

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
09.27.18**

**Meeting Location:** IM Charter School, 6339 Carolina Beach Road, Wilmington, NC 28412

**Time:** 7:00pm

In attendance: Dan, Christina, Rainey, Eric, Kari, Elizabeth, Jill, and Michael D., Melinda, and Rosander  
Staff in attendance: Brian, Carrie, Lara, and Alicia

Absent: Jeremy

Visitors: Maya DeLeon

Rainey 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:**

Maya presented a request for staff to have additional autism training and included a list of resources, statistics, along with a copy of her past testimonial.

**FSA Liaison:**

Maya DeLeon was present on behalf of the FSA. Heather was not able to attend due to complications from the hurricane. They are considering extending their alternative fundraiser another week. Heather ordered t-shirts to sell. They also need to schedule the volunteer meeting. The Fall Festival is scheduled for Thursday, October 25<sup>th</sup>. Christina asked if the FSA needs any help to please communicate any needs to the board as we are happy to help.

**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:**

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

**Previous Minutes:**

Rainey made a motion to approve the August 15th minutes with a correction to add Carrie as an attendee. Christina stated she sent out revised minutes with all corrections but due to the evacuation and lack of internet no one saw them. Second by Elizabeth. The motion to approve the August 15th minutes with a correction to add Carrie as an attendee was unanimously approved by the board.

Jill motioned to approve the August 15th closed session minutes. Second by Eric. The motion to approve the August 15th minutes was unanimously approved by the board.

**Academic Update (Lara):**

- Electives are scheduled and decided to begin Oct 15th (due to hurricane). They will run the length of the specials trimesters for 6th-8th years.
- Chorus already began. We will also have bee keeping, advanced Spanish, Upcycled Art, and one more to be determined Chorus is scheduled to perform at an event Thalian Hall.

- Data wall is up and already able to be used for conversation and reflection. This involved anonymity of every child but also places them on our MTSS tiers using NWEA data.
- Weekly team meetings are effective and thorough- Lower Elementary is really working hard on curriculum planning together.
- New schedule is really filling in some needs that were highly necessary.
- Diversity Committee has a great plan for this year- and will meet soon to discuss.
- BOGs and NWEA BOY testing is scheduled again- post hurricane.

### **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, 8-21 for a total of 219.
- We lost a kindergartner today due to the family moving/hurricane.

#### **Student Discipline Reports**

- None.

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

##### **Compliance Reporting**

- Mission Based Program and School Improvement Initiatives Updates.
- Creating Professional Development Planning protocol to be used by staff.
- Concussion Protocol – shorter document by Jill.
- Immunization form due November 1<sup>st</sup>.
- New BOG testing schedule will be created this week. We missed the administration of the BOGS due to the storm.

#### **(Children's School)**

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

#### **Facility Update (Charter)**

- Brian updated with the damages after the storm. The school did not sustain any major damage. There was some water that came in the Lower Elementary and a roof that leaked but Brian was able to get to the school quickly and take care of any issues.
- Carpet in main building was cleaned after the storm.

#### **Professional Development**

- Brian and Lara start National Center for Montessori in the Public Sector's Leadership Workshop long online course.
- CPI training Friday September 28th – Brian and Alicia will attend
- Charter school leadership conference Oct 18-19 – Brian will attend

#### **Current Vacancies for next year**

- None.

#### **Potential Long/Short Term Issues**

- State mandates paying teacher for the storm days. Brian will update when he knows more but he plans on paying teachers.

#### **Financial Report (Treasurer's Report – Kari)**

- Money in Crescom Account: \$359,224

- Money to draw from the state: {not able to log into the system}

**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.

**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.

**Nutrition/Lunch Program:**

Christina updated that Yosake gave their 30-day notice and stated their reason as damages from Hurricane Florence and low order volume. Christina was able to get the lunch numbers from Myhotlunchbox and order volume is low, but we have only had 14 days of school. We are looking to replace them with Hibachi Grill. Rainey requested a “soy sauce free” option so that we offer a GF choice. Rainey also suggested we send weekly reminders through School Cues. Brian will add Friday reminders to School Cues.

**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:**

**OLD BUSINESS**

- **Year of the Teacher Committee:** Rainey updated the board with everything the committee has done to date. Bathrooms were adorned with art, new cabinet in the girl's bathroom in UL, and Jill made benches and flower boxes.
- **Diversity Committee:** Christina and Dan will man a booth at the Latino Festival (pending booth request).
- **Charter Bylaws:** Melinda made a motion to approve the new Bylaws, subject to DPI approval. Second by Jill. The motion to approve the new Bylaws subject to DPI approval was approved unanimously by the board.
- **FSA/EX Committee Meeting:** Melinda updated with an overview of the meeting: calendar coordination, events, and fundraisers.

#### **NEW BUSINESS**

- **Annual Drive/Outdoor Classroom Concept:** The annual drive will be held in January – April of next year. Brian contacted a civil engineer to get a survey on the “wetland” and is awaiting a response. Dan is meeting with Larry from Coastal Stormwater Services to take a look at the property and invited any board members that would like to attend.
- **Concussion Protocol:** Elizabeth and Jill presented the concussion protocol and a policy for the handbook. Protocol will be on file in the front office. Rainey motioned that we approve the concussion policy. Second by Melinda. Motion to approve the concussion policy was approved unanimously by the board.
- **Children's School Lease:** Dan and Kari presented the lease discussion. The board proceeded to have a spirited discussion about the proper method in which to structure the lease. Much time was also devoted to the hypothesis that the charter school derived significant economic and other benefits simply from having the children's school adjacent, in a shared facility, as a stable and vibrant educating partner (and whether the charter school should incorporate such benefit into its analysis and decision-making regarding a reasonable, arms-length facility rental rate for the children's school) Melinda made a motion to continue paying rent to the Charter school, as budgeted and in two months review (November) both budgets and cash flow. Various board discussions. Second by Rainey. The motion to continue paying rent to the Charter school, as budgeted, and review both budgets and cash flow in two months (November) was approved unanimously by the board.
- **YouTube Channel:** Jeremy and Christina are still working on the YouTube channel idea and were unable to connect due to the Hurricane evacuation and aftermath.
- **Hurricane Preparedness:** Dan would like to add this topic to a future agenda.
- **Go Fund Me Policy:** Dan suggested we take a look at other organizations at how they handled the storm.

#### **CLOSED SESSION:**

Melinda motioned that the board go into closed session to discuss staff issue pursuant to General Statute 143-318.11 (a) (6). Second by Michael D. Board went into closed session at 8:35pm. The board came out of closed session at 8:50pm.

Rainey motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 8:50pm.

#### **REMINDERS:**

- **Next board meeting is Wednesday, October 17th, at 6:00pm, at the Children's School**
- **All committee reports are due by Friday, October 12th, 2018 [PDF Format Please!]**

#### **Upcoming Events:**

- Oct 26th – Fall Festival
- Oct 22-27 – Parent Teacher Conferences

**ACTION STEP ITEMS:**

- Set up IMS YouTube channel and have our first video up by the next meeting. (Jeremy, Christina, and Lara)
- Update board minutes on website. (Jeremy)
- Board members to bring examples of other organizational efforts to build community during the hurricane. (ALL)
- Set up weekly reminder on School Cues for lunch program orders (Brian)