

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
08.15.18**

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

Time: 7:00pm

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

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

Absent: Kari

Visitors: Melissa Story

Jeremy 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 7:01pm by Dan.

2 Minute Visitor Comments:

None.

FSA Liaison:

Melissa Story was present on behalf of the FSA. The FSA is excited about the new school year and has already been working on events, socials, and celebrations.

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 Jeremy. The motion to approve the meeting agenda was unanimously approved by the board.

Previous Minutes:

Jill made a motion to approve the July 18th minutes with a correction to the location listed at the bottom of the page (meeting location is Children's School, not Charter), second by Christina. The motion to approve the July 18th minutes was unanimously approved by the board.

Jill motioned to approve the July 18th closed session minutes. Second by Eric. The motion to approve the July 18th minutes was unanimously approved by the board.

Academic Update (Lara):

Professional Learning Plans: Part of our strategic plan was to use professional learning plans to set personal goals. We are beginning with lead teachers. Teachers were asked to complete a reflection survey (for personal use) at the close of the year and set two goals: one academic and one exploratory. These were submitted via Google Docs before the school year ended.

So far a common goal is the better use of data for driving teacher lessons. This has initiated a plan for Lara to create a data wall in her office. This data wall will have the NWEA data of each student. Teachers

will spend one weekly team meeting a month reviewing data and student tiers. This will show both individual and big picture growth.

New materials are in from the annual drive. They are quality materials, teacher ready without lamination needed. Teachers are excited for our first team meeting where we will do a lesson study and learn the material and it's use.

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.

Student Discipline Reports

- None.

Data for Reporting/Discussion:

Compliance Reporting

- ALICE training for staff on August 22nd (teacher work day).
- Performance framework resubmitted.
- Creating professional development planning protocol to be used by staff.
- Crisis plan is complete and will be evaluated by NH Sherriff's office in August.

(Children's School)

- Children's School kitchen is ready for inspection.
- Gutters have been put on.

Facility Update (Charter)

- All tile floors waxed.
- Gutters on order for middle school (repairs and maintenance).
- Lots of landscaping to do before school starts.
- Swipe locks have been installed on all doors and swipe keys will be given to all staff.
- Jill suggested a new sign for the school radio station.
- Dan plans to replace middle school sign with updated logo.

Professional Development

- None.

Current Vacancies for next year

- Staff contracts slated for closed session.

Financial Report (Treasurer's Report - Kari)

- Money in Crescom Account: \$322,174
- Money to draw from the state: \$357,768

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, Yosake, and Clean Eat. The school has already sent over all of our school's students' email addresses and Myhotlunchbox has set up accounts. The lunch program will be ready for orders by the first week of school. Christina will send pertinent info to Lara so it can be shared with families. Jill suggested a FB video explaining the program and how to set up account. Carrie and Lara would like to have an advocate at each open house.

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 photos of the new staff shirts for this year. She also reminded board members of their designated months which will be paired with an FSA member.
- **Diversity Committee:** No new update but discussions ensued regarding possible ideas for transportation issues in efforts to increase diversity.
- **Preschool Bylaws:** Dan, Melinda, and Michael (as the school's attorney) will be reviewing the bylaws this month.

NEW BUSINESS

- **Annual Drive** will likely begin in late Fall and continue until spring. Discussions ensued regarding what the funds will go toward this year. Melinda suggested referring to the strategic plan, which has prioritized needs.
- **Concussion Protocol:** Elizabeth updated on the concussion protocol she and Jill are working on and hopes to have a draft to the board before next month's meeting.
- **Children's School Lease:** 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. This discussion will be held at next month's Children's School meeting.
- **YouTube Channel:** Jeremy brought to the board's attention the importance of circling back to our idea of having a YouTube Channel. Christina and Jeremy would like to help Lara set this up and begin recording videos by the next board meeting.
- **Summer Reading Camp: Eric complimented the coordinators of the summer reading camp and said how much his son enjoyed camp. Kudos to Casey!**

CLOSED SESSION:

Jeremy 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 8:29pm and voted on the following:

- Elizabeth made a motion to offer personnel contract to Sally Petermann as presented by Brian. Second by Eric. Motion to approve personnel contract for Sally Petermann was approved by the board 8-1 with Melinda abstaining due to personal conflict (Jill had to leave the meeting early).
- Elizabeth made a motion to offer remaining personnel contracts as presented by Brian. Second by Eric. Motion to approve remaining personnel contracts was unanimously approved by the board.

Jeremy motioned to adjourn the meeting, second by Rainey. The board unanimously approved to adjourn. Meeting was adjourned at 8:30pm.

REMINDERS:

- **Next board meeting is Wednesday, September 19th, at 6:00pm, at the Charter School**
- **All committee reports are due by Friday, September 14th, 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

ACTION STEPS

- Identify items in the strategic plan to highlight the Annual Drive – to Dan in 2 weeks. (Melinda, Alicia, and Lara)
- Meet to discuss ideal outdoor Montessori classroom and identify specifics. (Brian, Dan, Melinda, Lara, and whomever else wants to be involved. Let Dan know)
- Review previous outdoor study with Dan Sergeant . (Brian)

- Update “donation” page on website and produce card to distribute at open houses {focused on reoccurring donations}. (Dan)
- Gather pictures of Annual Drive purchases to highlight in a slide show/video for next annual drive. (Jill)
- New radio station sign. (Alicia)
- New Middle School sign. (Dan)
- Set up meeting of EX and FSA. (Melinda)
- Set up IMS YouTube channel and have our first video up by the next meeting. (Jeremy, Christina, and Lara)
- Update board minutes on website. Must be done by August 30th. (Jeremy)