

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
08.16.17**

In attendance: Dan, Eric, John, Melinda, Christina, Michael, Rainey, Jeremy, and Jill

Staff in attendance: Brian

Absent: Michael

Visitors: Melissa Griffin

Dan motioned to open the meeting, seconded by Jeremy. Island Montessori Charter School meeting was called to order at 7:02pm by Dan.

**Previous Minutes:**

Melinda motioned to approve the July minutes, second by Dan, approved unanimously.

**2 Minute Visitor Comments:**

None.

**FSA Liason:**

Melissa Griffin brought the board AWESOME new t-shirts!! Thank you Melissa – we LOVE them!

**Academic Committee:**

Lara reported on Middle School summer meetings with teachers for planning a rigorous academic year with pacing guides and specific learning objectives.

Academic Achievement Goals for 2017-2018:

1. Increase growth for all students with differentiated instruction in Montessori Lessons driven by data/observations
2. Strengthen all aspects of Middle School Curriculum
3. Improve Specials Classes that move and motivate our students.
4. Grace and Courtesy

The Year of Grace and Courtesy is coming up and Lara has been working on grit and goals to make this year dynamite. She is using Peace First as a platform and tool for this 3-year plan and as a way to help guide teachers when giving monthly themed lessons.

School Discipline Goal: Make all consequences a learning moment! We will be refreshing all staff on Positive Discipline techniques this month at staff meetings

Lara also unveiled her “Makerspace” project that will launch this year, which is really exciting - more news coming soon!

**Head of School Report (Brian):**

**Enrollment update 2016/2017 school year Charter School**

- K-24, 1-24, 2-24, 3-24, 4-24, 5-24, 6-24, 7-23, 8-16 for a total of 207

**Financial update**

- Current cash in bank: \$286k
- We got our drop today so we will have \$700k~.

- Brian presented the final 2016-2017 budget. Board is agreeable to the presented 2017-2018 budget with amendments from John.

### **Data for Reporting/Discussion**

- State picked us to be a test site for EOG test questions. Brian has drafted an appeal and plans to fight this mandate.

### **Strategic Plan update:**

- Mission Based Program and School Improvement Initiatives Updates
- Review with staff last year of plan
- Improvement plan review with staff

### **Facility Update**

- Main Building painted
- Floors buffed and waxed
- New chairs in the office area
- Playground mulched and grass has filled in nicely.
- There are some flooring issues outside the middle school door which need to be fixed so water cannot get in.
- Fence was bought for farm animals and along property, which will be going up in September.

### **Compliance Reporting**

- 2017 Audit visit completed last week. It was surprisingly quick. Brian is very thankful for Brittany, she is AWESOME!
- Current Teacher Licensure Percentage: 76%

### **Student Handbook**

Brian presented the board with updates and/or changes to the Student Handbook. The board unanimously approved all suggested changes to the student handbook.

### **Professional Development**

- Brittany attended DPI Finance meeting in Durham July 17-18.
- Lara attended a one day Peace Conference and the resources she brought back will be the foundation of the Grace and Courtesy initiative.
- Brian attended NC Charter School Alliance July 31-August 1.
- Brian attended Global Leadership Conference August 11-12.
- Andie (new UL teacher) started her Montessori training.

### **Facilities**

- The new building is now in our parking lot, which will cause issues for open house on Friday night. Brian will send an email to parents about parking (possibly shuttle from Food Lion), Open House flow, and school supply drop off.
- Brian has contractors lined up and ready to move when he gives them the signal.
- Brian presented the moving plan and will keep parents updated. A few questions were raised about pick up and drop off.

### **Finances**

Brian presented a promissory loan document from the Charter School to the Children's School for

\$15,000, @5%, for 3 years. Rainey motioned the Charter School extend a loan to the Preschool, a promissory note of \$15,000, @5%, for 3 years with no prepayment penalties. Second by John and approved unanimously by the board.

### **After School Program**

- Island Time is planning to do an after school program for our families. Dana will be at both of the Open Houses with more information.
- Brian is still negotiating with No Sleeves regarding after school program.

### **Strategic Plan**

Melinda, Dan and Brian have been working on updating the strategic plan and will have more updates for the board soon. First they will meet with the Executive Committee and then present to the board. All parties have been busy with school prep and they hope to have some more productive meetings forthcoming.

### **Lottery**

None.

### **Executive Committee:**

See attached minutes.

### **EC**

None.

### **Grant Committee:**

None.

### **Finance Committee:**

Given in conjunction with HOS Report.

### **Development/Fundraising Committee:**

No new updates.

### **IT:**

No new updates.

### **Nutrition/Lunch Program:**

Report sent via email.

### **After School Specials:**

No new updates.

### **Beautification Committee:**

No new updates.

### **HR/Policies and Procedures:**

No new updates.

### **Marketing:**

No new updates.

### **OLD BUSINESS/NEW BUSINESS:**

School wide calendar – Christina finalized the school’s socials and events calendar and dates will be posting to the google calendar this week. Some topics/events still require dates and times which will be updated in the coming weeks.

New RO filters were ordered this week for all 3 drinking fountains at the charter school.

Dan also updated us about the sign quote, which would include the new logo. We are going to wait to update the new sign until we purchase the new sign for the children’s school due to costs. John is going to provide an alternate quote for the temporary sign and get with Dan to discuss.

### **CLOSED SESSION:**

Board went into closed session at 8:32pm. Board came out of closed session at 8:37pm and voted on the following:

- Melinda motioned the board approve contracts for next year as presented by Brian, second by Rainey, approved unanimously.
- Rainey motioned the Charter School extend a loan to the Preschool, a promissory note of \$15,000, @5%, for 3 years with no prepayment penalties.

Meeting adjourned at 8:37pm.

### **REMINDERS:**

- **Next board meeting is Wednesday, September 20th, at 6:15pm, at the Charter School**
- **All committee reports are due by Friday, September 15th, 2017[PDF Format Please!]**

### **Upcoming Events:**

- **August 18th Open House @ Charter; Meet & Greet @ Children’s**
- **August 21st, New Parent Orientation Night**
- **August 22, FIRST DAY OF SCHOOL**
- **August 22 After school Social (FSA)**
- **September 16<sup>th</sup> Dragon Boat Race**
- **No Sleeves Magic Show**