

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
04.24.19**

Meeting Location: IM Children's School, 6339 Carolina Beach Road, Wilmington, NC 28412

Time: 7:00pm

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

Staff in attendance: Brian and Carrie

Absent: Jeremy and Kari

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 7:03pm by Dan.

2 Minute Visitor Comments:

Dana Sargent

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

Previous Minutes:

Melinda made a motion to approve the March 20th minutes. Second by Rosander. The motion to approve the February 20th minutes was unanimously approved by the board.

Academic Update:

Lara gave a recap on the Montessori Conference. Teachers fell in love with materials at the conference and made some purchases for their classroom. The staff had a great experience and enjoyed the bonding time.

Salida Montessori School in Colorado is sending 8 students to visit for a week on May 4th-11th. They will be here for a service-learning project. Lara is hosting them and has all kinds of fun stuff planned.

Lara reviewed the strategic plan and what has been accomplished to date. Too many awesome things to mention!

Academics / philosophy

Lara was nominated for Women of Achievement Award in which a dinner is being held May 7th.

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

- The staff is analyzing the Specials programs to see what we can do to further improve them.
- After school programs doing well and wrapping up this week.
- NWEA Testing starts next week and EOG's the end of May.
- 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 re-submitted 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.*

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)

- Estimates for repairing fascia came in and repairs will start.
- The bid came in at \$48k to refurbish the parking lot.
- Building color chosen and will be painted over the summer.

Professional Development

- Brian is attending CPI workshop .
- Lead teachers + Lara, Carrie, and Kelly will attend AMS Conference in DC March 21-23.
- 4 positions available.
- 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: \$511,871k.
- \$295k from the state Note: Two payrolls remaining as of 4/9 (\$113k).
- Current margin \$27,488 – next month this will increase and become more reflective of the year.

- Expenses to point out: Driveway cost estimated at \$50k and will come from reserves.
- Draft budget ready for review in May.

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:** Rosander is doing Magic for the teachers on May 21st.
- **Academic Committee:** One thing that came up at last meeting was the need for technology, particularly Google related apps, and for 8th graders in preparation for high school. Broad discussion regarding implementing keyboarding in K, 1-3, and then graduating to more

complex apps, spreadsheets, and PowerPoint. Committee discussed schedule changes for specials. All committee members thought the specials with their electives this year was a great addition. They still feel they need to some tweaking to reach their goal of Montessori excellence.

- **Diversity Committee:** Lara has been working with a group, Empatico, writing a grant that is an award up to \$10,000. It includes concepts we have created to date: open heart, open mind, open arms. Next month they will tackle three areas as they apply to the Children's School: 1-3, 4-6, 7-8. These will include random acts of kindness, passion projects, work in the community.
- **2018-19 Annual Drive & Outdoor Classroom Concept:** Dan is doing a mini-drive to help fund the document cameras. He plans to send out his letter to parents on Monday. In reference to the outdoor classroom concept Dan is renting a bush hog to help clear the path. Then Eva Grayson Davenport, a local scout, is going to lead the project of clearing the path once the bush hog goes through.
- **Voice Greeting:** We have not recorded a new greeting but did switch to Rosander's voice that we previously recorded. We plan to stick with this until we can re-record again.
- **Spring Work Session:** Jill presented the plans for the playground project, which included some really innovative idea. The work session is scheduled for Saturday, April 27th. She still needs more volunteers.
- **Alumni initiative:** Dan and Jill are still continuing to work on the initiative.
- **Building Colors:** Board viewed the color options painted on the building and everyone supported the UE kids' choice of AQ!
- **NPR Kid's Podcast Contest:** We submitted the podcast and are waiting to hear back. Please everyone listen to the first episode of Horrific History. <https://soundcloud.com/user-175966695/horrific-history-disconnected-the-day-the-internet-went-out>
- **New Logos for the Bus:** Christina presented the updated logo option from Southern Sign Company. They brought up the age of the paint on the buses and suggested we paint them before applying new vinyl. The board didn't have any interest in painting the buses but loved the potential new logo design.

NEW BUSINESS

- **Assistant Training:** Alicia presented what the teacher assistants worked on while the lead teachers went to Montessori Conference. Bottom line they loved having this opportunity to get together and want to do it more often.
- **Teacher Rally:** Our teachers will not be participating in the rally on May 1st and classes are in session.
- **Board Elections:** Will take place at July meeting. Christina and Michael D. are up for re-election. Dan discussed protocol and how things will take place.

CLOSED SESSION:

Jill motioned to go into closed session, second by Melinda. Board went into closed session at 8:53pm to discuss personnel contracts.

The board came out of closed session at 8:59pm and unanimously voted to approve the contract as presented.

Jill motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 9:01pm.

REMINDERS:

- **Next board meeting is Wednesday, May 15, at 7:00pm, at the Charter School**

- **All committee reports are due by Friday, May 10th, 2019 [PDF Format Please!]**

Upcoming Events:

- **Spring Break April 15-19 (April 12 is a full day of school)**
- **April 22: International Earth Day Celebration**
- **April 26: FSA Middle School Dance**
- **April 27: Charter School Parent workday**
- **May 4: Kickball Tournament**
- **May 6-10: Teacher appreciation week**
- **May 15: Board Meeting**

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)**