

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
2.20.19**

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

Time: 7:00pm

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

Staff in attendance: Brian and Carrie

Absent: Elizabeth, Rosander, Rainey

Eric motioned to open the meeting, second by Jill. 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 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.

Previous Minutes:

Eric made a motion to approve the January 16th minutes. Second by Kari. The motion to approve the January 16th minutes was unanimously approved by the board.

January closed session minutes were presented for board approval. Eric made a motion to approve the January closed session minutes. Second by Kari. The motion to approve the January closed sessions minutes was unanimously approved by the board.

Academic Update:

Mr. Tim gave a presentation to board on his **document camera**: how it works, what he uses it for, and how every classroom can benefit from having one in the classroom. He also shared how he uses **Alexa** in the classroom. He uses it for timers, ESL, spelling test, read alouds, and quick answer questions.

Ms. Blair gave a presentation on technology that is being used at school and how the Communi-date event is going to work. This event is aimed at helping parents get to know the staff a little better and vice versa. Skype-a-scientist is another tool, which gives students an opportunity to ask a real scientist about what it's like to be one. The school instagram page was launched, @imswilmington, and they will officially announce the launch at the Communi-date event. Blair ended the presentation with an interactive poll for board members.

Head of School Report (Brian):

Enrollment update for 2018-19 school year

- K-25, 1-26, 2-23, 3-24, 4-24, 5-23, 6-24, 7-24, 8-20 for a total of 213.
- Brian presented the available seats for each grade for next year. We have 130 applications and 18 sibling applications. 3 spots available: 8th-(1) and K-(6). The board requested a breakdown of applications by grade level for the next meeting.

Student Discipline Reports: 2

Data for Reporting/Discussion:

Compliance Reporting

- Power School Report Cards were successful and Brian heard nothing but good things about them.
- Epicenter is now the new reporting software for the state. All that was due for this month has been turned in and so far nothing has been kicked back so far.
- Brian presented a new teacher salary scale that he would like to use going forward. As we begin to have what we need for materials he would like to move the extra money over from funds allocated to materials to teacher salary. Current % of budget on teacher salaries is 74% versus 83% at NHCS.

(Children's School)

- Rooms continue to be sanitized 3 times a week due to flu season.
- Children's School got power washed.
- Brian is having Peter get quotes on driveway/parking lot refurbishing.

Facility Update (Charter)

- Rooms continue to be sanitized 3 times a week due to flu season.

Professional Development

- Autism training and CPI review during February 15th teacher work day.
- Transportation (coach bus) and lodging have been secured for the March AMI Conference in DC for all lead teachers. Tickets to the conference have been purchased.

Financial Report (Treasurer's Report - Kari)

- Money in Crescom Account: \$459,168
- Projecting a +\$28k EOY margin
- Expenses to point out: Payroll had slight changes, brakes, money added to free & reduced lunches.
- Money to draw from the state: \$520,108
- Copy contract only has 32.6% left. We are slowing down copies until this comes back up. Brian will add to it if need be but looking at the cost of getting children's school their own color copier.

Raffle

Winning ticket was pulled at the Magic Show and the winner picked up their check.

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:

The Magic Show Fundraiser was a huge success. We had 4 sponsors (\$800 in sponsorships) and raised \$1,800 for after school programs.

OLD BUSINESS/NEW BUSINESS:

- **Year of the Teacher Committee:** Dan completed his teacher's lounge project and it is so much more spacious and pleasant – the staff is very pleased.
- **Academic Committee:** Melinda gave a brief update on the academic committee. She discussed that teachers are currently working in teams on planning the curriculum and further developing both group and individual lessons. Lara invited Melinda to attend an hour of an all day off-campus planning session with the lower elementary teachers. The work was quite involved and impressive.
- **Diversity Committee:** Melinda gave a brief update on diversity trunks from UNCW and their new strategic plan they just started working on. One of the goals of the diversity committee is to acquire 50 books per classroom that represents a diverse group of people and cultures. They are currently in the process of drafting our diversity plan and adding strategic objectives and action steps.

- **Outside Fundraising Policy:** Brian presented the Protocol for raising funds for exceptional circumstances in the name of the school. Dan asked him to add a form to be filled out with each request.

Jill made a motion to adopt the Outside Fundraising Policy with the added changes from Dan. Second by Melinda. **The motion to adopt the Outside Fundraising Policy with the added changes from Dan was unanimously approved by the board.**

- **YouTube Channel:** Discussions about adding the Communi'Date video to our YouTube channel.
- **2018-19 Annual Drive & Outdoor Classroom Concept:** Dan reported he is going postpone the annual drive until the Fall but will still announce it in the Spring. Dan updated a concept about possibly purchasing the piece of land adjacent to the school property off Golden Road. He is going to look more into that with the help of Shuttleworth.
- **Classroom Food Procedures/Nutrition Policy:** Dan gave a summary from a recent nutrition committee meeting and came up with a couple important procedures: parents must fill out a form when coming in to present to a class and are bringing food, and all communication will go out via school cues with regards to food. Jeremy will write a blurb in the monthly newsletter on nutrition. Brian and the staff are going to consider a "Year of Health" in the future.

NEW BUSINESS

- **Voice Greeting:** Jill brought to our attention that the phone greeting is hard to hear and should be re-recorded. All board members agreed this is a good idea. Christina will get with Rosander and Carly to re-record. In the meantime we can use Rosander's voice recording.
- **Spring Parent Q&A February 25th:** Blair presented this concept in conjunction with the Academic Report.
- **Spring Work Session:** Scheduled for Saturday, April 27th (WOW). We need 50 volunteers. Jill is spearheading the L shaped playground during the work session.
- **Alumni initiative:** Dan and Jill are still working on the initiative. Jill shared some initial ideas with the board via email this past week. She plans to meet with the Academic Committee and get feedback from them as well. They will come up with a list of objectives.
- Jeremy gave notice that he isn't able to complete his board term, which ends in July. He expressed the need to start searching for a replacement right away.

CLOSED SESSION:

Nothing to discuss in closed session.

Jill motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 8:42pm.

REMINDERS:

- **Next board meeting is Wednesday, March 20th, at 6:00pm, at the Children's School**
- **All committee reports are due by Friday, March 15, 2019 [PDF Format Please!]**

Upcoming Events:

- **Feb 21st – Lottery**
- **Feb 25th – Communi'Date**
- **March 3rd – Tinted Turtle Trot**

ACTION STEP ITEMS:

- Set up IMS YouTube channel and record our first video. (**Jeremy, Christina, and Lara**)
- Academic Highlight Video (**Lara, Rosander, Christina, Jeremy**)

- Phone Greeting Recording (**Christina and Rosander**)