

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
10.17.18**

Meeting Location: IM Children's School, 6339 Carolina Beach Road, Wilmington, NC 28412

Time: 7:00pm

In attendance: Dan, Christina, Eric, Kari, Jeremy, and Michael D., (Melinda joined via phone)

Staff in attendance: Brian, Carrie, and Lara

Absent: Rosander, Jill, Rainey, and Elizabeth

Kari motioned to open the meeting, second by Eric. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:13pm by Dan.

2 Minute Visitor Comments:

None.

FSA Liaison:

None.

IMS MISSION STATEMENT

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

Meeting Agenda:

Kari motioned to approve the meeting agenda, second by Jeremy. The motion to approve the meeting agenda was unanimously approved by the board.

Previous Minutes:

Eric made a motion to approve the September 27th minutes. Second by Jeremy. The motion to approve the September 27th minutes with a correction to add Carrie as an attendee was unanimously approved by the board.

Kari motioned to approve the September 27th closed session minutes. Not everyone had a chance to review so we will table them for approval next month.

Academic Update (Lara):

Lara updated the board with a strategic plan update.

- In-school specials being used in new and fabulous ways: 100 kids enrolled in different areas of exploration through electives and committees. Electives were scheduled based on student input: Beekeeping, Cheer and Dance, advanced Spanish, Beach Sweep Upcycled Art, and Chorus. Jeremy had an idea to include photos of Elective groups and Committees in the yearbook. Lara will pass the idea on to the Yearbook Committee.
- Data wall is up and they have done their first data point to data point reflection. Wall is located in Ms. Lara's office.
- Service Learning has begun at Vigilant Hope. The second service site is Morning Side Nursing Home.

- A Montessori school from Colorado reached out and asked if their 8th graders can come here for a service-learning project and is coming to visit our school.
- School Cues was purchased and has been a great form of communication. Everyone loves it!
- Melinda is working on a letter to parents that outlines all of our academic highlights.
- Global Educator Digital Badge: PLP is in the works with our Spanish teacher to develop required Smart Goals for this.
- Ms. Lindsey has a committee for Green Team and Agriculture. They meet twice a week.
- Lara is meeting with teachers no to get plans in motion for PLP.

Head of School Report (Brian):

Enrollment update for 2018-19 school year

- K-26, 1-27, 2-24, 3-24, 4-24, 5-24, 6-24, 7-24, 8-20 for a total of 217.

Student Discipline Reports

- None.

Data for Reporting/Discussion:

Compliance Reporting

- Mission Based Program and School Improvement Initiatives Updates: Data Wall created and Professional Learning Plans reviewed.
- The state is releasing money for paying teachers but the board has to make a formal motion for the school to do it.

Kari motioned that we pay the staff for the 10 days lost due to Hurricane Florence. Second by Jeremy. **Motion that we pay the staff for the 10 days lost due to Hurricane Florence was unanimously approved by the board.**

Kari motioned that we forgive the 10 days of school lost by students due to Hurricane Florence. Second by Jeremy. **Motion that we forgive the 10 days of school lost by students due to Hurricane Florence was unanimously approved by the board.**

- Immunization form due November 1st.
- 3rd grade BOG testing completed. MAP testing completed. The staff and administration need time to process the data.
- School report cards will have a new indicator. Students with an IEP will now have a subgroup that is reported. The state lowered the “statistically significant” number from 40 students to 30. It will show a grade “F” for this subgroup. The growth for this subgroup was extremely high because they claim that it is statistically insignificant.s

(Children’s School)

- Kitchen 100% completed. Carrie will have to go to food service training!
- Gutters on Children’s School and Middle School completed– capital improvements.

Facility Update (Charter)

- Shed roofs have been re-roofed thanks to a donation of labor by Brian Ozazewski.
- Brian is in communication with SE Environmental about assessing the back property.

Professional Development

- Brian and Lara start National Center for Montessori in the Public Sector’s Leadership Workshop long online course next week. (NCMPSLW). This is a year-long course.

- CPI training Friday September 28th (rescheduled) – Brian and Alicia will attend.
- Charter school leadership conference Oct 18-19 – Brian will attend.
- AMS conference in March in Washington, D.C. Heily will attend.

Current Vacancies for next year

- None.

Potential Long/Short Term Issues

- None.

Financial Report (Treasurer’s Report – Kari)

- Money in Crescom Account: \$395,121
- Money to draw from the state: 146,522 (next drop November)
- Changes to budget. 2 employees opted out of insurance. Changes in safety supplies: mechanical doors came in more and purchased lockdown kits for each classroom.
- Draft Auditor’s Report presented to the board via the board packet. Auditor will be at our November meeting. Thanks to Brittany for helping get the audit ready.

Raffle

The board decided we would not hold the raffle next month due to Hurricane Florence and the impact it had on our families and community. Brian would ideally like to pull the ticket at the Magic Show in February.

Strategic Plan update – State Plan

No update.

Board Strategic Plan

None.

Special Board Projects:

None.

Executive Committee (EX):

None.

Grant Committee:

None.

Finance Committee:

Given in conjunction with HOS Report.

IT:

No new updates.

EC:

36 total EC kids. 20 receive speech and 14 receive OT.

Alicia reported that teachers will receive special education training on Autism next week (10/24). This is being given by a UNCW Professor, Dr. Moody, who is doing the training pro bono.

Alicia is also working with Bonnie Ravo from TEAACH on creating a budget/contract to meet with loop levels and consult in classrooms as needed.

Nutrition/Lunch Program:

Christina updated that we have replaced Yosake with Jason's Deli, beginning October 25th. Jeremy has been working with Myhotlunchbox to get the menu ready for next week. Any lunch orders for Yosake that were replaced for Yosake will be refunded to individual accounts. Christina and Jeremy are already looking at options for next semester.

After School Specials:

No new updates.

Beautification Committee:

No new updates.

HR/Policies and Procedures:

No new updates.

Marketing:

The committee is looking over the Wilmington Parent ad and will send Brian the updated file by the deadline. Brian will send new lottery dates and deadlines to marketing committee. Christina will also update lottery poster. Christina and Rosander still need to meet to discuss marketing video preparations.

OLD BUSINESS/NEW BUSINESS:

OLD BUSINESS

- **Year of the Teacher Committee:** Jeremy updated that his month was moved to October and he will be offering acupuncture and health snacks. The Sunshine Committee is charged with spreading cheer and is in charge of helping spread the word of Year of the Teacher.
- **Diversity Committee:** Latino Festival has been postponed until May 4-5, 2019. Christina chatted with the Spanish teacher and she agreed to help with the booth. We still need one more volunteer. Dan and Melinda will meet sometime this month to discuss ideas for diversity and transportation.
- **Charter Bylaws:** Brian presented the new amended Bylaws and a Resolution for board member signatures. Those who were absent need to come by the Charter School office and sign them next week.

NEW BUSINESS

- **Outdoor Classroom Concept:** Dan met with Larry from Coastal Stormwater Services and updated the board with the findings.
- **YouTube Channel:** Christina and Rosander are working on videos that market the school and Jeremy is working on more educational videos for parents for YouTube channel. Jeremy will get with Carrie and Lara to coordinate.
- **Hurricane Families:** A non-school fundraiser took place and raised enough money (\$400) to give each of the 3 families. 1 family chose to have lunches for 2 weeks and the rest on a Wal-Mart gift card. The other 2 asked for gift cards to Amazon to replace items lost.
- **November Board Meeting: The EX Committee proposed we moved the November meeting to November 28th. Jeremy made a motion that we move the November board meeting to November 28th. Second by Christina. The motion to move the November board meeting to November 28th was unanimously approved by the board.**

- **Holiday Party:** Christina is considering the following dates for the holiday party: Dec. 7-8/14-15. Be on the lookout for an email from her coming soon.
- **Nutrition Policy:** Jeremy proposed that we make a policy that we not give students any food without parents being notified beforehand. Serious board discussions ensued regarding how to handle. Jeremy would like teachers to send an email with an ingredient list that goes out 2 days before the event a School Cues reminder goes out via text. Alicia said this would be more of a procedure for staff but not a policy. Dan suggested administration discuss best way to handle and suggested perhaps take a look at their procedures and report back to the board.
- Dan suggested each board member listen to Christina's podcast with Patty Barshay and asked that we share it on Facebook. Lara will take care of posting on our FB page.

CLOSED SESSION:

No closed session.

Jeremy motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 9:04pm.

REMINDERS:

- **Next board meeting is Wednesday, November 28th, at 6:00pm, at the Charter School**
- **All committee reports are due by Friday, November 23rd, 2018 [PDF Format Please!]**

Upcoming Events:

- October 22-27 – Parent Teacher Conferences
- October 23 – Brian's leave begins
- November 9th – Fall Festival
- November 12 – No school
- November 13-16 Book Fair
- November 21-23 – Thanksgiving break

ACTION STEP ITEMS:

- Set up IMS YouTube channel and record our first video. **(Jeremy, Christina, and Lara)**
- Academic Highlight Video **(Lara, Rosander, Christina, Jeremy)**
- Board members to sign bylaws **(Rosander, Melinda, Jill, Rainey, and Elizabeth)**
- Wilmington Parent ad to Brian by November meeting. Brian needs to get dates to Christina. **(Christina/Brian)**
- Get a graphic designer and quote from Laurie Sullivan for changes. Posters for Lottery. Goal to have done by November meeting **(Christina)**.
- Each board member listen to Christina's podcast with Patty Barshay. www.hourglasspodcast.com **(ALL)**