

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
09.20.17**

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

Staff in attendance: Brian, Carrie and Lara

Absent: Jill

Visitors: Steve Sacewicz, Yvonne Sacewicz, Alicia Rheel

Dan motioned to open the meeting, seconded by Jeremy. Island Montessori Charter School meeting was called to order at 7:03pm by Dan.

**Previous Minutes:**

Melinda motioned to approve the August minutes, second by Rainey, approved unanimously.

Jeremy wants to create a Google drive folder to make minutes easier to store and share.

**2 Minute Visitor Comments:**

None.

**FSA Liason:**

None.

**Academic Committee:**

Lara reported about our current partnership with UNCW. She discussed "Creativity and Education". We have 3 students from UNCW coming in for that to observe and learn about Montessori in the Lower Elementary classes. There is also a professor from UNCW who is bringing her project on Hydroponics and Aeroponics to our school and along with it comes the Montessori materials needed to teach the lessons, which will include nutrition. Food sustainability will be the key lessons and plant growing comparisons. Along with this will be the a total of 7 masters candidates from UNCW who will come teach the curriculum they have written to accompany the grant.

Two of our UE students were published in a poem book. They submitted their work last year and just found out their work got published. The school will send out this information and purchase the book.

Parent volunteer orientation was last night and there was a nice turn out. There will be a special Room Parent meeting coming soon where Lara plans to talk about how to get more parents involved. A Room Parent handbook was created.

Teachers are starting to keep track of materials and inventory starting now so they have an accurate account of what they have, what they need, and what might be missing. This is a big project- and will take some time.

Melinda presented her academic update to the board, which was very detailed with notes from her meetings (and many hours) with staff from Lower L all the way to administration, specials, and EC.

**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, 8-14 for a total of 205

## **Financial update**

- Current cash in bank: \$299k
- Money to draw \$191k
- 13 families qualify for free; 24 for reduced; 9 are taking the free lunch; 2 are paying a reduced rate.
- John mentioned there are no current issues with the audit.
- Tax returns are due 11/15
- The property tax exemption confirmation was received for CB Road property and also confirmed we do not have to file each year. The Golden Road response is still pending.

## **Student Discipline Reports**

Brian is now filing discipline reports for any children that come to his office. There was a few last week and a few this week with one student being sent home.

## **Data for Reporting/Discussion**

- Our appeal to be used as an EOG test site was denied.

## **Strategic Plan update – State Plan**

- Brian plans to review with staff last year of plan and go over the current one more time.
- Improvement plan review with staff.

## **Compliance Reporting**

- State released our report card. We received an overall grade of “C”. We went down one point overall from last year. Science score of 63 (as a comparison is was 26 the first year).
- IMCS Withdrawal Form (see attached) presented for board discussion. Melinda proposed we adopt the new policy as amended by Brian. Board voted and unanimously approved the new withdrawal policy with Michael’s amendments.

## **Facility Update**

- Roof fixed in the LL classroom.
- Fence going up along the property line.

## **Win the Raffle**

Raffle tickets will be going home the first week of October. Winner will be drawn at the Fall Festival.

## **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**

- Dan and Brian noted that the school has passed or is about to have most of its inspections. Deck/ramp completion and asphalt scheduled for completion next week. If everything goes well, we might get our final inspection and CO in the first week of Oct with a move possible for the second or third week of Oct. Dan will keep everyone updated as events transpire so we can plan accordingly.

## **After School Program**

- Island Time reported 14 attendees for the after school program.

## **Professional Development**

- Andee and Tim started their Montessori training with NAMC.
- TA's: Blair, Korall, and Rakiya will be taking "Montessori Assistant Training" through Age of Montessori (an MACTE certified program)
- EC/Ashley will be taking "Montessori Foundations" through Age of Montessori.
- Alecia attending EC coordinators meetings 9/22.
- Carrie attending Computer/Excel workshop 9/28.
- Brian attending Charter Leadership Conference 10/12-13.

## **New Hires**

- Will discuss in closed session.
- Brian would also like to consider another office person for next year.

## **Special Board Projects/Move Update:**

Eric updated the board on the hill status on the new property, which will be made slightly bigger. Eric is going to wait until irrigation goes in before sod goes down, which Dan noted irrigation should be going in Monday. Rainey is in charge of the wooded/natural playground and plans a work day on 9/29 which will include a cookout. She has a small punch list of things that need to be done, which included a nail magnet before sod goes down. Phase 2 would include a track for bikes and water feature. Brian noted we will need a fence installed before inspection. Michael, Jeremy, and John are in charge on playground equipment. They have decided to fix and maintain all of the picnic tables and bring over anything not bolted down. They are still investigating the shade tents and how to transfer. Christina and Carrie are in charge of interior. Jill and Christina are in charge of opening ceremonies and ribbon cutting. Jill discussed her plans for the ribbon cutting ceremony. Various discussions ensued with Jill creating a Google spreadsheet with invitees and a Facebook event.

Discussions ensued regarding pick up and drop off procedures. Brian assured everyone he had a plan in place and sounded as such.

## **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:**

Board Q & A session discussions. Dan will create event invite.

**CLOSED SESSION:**

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

**Personnel**

- Melinda motioned the board approve contracts as presented by Brian, second by Rainey, approved unanimously.
- Board agreed that we move new board candidate, Michael Rosander, to the November agenda.

Meeting adjourned at 8:37pm.

**REMINDERS:**

- **Next board meeting is Wednesday, October 18th, at 6:00pm, at the Charter School**
- **All committee reports are due by Friday, October 13th, 2017[PDF Format Please!]**

**Upcoming Events:**

- **9/24/17 - No Sleeves Magic Show**
- **10/2/17 - Raffle Tickets go on sale**
- **10/10/17 - Q&A with the Board - 6:30pm at the Charter School (childcare and light snacks provided for the kids)**
- **10/16-20 - Book Fair**