**ISLAND MONTESSORI CHARTER SCHOOL**

**BOARD OF DIRECTOR’S MEETING MINUTES**

**05.16.18**

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

**Time:** 7:00pm

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

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

Absent: Jeremy, John, and Rainey

Visitors: Yvonne Sacewicz

Dan motioned to open the meeting, second by Michael D. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:45pm 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 motioned to approve the April 18th minutes. Second by Eric. One suggested amendment of adding Elizabeth to the attendance list. The motion to approve the April 18th minutes was unanimously approved by the board with the suggested amendment.

Melinda motioned to approve the April 18th closed session minutes. Second by Kari. The motion to approve the April 18th closed session minutes was unanimously approved by the board.

**Academic Committee:**

Lara presented the Specials teachers’ schedule and an overview of how they operate. Discussions regarding Specials teachers and ideas for next year.

NWEA scores improved from the Fall and went from 54% to 59.2% in Math and 71% to 79% in Reading.

**Head of School Report (Brian):**

**Enrollment update 2016/2017 school year Charter School**

* K-24, 1-23, 2-24, 3-23, 4-24, 5-24, 6-24, 7-22, 8-13 for a total of 201.

**Student Discipline Reports**

* None.

 **Data for Reporting/Discussion**

1. Mission Based Program and School Improvement Initiatives Updates

* Creating professional development planning protocol to be used by staff next year.

2. Facility Update

* See attached cost of Children’s School Kitchen
* Dirt and seed spread behind Children’s School
* DOT letter regarding unsatisfactory completion of site work. Brian forwarded to Steve Shuttleworth,

3. Compliance Reporting

* 2018 Performance Framework – completed and submitted.
* 2018 DPI Health Assessment – completed and submitted.
* New: Return to Learn After Concussion. Policy and procedure drafted by Jill this month. Brian will finalize in the coming weeks.

** (Children’s School)**

* Brian has everything ready to go and just waiting on how to pay.
* Dan wants plumbing quote for hot water costs in classroom sinks.

**Professional Development**

* Lara, Casey, and Carrie going to Global Conference in June.

**Current Vacancies for next year**

* Spanish, Bookkeeper, Lower TA, Primary Lead, 2 Long Term Subs for Maternity leave

**Financial Report (Treasurer’s Report – Kari)**

* Money in Crescom Account: $498,610
* Money to draw from the state: $46,522.

**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 new lunch program is under way for next year. We are moving forward with myhotlunchbox.com and they will be offering lunch to both campuses. The vendor is currently setting up accounts for the current/returning students and also started to reach out to our preferred vendors (we sent them our top 10). We are also considering offering: Meatless Monday (to encourage more environmental awareness), Taco Tuesday (Flaming Amy’s), and Pizza Friday (TBD). All lunches will have a GF/DF option so that all students have the ability to order a lunch.

**After School Specials:**

No new updates.

**Beautification Committee:**

Jill updated us with the spring work session results. Wow! Thanks everyone, especially Jill!

**HR/Policies and Procedures:**

No new updates.

**Marketing:**

No new updates.

**OLD BUSINESS/NEW BUSINESS:**

**OLD BUSINESS**

* + Paint Colors for buildings. Various discussions ensued regarding paint options. The board unanimously agreed to Grey with color accents on the buildings. Christina would like to also get a quote for a sign/logo for the front of the main school building.
	+ Year of the Teacher Committee. Melinda updated the board with the plans for next year.
	+ Diversity Committee: Melinda and Lara are meeting to brainstorm and come up with a plan to increase diversity.
	+ Parent Participation Plan: being revised and Melinda hopes to bring a draft in June.
	+ Strategic Plan Update: It’s happening! A dozen components are already being implemented.
	+ Training Teachers and Staff: Brian has committed an intial committee to figure out how to make Montessori training more affordable for teachers and staff.
	+ Annual Drive: We raised $21,228!!! We have already spent $10k on classroom Montessori materials.
	+ Thanks to Christina and Rosander for a very fun board social last month! Everyone agreed the escape game was SO fun!

**NEW BUSINESS**

* 2018-2019 Draft Budget: Dan made a motion to approve Brian’s budget with a margin of $5,391.98, with a per diem adjustment for teacher’s travel. Second by Kari. Motion to approve Brian’s budget with a margin of $5,391.98, with a per diem adjustment for teacher’s travel.
* 2018-2019 Director Nominations: Please get your nominations to an EX member by June 1.
* Graduation and alumni relations: Brian has ordered bricks and the date is set for bridging ceremonies.

**CLOSED SESSION:**

**None.**

Dan motioned to adjourn the meeting, second by Kari. The board unanimously approved to adjourn. Meeting was adjourned at 9:35pm. It should be noted - what beautiful tablecloths we had at the meeting!

**REMINDERS:**

* **Next board meeting is Wednesday, June 20th, at 6:00pm, at the Children’s School**
* **All committee reports are due by Friday, June 15th, 2018[PDF Format Please!]**

**Upcoming Events:**

* EOG practice day – 5/17
* Book fair - 5/15-5/18
* EOG test – 5/30-6/1
* No School - 5/28
* Bridging Ceremonies 6/6-7