

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
07.18.18**

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

Time: 7:00pm

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

Staff in attendance: Brian, Kelly Henrickson

Absent: Michael R.

Jeremy motioned to open the meeting, second by Kari. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:00pm by Dan.

2 Minute Visitor Comments:

None.

FSA Liason:

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:

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

Previous Minutes:

Melinda made a motion to approve the June 20th minutes, second by Christina. The motion to approve the June 20th minutes was unanimously approved by the board.

Melinda motioned to approve the June 20th closed session minutes. Second by Kari. The motion to approve the June 20th minutes was unanimously approved by the board.

Academic Update (Kelly):

Kelly presented her math intervention plan for next year that will be geared toward students who scored a 3 or less on the EOG or fall below the 50% in NWEA. She will target upper elementary (4,5,6) and currently estimates 17 students qualify for intervention. Lara will be working with lower elementary students. There were numerous questions from board members.

Head of School Report (Brian):

Enrollment update for 2018-19 school year

- K-27, 1-27, 2-24, 3-24, 4-24, 5-24, 6-24, 7-24, 8-21 for a total of 219.
- We have no 8th graders on the waitlist. Discussions ensued regarding possibly adding to 7th grade. Everyone agreed to hold off.

Student Discipline Reports

- None.

Data for Reporting/Discussion:

Compliance Reporting

- Crisis plan will be complete for the August board meeting. ALICE training for staff in August (teacher work day).
- Creating PD Planning protocol to be used by staff.
- State mandated audit will take place on July 26th.
- Performance framework submitted.

(Children's School)

- Children's School kitchen has electric in and plumber will start Monday.
- Getting quotes for gutters.

Facility Update (Charter)

- Wall put up in the Art room.
- Grass is growing in nicely.
- Swipe locks being installed on Upper, Middle, and glass door of Main building.

Professional Development

- Brian and Brittany to State Financial Meeting in July.
- Brian to Greenville for management training in July.

Current Vacancies for next year

- Staff contracts slated for closed session.

Financial Report (Treasurer's Report - Kari)

- Money in Crescom Account: \$332k
- Money to draw from the state: \$0
- Total revenue 1.9million
- Ended with a 78k margin
- \$14k (+) operating margin in next year's budget.
- \$465k drop from the state. (\$8,219 per kid, 6%)

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 the board with the current list of vendors, which are Flaming Amy's, Your Pie, Tidal Creek, and Clean EatZ. We still need one more vendor since Epic backed out due to not being able to handle the order volume. Christina has suggested Jason's Deli since they offer a variety and already have a contract with MyHotLunchbox. The next step will be menu selection. Rainey asked how the parents will order and pay. The school has already sent over all of our school's students' email addresses and set up accounts so the program will be ready by the first week of school.

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 shared they are going to purchase staff shirts for next year. Storage for each classroom has been ordered. Beautification projects are in being discussed. Brian has prioritized training for next year and funds have been approved.
- **Diversity Committee:** No new update except for 2 new members joined. There were talks about participating in Latino Festival. *Dan asked the marketing committee update the lottery materials for next year and plan to have a booth.*
- **2018-2019 Director Elections**
Rainey motioned to elect Dan, Melinda, and Jill as Directors for another 3-year term ending in July of 2021. Eric made a second. The board unanimously approved the motion to elect Dan, Melinda, and Jill for another 3-year term ending in July of 2021.
- **2018-2019 Officer Elections**
The Executive Committee presented the officer's slate for next year as follows:
President – Dan, VP – Melinda, Secretary – Christina, Treasurer – Kari for a 1-year term ending in July 2019. Eric made a motion to adopt the slate as presented by the Executive Committee. Second by Rainey. The motion to approve 2018-2019 officers with a 1-year term ending in July 2019 was unanimously approved by the board.
- **Preschool Bylaws:** Dan, Melinda, and Michael (as the school's attorney) will be reviewing the bylaws this month.

NEW BUSINESS

- **School Safety Discussion** – Brian presented a slide show presentation about school safety precautions for next year (hurricane, tornado, hazardous material spill, shelter in place [soft

lockdown] bomb threat, fire evacuation, offsite evacuation, reverse evacuation, lockdown, injury or medical emergency, allergic reactions, Violent Critical Incident). Teacher work day will consist of ALICE training and a review of the school safety precautions. New swipe entry system has been ordered and will be installed on all buildings.

- **Concussion Protocol** Jill presented the Suspected Brain Injury Protocol document. Brian will send the document to Elizabeth to wordsmith and condense the document into fewer pages.
- Board confirmed the e-vote that took place regarding admissions policy, application, nepotism policy, and conflict of interest.
- **Annual Drive** dates to be discussed at next Exec meeting.
- Dan brought up a topic about how to **increase school diversity**. Dan had an idea to set up a foundation that provided transportation for students in need. Various board discussions ensued possible ideas.
- Jill presented an idea about a **possible fundraiser** for glass straws. She will investigate more and report back to the board.
- **Children's School Lease:** At the next Children's School board meeting Dan will represent the Charter School and Kari will represent the preschool and they will be having an open discussion regarding leases between the two schools going forward.

CLOSED SESSION:

Melinda motioned that the board go into closed session to discuss personnel contracts pursuant to General Statute 143-318.11 (a) (5). Second by Michael D.. Board went into closed session at 8:18pm. The board came out of closed session at 9:11pm and voted on the following:

- Jeremy made a motion to offer personnel contracts as presented by Brian. Second by Eric. Motion to approve personnel contracts was unanimously approved by the board.

Melinda motioned to adjourn the meeting, second by Rainey. The board unanimously approved to adjourn. Meeting was adjourned at 8:28pm.

REMINDERS:

- **Next board meeting is Wednesday, August 15th, at 6:00pm, at the Children's School**
- **All committee reports are due by Friday, August 10th, 2018 [PDF Format Please!]**

Upcoming Events:

- 8/17 New Teacher Orientation
- 8/20 First day for staff
- 8/24 Children's School Open House @10-11:00am
- 8/24 Children's School Orientation Meeting @6-7:00pm
- 8/24 Charter School Open House | New Families @5pm, Returning Families @6pm
- 8/27 First Day of School