

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
07.17.19**

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

Time: 7:00pm

In attendance: Dan, Christina, Eric, Melinda, Rainey, Michael D., Jill, Micheal R. (via phone), and Melissa

Staff in attendance: Brian, Lara, Alicia, Blair

Absent: Michael R. and Elizabeth

Visitors: Barbie, Kevin, and Griffin Roberts

Jill 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 7:03pm by Dan.

2 Minute Visitor Comments:

Griffin Roberts is seeking opportunities for his Eagle Scout project. Various board discussions on current needs and projects. Dan is going to email Griffin tonight to start discussions.

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 developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

Meeting Agenda:

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

Previous Minutes:

Jill made a motion to approve the June 19th minutes. Second by Christina. The motion to approve the June 19th minutes was unanimously approved by the board.

Officer Elections: The EX committee presented the slate of Officers for the 2019-2020 year: President-Dan Camacho, Vice President-Melinda Cummings, Secretary-Melissa Story, Treasurer-Kari Namiot. Jill motioned that we elect the slate of officers as presented by the EX Committee, second by Christina. The board unanimously approved the slate of Officers as presented by the EX committee.

Director Elections: Dan motioned to elect Michael Davenport and Melissa Story both to a 3 year Director term, ending July 2022. Second by Rainey. The board unanimously approved to elect Michael Davenport and Melissa Story to a 3 year Director term, ending July 2022.

Board Member Update: Melinda met with potential board member, Molly Murphy, who is the Co-Director at Working Films. Melinda also shared her resume with the board members. For the next step Dan is going to set up a meeting with Molly and other board members.

Academic Update:

Lara met with Dr. Elizabeth Crawford about our Year of Mindfulness for next year. They discussed *Mindful Mondays* along with a monthly theme. Lara found that we can connect our Montessori approach with Mindfulness and gave a brief description on how that will play out. Dr. Crawford gave Lara a list of books to read which she is starting to read.

Administrative retreat that met recently in CB was a success.

Communications Director Update:

Blair presented a list of proposed events for 2019-2020.

Head of School Report (Brian):

Enrollment update for 2018-19 school year

- K-27, 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: Zero suspensions in June.

Academic Goals for 2019/2020:

1. Increase growth for all students with differentiated instruction in Montessori Lessons driven by data/observations
2. Strengthen all aspects of math especially at the Upper Elementary
3. Strengthen all aspects of reading at K-3 level.
4. Improve MTSS
5. Mindfulness

Data for Reporting/Discussion:

Compliance Reporting

- Summer office hours are 9am-2pm, Mon-Thurs.
- Year of MINDFULNESS 2019/2020.
- Summer reading camp ends August 1st.

- EOG language Arts and Science scores were sent out to parents. Math is a new test, so they need until the fall to set the norms before those scores are released. Total school scores will not be released until math norm is finished.
- IRS Audit of Children's School 2016/2017 school year. Brittany and Nigel are working on submitting the required information.
- **Social Media and Media Policy:** To make it flow better with our handbook, parts will be inserted into the appropriate places in the handbook. Brian will be working on the handbook this month and will present it at the August meeting for approval along with the student/parent handbook. Jill motioned to approve and adopt the social media/media policy as presented by Kari and Brian. Second by Dan. The board unanimously approved and adopted the Social Media/Media Policy as presented.

Facility Update (Children's School)

- Rooms continue to be sanitized 5 times a week due to flu season.
- Outdoor bathroom still being discussed and they may have found a better solution tying into the bathroom just inside.
- Changed codes on side doors.

Facility Update (Charter)

- Painting started July 1st.
- Main building hallways and bathrooms are being painted. Melissa's former classroom being painted to start fresh walls for the new teacher. Upper building exterior painted. Once fascia and new T1-11 will get painted.
- Parking lot was resurfaced.
- Sod placed on playground and field seeded - looks great!
- New laminate flooring installed in the Middle School.
- Digital sign installed this month (partially funded by Island Men).

Professional Development

- July 16th Lara and Brian to Literacy workshop
- Britany to E-rate boot camp July 17-19 for tech grant

Financial Report (Treasurer's Report - Kari)

- Money in Crescom Account: \$476k.
- Kari is looking at online options for an interest bearing account.
- Current margin is \$88k but this is not final as of the date of this meeting due to outstanding payments.
- Kari reminded the board that we need to finalize the process on how to request and approve board member funds for next year.
- State hasn't approved the budget for next year yet. Discussions ensued on how to proceed financially until budget is approved.

Family Involvement Plan

Board members were asked to interview 4 parents for input regarding involvement. Elizabeth sent draft questions to Melinda which she shared with the Board. Dan is giving everyone one more month to get their responses into Melinda.

Strategic Plan update – State Plan

No update.

Board Strategic Plan

No update.

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:

Our board meeting was graciously catered. Christina updated the board with the vendors for the lunch program next year. Monday-China Star, Tuesday-Flaming Amy's, Wednesday-The Lunch Box on 17th St., Thursday-Jason's Deli, Friday-YourPie Pizza. Christina will be working on the menus in the coming weeks and welcomes any feedback from staff.

After School Specials:

No new updates.

Beautification Committee:

No new updates.

HR/Policies and Procedures:

No new updates.

Marketing:

The committee presented the marketing video for the Children's School, which will be on

the website. A shorter, social media version will be forthcoming.

OLD BUSINESS/NEW BUSINESS:

- **Academic Committee:** No update.
- **Diversity Committee:** No update.
- **2019-20 Annual Drive & Outdoor Classroom Concept:** No update.
- **Alumni initiative:** Dan and Jill are still continuing to work on the initiative.

CLOSED SESSION:

Jill motioned to go into closed session, second by Melinda. Board went into closed session pursuant to statute 143-318.11 (a) (5) at 8:19pm to discuss personnel contracts.

The board came out of closed session at 8:24pm and unanimously voted to approve the contracts as presented.

Jill motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 8:25pm.

REMINDERS:

- **Next board meeting is Wednesday, August 21st, at 7:00pm, at the Children's School**
- **All committee reports are due by Friday, August 16th, 2019 [PDF Format Please!]**

Upcoming Events:

- **Wednesday, August 21: Board Meeting**
- **Friday, August 23: Open House**
- **Tuesday, August 27th: First day of school!**

ACTION STEP ITEMS:

- Set up IMS YouTube channel and record our first video. (**Christina, and Lara**)
- Academic Highlight Video (**Lara, Rosander, and Christina**)
- Interview 4 parents for Family Involvement Plan (**entire board**)