

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
06.19.19**

Meeting Location: IM Charter School, 6339 Carolina Beach Road, Wilmington, NC 28412
Time: 7:00pm

In attendance: Dan, Eric, Melinda, Michael R., Rainey, Elizabeth, Kari, Jill, and Michael D.
Staff in attendance: Brian, Lara, and Alicia
Absent: Christina

Jill motioned to open the meeting, seconded by Kari. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:00 pm 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:

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

Previous Minutes:

Jill made a motion to approve the May 15th minutes. Seconded by Rosander. The motion to approve the May 15th minutes was unanimously approved by the board.

Academic Update:

Lara explained how they came up with a Scope and Sequence living document for lower elementary. Continuing research for the Year of Mindfulness. Scheduling for Specialty teachers is being looked at. All teacher online resources (including calendar, forms, lesson plans, diversity tidbits, & mindfulness topics) will be placed in a Google Classroom for Staff.

Head of School Report (Brian):

Enrollment update for 2019-20 school year

- K-25, 1-26, 2-23, 3-24, 4-24, 5-23, 6-24, 7-24, 8-20 for a total of 212.

Student Discipline Reports:

2 incident reports to office

2019-2020 Budget

Next year's budget for the Charter School was introduced. Melinda moved that we accept the budget, seconded by Jill. The motion to approve the meeting agenda was unanimously approved by the board. Board Position nominations were taken. A motion was made by Melinda and seconded by Eric to vote Melissa Story on as a board member for a three year term ending in 2022.

A motion was made by Eric and seconded by Jill to approve the slate of officers: Dan President, Melinda Vice President, Kari Treasurer, Melissa Story secretary.

A motion was made by Melinda and seconded by Elizabeth to appoint Melissa Story as Secretary.

Data for Reporting/Discussion:**Compliance Reporting****Mission Based Program and School Improvement Initiatives Updates**

- Summer office hours are 9:00-2:00
- Summer Reading Camp begins July 1st
- Only EOG Science and Language Arts scores were given to parents as Math scores are being normed.

Facility Update (Charter)

- Brian set up painting for this summer. Main building hallways and bathrooms being painted. Melissa's classroom being painted so new teacher will have fresh walls. Upper building exterior painted. Once fascia and new t1-11 (siding) in place, it will get painted.
- Estimates for repairing fascia came in and repairs will start right away.
- The bid came in at \$48k to refurbish the parking lot. Parking lot resurface set to happen in July.
- Sod placed on playground and field seeded.
- Flooring is currently being installed in middle school.

Professional Development

- Brittany going to E-rate bootcamp for our \$30,000 tech grant in July.
- Administrative Retreat June 27th.
- Brian and Lara going to literacy training July 16th

Financial Report (Treasurer's Report – Kari)

- Money in Crescom Account: \$580,577.26.

- Money to draw from the state: \$1,665
- No Potential short/long term issues at this time

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:

A T1 line is being installed to the Children’s School. A \$30,000 tech grant has been awarded to the school.

EC:

No new update.

Nutrition/Lunch Program:

A motion was made by Jill and seconded by Eric to utilize Boonli School lunch platform.

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:

- **2018-19 Annual Drive & Outdoor Classroom Concept:** Raised \$7518 for document cameras.
- **Work Session:** Jill discussed Home Depot work session with 5-8 people. They have decided to maintain the current wooden structures on the playground, including picnic tables, birdhouses, and garden beds. Dan and Jill met with Environmental Engineer, Dave Seister, and went over the path that needs to be bushhog.

NEW BUSINESS

- A Family Involvement Draft Plan was created by Lara, Melinda and Alicia. Families will work in a three year cycle and be encouraged to volunteer, observe and attend various activities.

CLOSED SESSION:

Jill motioned that the board go into closed session to discuss personnel contracts pursuant to General Statute 143-318.11 (a) (6). Seconded by Melinda. Board went into closed session at 8:00pm. The board came out of closed session at 8:12pm and unanimously voted to approve the following staff contracts as presented.

- Jennifer Driver Primary TA
- Suzanne Courtney Upper EI
- Lizz Howard Middle School EC
- Blair Williams Community Communications Director
- Deanna Diebel Spanish

Kari motioned to approve all returning teacher contracts, seconded by Jill. The board unanimously voted to approve.

Jill motioned to adjourn the meeting, seconded by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 8:56pm.

REMINDERS:

- **Next board meeting is Wednesday, July 17th, at 7:00pm, at the Children's School**
- **All committee reports are due by Friday, July 12th, 2019 [PDF Format Please!]**

Upcoming Events:

None.

ACTION STEP ITEMS:

- All Board members need to read and give Melinda feedback for IMS Family Involvement Plan by June 26th.

- All Board members need to talk to four parents getting feedback regarding why or why not they volunteer.