoys in that class. Middle school progress reports will now focus on transitions (PowerSchool).

Service Learning is going well. 8th graders have been going every week to Vigilant Hope. Exciting discussions ensued regarding how to share the service learning project (and other exciting updates) with parents and our community.

IMS Rocks update: Christina thanked Lara for her help with getting the program started. We got some nice news coverage and we want to keep the momentum going. Lara mentioned the LL is now scrubbing rocks (part of Practical Life) and getting them ready for the UL to paint. She will work on getting photos to share and maybe a video or two.

Carrie gave a quick update from the Children's Campus. MAP testing begins this week. Carrie just returned from a mindfulness/yoga retreat. Carrie gave a brief overview of her Montessori retreat and thanked the board for sending her.

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: \$211,502.38
- First South balance: \$69,616
- Cash able to draw \$ \$176,513.14
- Fundraising account: \$1,087.72
- We received an Arnold Foundation Grant of \$10k, which was used to purchase 24 Ukuleles, new computer for Art classroom, and new flooring in the MP Room.
- Please see attached budget.

Facilities

- The locks were rekeyed.
- We are missing one light outside and Duke is coming to fix it.
- The ABS brake system died on one of the buses and one tail pipe fell off. Both are being fixed or have been fixed.
- There are new awnings over the Middle School doors.
- Brian shared drawings of the new children's campus building.
- We have a commitment letter from our land purchase. There are some language issues regarding disbursements that Dan and Michael are trying to work out before we sign. The USDA has promised us a letter/approval from them by the end of the week so we may not close by Friday. After much discussion and upon recommendation of counsel, the board determined that we will go ahead and sign the commitment letter, understanding the A) the bank will disburse funds for building construction prior to the foundation survey being completed, B) in the event there is a dispute on this point, the school has the funds to make the initial down payment of \$90k).

Other

- We have issues with the sustainability of the lunch program. Not enough people are ordering to offset the cost of the delivery fee. Board discussions ensued regarding how to fix the deficit and still offer a healthy lunch program. Melinda motioned we approve Brian to amend the budget to add \$7k to the budget line to keep the program sustained through the end of the year. Second by Jill. Approved unanimously. Jeremy, Christina and Rainey will look into options to reduce the cost and improve the options on the lunch menu. Alternative sources of lunch providers will be contacted. Jeremy will meet with Whole Foods and discuss option to expand the menu. A survey to parents will be created to get input on how to better the program.
- Rainey made a motion to elect Dan as Treasurer, effective December 1st. Second by Melinda, approved unanimously. This reaffirmed a unanimous board vote given via email on December 15, 2016.
- Brian has some concerns about the teacher bios being on the website along with their photos. Board agreed to remove last names. Will reassess after Brian discusses with staff.
- School Calendar for 2017-2018 was presented to the board. Brian will remove the word "Charter" and change title to "Island Montessori School". Various board discussions ensued about the importance of parent-specific calendar dates for next year and how to share those on the school Google calendar.

Lottery

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

Remaining Prospective Parent Meeting Dates:

Tuesday, January 24th, 6:30pm

Executive Committee:

See attached minutes.

EC

No new updates.

Grant Committee:

No new updates.

Finance Committee:

Given in conjunction with HOS Report.

Development/Fundraising Committee:

No new updates.

IT:

No new updates.

Nutrition/Lunch Program

Given in conjunction with HOS Report.

After School Specials:

No new updates.

Beautification Committee:

No new updates.

HR/Policies and Procedures:

No new updates.

Marketing:

Jeremy got some feedback on the draft marketing materials. Lots of discussions ensued and board is to email Jeremy with their likes/dislikes of the marketing card. Various other discussions regarding marketing versus promotional materials.

OLD BUSINESS/NEW BUSINESS:

Christina brought up some concerns about the lack of communication and the need for a sign out front to keep parents abreast. She wants to see more parent socials and opportunities for parents to meet each other. She also wants to incorporate more Parent Education Workshops next year and get them on the calendar before school starts.

CLOSED SESSION:

Dan motioned the board go into closed session to discuss a policy that effects teacher contract at 9:00pm. Board came out of closed session. Nothing to vote on.

Meeting adjourned at 10:01pm.

REMINDERS:

- **Next board meeting is Wednesday, February 15th, at 7:00pm, at the Children's School**
- **All committee reports are due by Friday, February 10th, 2017[PDF Format Please!]**