

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
3.20.19**

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

Time: 7:00pm

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

Staff in attendance: Brian and Carrie

Absent: Jeremy

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 7:02pm 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 Rosander. The motion to approve the meeting agenda was unanimously approved by the board.

Previous Minutes:

Eric made a motion to approve the February 20th minutes. Second by Kari. The motion to approve the February 20th minutes was unanimously approved by the board.

Academic Update:

Ms. Cheryl and Ms. Meg gave the board a presentation titled, "*A Day in the Life of a TA*".

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: 1 ten-day suspension and one 3 day suspension.

Data for Reporting/Discussion: Compliance Reporting

- Specials started their 3rd trimester and are going well.
- All testing dates have been set for NWEA and EOG's – May will be busy.
- Epicenter is now the new reporting software for the state. All that was due for this month has been turned in. Board meeting dates were kicked back because Brian did not give specific location and whether they were regular or annual meetings. It has been resubmitted with the required information.
- Money Reimbursement Policy presented to board by Brian.
- Brian also presented an update to the Student Admissions Policy to include the following sentence: *Priority given to children of staff and board members can be no more than 15% of the student body.*

(Children's School)

- Rooms continue to be sanitized 5 times a week due to flu season
- Gravel road being re-graded and more stone put down towards the children's school on Thursday and Friday this week.
- Brian is having Peter get quotes for: replacing fascia on main building and driveway/parking lot refurbishing.
- Children's School color copier arrived.

Facility Update (Charter)

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

<Jill joined the meeting>

Professional Development

- Team building activity planned on Friday for teacher workday.
- Lead teachers + Lara, Carrie, and Kelly will attend AMS Conference in DC March 21-23.
- March 21-22 Specialist will work with EC to learn inclusion techniques and TA's will work with Alicia to review job descriptions and effective use of time. Team building activities on Friday for teacher workday.
- Ms. Casey gave her resignation letter today and will notify parents and children during parent teacher conferences. Ms. Melissa also gave her resignation and notified her parents and students today. Both positions are being advertised as of tomorrow; Brian already has two candidates in mind.

Financial Report (Treasurer's Report – Kari)

- Money in Crescom Account: \$469k
- \$404k from the state but that's going to pay salaries over the summer.
- Projecting a +\$28k EOY margin
- Expenses to point out: Increased the TA budget, BCBS had an extra \$2k which was moved out of the budget, Retirement was over budgeted and took out \$10k, Extra EC salary added to correct a mistake, Copy machine costs increased, and received loan payment from the Children's School.

Strategic Plan update – State Plan

No update.

Board Strategic Plan

The last discussion was had at the November board meeting. Lara shared with the board a 6 page document outlining all of the accomplishments to date, and also summarizes evident progress towards goals addressed. Lara would like to check in with the strategic plan every 3 months or so, to look at what needs to be accomplished/ thought about/ or on the radar.

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 committee is currently working on a marketing video for the Children's School.

OLD BUSINESS/NEW BUSINESS:

- **Year of the Teacher Committee:** Elizabeth has April and plans to do a mock Farmer's Market stand with local products. Eric is doing Pizza Party the end of March. Rosander is doing Magic for the teachers in May.
- **Academic Committee:** Melinda gave a brief update on the academic committee. She discussed that teachers are currently working grade level planning, teacher training, TA representative at faculty meetings, debated cursive v. print, and schedules. Lara also shared the IMS Family Involvement Plan 2018-2021, which also includes a detailed plan for increased parent involvement.
- **Diversity Committee:** Melinda gave a brief update on plans to increase diversity but will have a more concrete update at the next meeting.

- **2018-19 Annual Drive & Outdoor Classroom Concept:** Dan will send out a spring mini-annual drive letter after all. He will send it out right after we return from spring break. Our big annual drive will resume in the fall.
- **Turtle Trot:** Great event! They are moving the run to the greenway next year and talking about a possibly glow run. The after party was great and the venue was perfect with a ton of raffle prizes. The board agreed we need to do something to recognize their efforts. Dan and Melinda will come up with an idea and share with the board.

NEW BUSINESS

- **Voice Greeting:** Christina has not had a chance to re-record yet but we did change the greeting to Rosander's voice.
- **Spring Parent Q&A Review (February 25th):** Setup and venue were great; attendance was low. Eric had an idea to incorporate with an open house. Remarks from parents were great and we can't wait to do it again. Overall – success! Lara shared with the board a 2 page document with feedback/reflection on the parent education nights to date. The April parent education night will be family yoga. Lara also offered goals for moving forward.
- **Spring Work Session:** We did not get the WOW grant. Jill is spearheading the outdoor work session and presented her ideas to the board. The work session is scheduled for Saturday, April 27th. She will be sending out a call for volunteers.
- **Alumni initiative:** Dan and Jill are still continuing to work on the initiative.
- **Board Resignation:** Jeremy sent the board his resignation letter, effective April 1st. Board discussions about what criteria we are looking for in an ideal candidate: diversity, non-parent, website skills, technical, technology, volunteer organizer, nutrition, tuition assistance. Conversations about what we could do to honor Jeremy's work. Lots of good ideas were shared and the board agreed to name the scholarship program after him. Dan will add to next month's agenda.
- **Building Colors:** Dan asked board members to bring in color suggestions for building colors next month.
- **NPR Kid's Podcast Contest:** Christina gave a brief update about the contest and all of the hard work the kid's have put in the project. The deadline is March 31st and they will be submitting their work in the next few weeks.
- **New Logos for the Bus:** Christina has been in touch with Southern Sign Company to obtain quotes for adding new logos in place of current ones.

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 8:41pm.

REMINDERS:

- **Next board meeting is Wednesday, April 24th, at 7:00pm, at the Children's School**
- **All committee reports are due by Friday, April 19th, 2019 [PDF Format Please!]**

Upcoming Events:

- **No School March 21-22**
- **Spring Pictures March 26 and 27**
- **Parent/Teacher conferences March 29 – NO SCHOOL**
- **Spring Break April 15-19 (April 12 is a full 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**)
- Phone Greeting Recording (**Christina and Rosander**)