

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
11.28.18**

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

Time: 7:00pm

In attendance: Dan, Christina, Eric, Kari, Melinda, Rosander, Elizabeth, Jill, and Michael D.

Staff in attendance: Brian, Carrie, Alicia, and Brittany

Absent: Jeremy

Eric motioned to open the meeting, second by Rainey. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:03pm 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 Jill. The motion to approve the meeting agenda was unanimously approved by the board.

Auditor Presentation:

Rebekah Barr presented the results of our audit.

Previous Minutes:

Eric made a motion to approve the October 17th minutes. Second by Kari. The motion to approve the October 17th minutes was unanimously approved by the board.

September closed session minutes had not been updated yet and have been tabled for approval next month.

Academic Update (Brittany):

Brittany presented the board with a PowerSchool Presentation. The topic of the presentation is Integrating Montessori works in PowerSchool. Brittany presented the benefits of the program and how they fit us in terms of a Montessori School. The school is hoping to have the Progress Reports ready by January. Amazing presentation!!

Academic Committee: The committee met on November 6th and discussed PowerSchool and it's implementation, hopefully by January. Melinda sent out a school wide letter and asked board members to read it and give her 2-3 sentences feedback. They talked about maintaining our

Montessori integrity and connecting Montessori materials and pedagogy to state standards. Lara will also work with K teachers this week and help them implement the report. Lara has worked really hard to make this happen and Melinda would like to see her compensated for all the extra time (including late nights) and work done on this. Brian, Melinda, and Dan will meet to come up with an idea.

Head of School Report (Brian):

Enrollment update for 2018-19 school year

- K-26, 1-26, 2-23, 3-24, 4-24, 5-24, 6-24, 7-24, 8-20 for a total of 215. Lost a 1st and 2nd grader due to job relocation.

Student Discipline Reports

- 2 suspensions and 5 incident reports in November.

Data for Reporting/Discussion:

Compliance Reporting

- Data wall being used with BOG and 1st MAP test
- Professional Learning plans being reviewed – Brian is meeting with teachers this week in place of Lara during team meeting times. He is also going to be having 1x1's with them to discuss EOG growth.
- Power School Report Cards.
- Immunizations turned in.
- The accountability system for charter schools is changing. Brian will be attending a workshop on this change November 27th.
- Calendar change for Hurricane Michael makeup days. Brian is proposing we change December 21 and April 12 from half to full days. Jill made a motion to change December 21 and April 12 half days to full days as presented by Brian. Second by Kari. Motion to change December 21 and April 12 half days to full days as presented by Brian
- Brian to supply board with Lottery info for website and social media.

(Children's School)

- None.

Facility Update (Charter)

- Some new outdoor light fixtures have been replaced to improve lighting.
- Brakes on both buses have been replaced. Christina mentioned the buses are also in need of new logos. Brian asked her to get a quote and bring to the January meeting.

Professional Development / Current Vacancies

- Special Ed staff at 3 day state conference.
- We will be sending a team to get CPR and First Aid trained.
- Ms. Andee gave her two weeks notice. Brian has an ad posted.

Potential Long/Short Term Issues

- None.

Financial Report (Treasurer's Report – Kari)

- Money in Crescom Account: \$395,185
- Money to draw from the state: 877,652 (state dropped and that amount is for the rest of the year)

- Form 990 Tax Exempt Forms (7/1/2017-6/30/2018) were filed

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:

No new update.

Nutrition/Lunch Program:

No new updates.

After School Specials:

No new updates.

Beautification Committee:

No new updates.

HR/Policies and Procedures:

No new updates.

Marketing:

Rosander presented costs for stickers and magnets. Board agreed these are good ideas and directed Rosander to get with Brian to purchase.

Committee worked with a graphic designer to get the Wilmington Parent ad updated. Brian has sent the updated ad file to WP Magazine for print. Lottery Poster was also updated and printed. Board members were asked to put up 5 posters around town.

Christina reported a new parent, Melanie Hodge, was added to the committee to help with graphic design. Her first project was to create a flyer for the S'mac Down Event on January 26th at 5pm. Christina still needs to get her more information but so far the graphics look good. We also have another parent interested in helping with graphic design, Brent Meyers. Christina will reach out to him this week.

Christina reported a new parent, Rosemarie Groner, was added to the Fundraising Committee. She would like to poll parents about what types of fundraising events they would be interested in. She also is willing to help us with a new Facebook Community Page. Christina presented the general overview of the page and rules to the board and asked for their feedback within the next two weeks.

OLD BUSINESS/NEW BUSINESS:

OLD BUSINESS

- **Year of the Teacher Committee:** Rainey updated with the things that have been done for teachers so far. Christina and Melinda have December. Kari is working on raffle items for January. Plans for teachers to attend Montessori conference. Brian would like to do \$200 gift card bonuses for staff for a total of \$8k taken out of the reserves. Melinda made a motion to purchase \$200 gift cards for teacher bonuses. Second by Kari. Motion to purchase \$200 gift cards for teacher bonuses was approved unanimously by the board.
- **Fall Festival:** Dan complimented the awesome job on the Fall Festival by the FSA. All board members agreed it was an amazing event.
- **Diversity Committee:** Melinda, Lara, and Casey met and went over different diversity plans, guiding principles, and defining what diversity means to IMS. In January they will add objectives to their strategic goals.
- **YouTube Channel:** Christina and Rosander are working on a promo video that markets the preschool. Jeremy is working on more educational videos for parents for YouTube channel. Jeremy will get with Carrie and Lara to coordinate. Committee is meeting tomorrow to start discussions on Video Briefs outline.
- **2018-19 Annual Drive & Outdoor Classroom Concept:** Dan reported that the Annual drive is still on target for Jan/Feb. Dan toured our woods with David Syster of Southern Environmental Group who reported there is an elevated/non-wetland area where we could place another building. Dan suggested we might save that location and explore a permeable outdoor classroom in a wetland location. He will consult with Southern Environmental about next steps and this project might be the focus of next year's annual drive
- **Hurricane Preparedness:** No new updates.
- **Children's School Lease follow up:** Jill made a motion to maintain the monthly Children's School lease at the current rate of \$3,166/mo through the remainder of the school year. Second by Melinda. Motion to maintain the monthly Children's School lease at the current rate of \$3,166/mo through the remainder of the school year was approved unanimously by the board.
- **Classroom Food Procedures/Nutrition Policy:** Discussions tabled until January.
- **Holiday Party:** Board Holiday Party is scheduled for December 14th at 6pm.

NEW BUSINESS

- **Voice Greeting:** Christina and Brittany are going to record a new voice greeting for the school's answering system. Christina would like to use a child from Upper El and has asked Brittany to identify a well-spoken student or two for recording in the next few weeks.
- **Spring Parent Q& A:**
- **Spring Work Session:**
- **April Board Meeting:** Falls during Spring Break. The EX Committee proposed we move the April board meeting to April 24th. **Eric made a motion that we move the April board meeting**

to April 24th. Second by Christina. The motion to move the April board meeting to April 24th was unanimously approved by the board.

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, January 16, at 7:00pm, at the Children's School**
- **All committee reports are due by Friday, January 11, 2019 [PDF Format Please!]**

Upcoming Events:

- December 2 – FSA Holiday Bazaar

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 read Academic Letter and provide 2-3 sentences feedback to Melinda. **(ALL)**
- Post podcast episode on Facebook **(Christina or Lara)**