

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

9.21.23

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412

Time: 7:01 PM meeting called to order (Whitney)

Board Members Present: Emily Elmore, Whitney Wilson, Kate Medero, Pamela Thigpen, Michael Davenport, Jeremy Linquist, Mark Turner, Tyler Howell (late on zoom)

Not in attendance: Nicole Smith, Jill Davenport,

Staff in attendance: Alicia Rheel, Carrie O'Brien Dworshak, Brittany Ivey

Guest: none

Whitney Wilson opened the meeting at 7:01PM

Jeremy Linquist started with the reading of the Mission Statement:

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.

2 Minute Visitor Comments:

No visitors in attendance

Meeting Agenda Kate made a motion to approve the agenda. Michael Davenport seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Whitney made a motion to approve the July meeting minutes. Jeremy Linquist seconded the motion. Vote was held and passed unanimously.

FSA update that Alicia shared:

- Pizza night tonight for Papa Murphys
- Alternative fundraiser was sent out
- Teacher grants are about to start
- Sprit wear is getting ready to go on sale
- Fall festival coming up in October, pie the teacher, potluck, bingo with prizes, etc.
- Volunteer orientation coming up
- Bookfair in November
- Parent lunch with student during bookfair
- Holiday bizarre coming in December

- Teacher appreciation luncheon in December for staff
- Teacher surveys will go out with their likes and dislike.
- Money from bookfair will go to Ms. Carrie to support medical bills
- We will use something else instead of powder for the Tinted Turtle Trot
- FSA is encouraging all staff, board, and parents to follow them on Facebook and Instagram.

Whitney addressed response to Amberlynn's email, we would like to encourage everyone to attend FSA events but we will not require.

Also, no need to respond individually to parent emails but instead share comments and input with the whole board for one point person to respond. If you receive an email directly, it's ok to respond that you will be forwarding the email to the whole board.

Academic Update – (from Kelly, presented by Alicia)

Jerney was at the academic meeting. Discussed celebrations, loved checker board, discussed goal and continuity among teachers.

Overall Happenings

- Lead teachers and TA's are *implementing* strong organizational classroom systems supporting normalization and fostering independence
- Whole School Gathering:
 - International Day of Peace 9/21
- Vertical Planning
 - CS/LE focused on Reading & Literacy- specifically Montessori reading remediation program
 - UE/MS focused on building a shared a Math scope and sequence

Academic Snapshot

LE Topics

Building Community: class meetings, class leaders, learning new schedule, making new friends, practicing independence

Language: Spelling, nouns

Math: Place Value, operations

Cultural: working on calendar, 1st Great Lesson, Planets

UE Topics

Building Community: class meetings, setting up notebooks, developing classroom agreements

Language: Journal writing, sentence analysis, reading groups

Math: Reviewing math concepts to check for understanding, place value, operation review, fractions, angles, multiples, factors

Cultural: 1st Great Lesson, galaxies, stars

MS Topics

Building Community: Setting up notebooks, all about me collage, practicing routine, establishing class jobs, problem solving in groups

Language: Learning systems for mentor sentence, vocabulary, and journal writing, parts of speech review, types of sentences

Math: Daily math set puzzle, learning and reviewing IXL platform, negatives, transformations

History: Geography focus- reviewing states and regions

Science: Learning about and reviewing the Discovery Ed platform, animal vs plant cells

A few of the things happening in Specials...

Building Community: Learning new spaces, routines, building community through games, learning foundations of expectations

Art: Pinwheels for peace to be used on International Peace Day

Music: Practicing and rehearsing peace songs, Spanish Heritage month lessons

PE: Practicing sportsmanship through cooperative games

Environmental Ed: Learning about chickens and how to take care of them, voting on naming them, Nature Journals

Spanish: Learning vocabulary and how to interpret Spanish through themes - classroom space and guidelines

Family Engagement:

- [Family Engagement Plan](#)
- Up Next~September - Back to School Nights
Join your student's teacher to learn about the structure of their classroom environment and how you can play a supportive role in your child's educational journey.
 - MS – Sept. 18, 5:30-6:30
 - UE – Sept. 19, 5:30-6:30
 - LE – Sept. 21, 5:30-6:30
- Montessori moment article- focus on self-awareness in Montessori environment

Coaching Corner:

- One on one check-ins have begun
- Walk through observations have begun
- Lesson Study with TA's have begun
 - Material Focus - TA's - Multiplication Checkerboard

Communications Director Update (from Blair, presented by Alicia)

Communications

- Communications from staff and FSA have been more streamlined so far this year.
 - FSA shares information with school to schedule out
 - Teachers are editing the 'Sender' details in Everbridge to reflect their name rather than the school
 - Newsletters have a schedule for being shared out by HOS, Children's School, FSA, and classroom teachers
- Website updates have been made to our Parent, Student and Service Learning pages
- I have updated our Strategic Plan page to reflect a snapshot of our pillars and our mission and vision.
 - Contemplating editing or removing the '[Fundraising](#)' tab from the Parent menu list. Are these still relevant? I know FSA pushes most of those options currently.
Seeking board feedback on this? [Alicia Rheel](#) - this could transition to where we house the 'Ways to Support' or 'School/Classroom Needs' page?

Service Learning

- A **confirmed new partner** has been added to our Service Learning program. We will be visiting and helping support **The Salvation Army** and they are very excited to have our students helping.
- We have also **secured a new partner with Autumn Care of Myrtle Grove**. I spoke with a lovely lady who is very excited about having our student's volunteer. Hoping that COVID outbreaks will not cause a roadblock for serving, but am excited for the new partnership.
- Our **September Donation Drive** is 'Change for Change' for schools in Hawaii. This was an idea that was shared from Ms. Carrie and Ms. Mel at the pre-school. I visited classrooms the second week of school to share this drive with students and they have been very excited to help support.
- Our first **Saturday Serve** will be a **Beach Sweep** that takes place on Saturday, September 23rd from 9-10AM at the Carolina Beach Boardwalk. This is a great way for families to volunteer together with our school.
- I met with 8th graders last week to go over our program. They learned about the different sites they could potentially volunteer with, as well as our expectations. I have created groups and placements for students. I will meet with small groups on campus at the end of this month to put dates into planners, go over our schedules and review expectations. We start volunteering at sites in October.
- This year, aside from myself keeping track of service hours, students will have a dedicated sheet that they are responsible for keeping track of any hours they serve volunteering this school year. Ms. Kelly and I met and agreed this would be a great addition to the 8th year planners for next year. *This idea was brought to my attention by a recent alum who reached out to collect volunteer hours and together we brainstormed ideas to help the current students be prepared for when they graduate from IMS.*

Diversity committee:

Fundraising Update:

Head of School's Report – (Alicia)

The following information is provided to the Board of Directors:

Enrollment

Grade Level	Active Enrollment
Kindergarten	27
1 st Grade	26
2 nd Grade	24
3 rd Grade	25
4 th Grade	24
5 th Grade	25
6 th Grade	23
7 th Grade	21

8th Grade	19
Total	214
Withdrawals:	Reason:
1	Did not complete the form

Student Discipline Report

School Discipline Goal: Make all consequences a learning moment!

Month	In School Suspension # students / # days	Out of School Suspension # students / # days	Incident reports to office Major/minor
August	0	0	0/1
September			
October			
November			
December			
January			
February			
March			
April			
May			

Important Dates:

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Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. Academic Achievement

Goals for the 2023/2024 School Year

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations
- Continue to grow three-year cycles through vertical planning and collaboration
- Strengthen all aspects of math, aligning Montessori lessons, three-year cycles, and state standards
- Build connections between school, families, and the community.

0. Mission-Based Program and School Improvement Initiatives Updates

- Read to Achieve – BOG, we had 32% of 3rd year pass which is the most that we have ever had.
- School Report Card – We did meet growth and maintained a C grade; we did have a D for math.

0. Communications Update

- See notes from Blair
- Service learning about to kick off

0. Marketing Update

- o *Looking into some IMS swag items to have on hand. Planning out winter/spring contacts to real estate offices for Charter presentations.*

0. Facility Update

- Storm caused a surge in the Upper Building - Alarm will need to be replaced
- Corrigan's Cottage finishing touches are being completed
- Passed health department inspection and fire inspection

0. Compliance Reporting

- o All state requirements are being submitted
- o The audit visit was complete - waiting on next steps

0. HR/Policies & Procedures Update

- Board Committees
- Policy review committees
- Long Term sub has been hired. Middle School is going well.
- Substitutes are being hired
- SB 49 - Parent Bill of Rights
- SB 20 - Parental Leave options

0. Professional Development

- o *Eleanor has enrolled in a Science of Reading in Montessori Training*
- o *New TA Montessori training has started*
- o *Kelly is giving lessons on materials to TAs*
- o *Kelly and I will attend the Montessori Association of North Carolina Conference in October.*
- o *Brittany will attend a Power conference*

0. Strategic Plan Update

- o Working on parent presentation - Blair is assisting with this.

0. IT Update

- o none at this time.
- o Chromebooks will need be updated due to Map testing is incompatible with current books

0. EC Update

- o *The current headcount is 32.*

0. Nutrition/Lunch Program Update

- o Partnership with NHCS is continuing
- o We currently have 11 students opting for free or reduced lunch

0. After School Program Update

- o Alphabest has begun. New staff have needed some support but the program is getting underway.

Financial Report (Treasurer's Report – Kate Medero):

July Bank numbers:

\$264,319.49 United Bank (Main Account)

\$255,354.68 United Bank (Extended FDIC Acct)

\$255,892.37 Live Oak Bank

\$0 Truist

State has not accepted their budget yet. The did allowed us to make a draw. State Acct. Funds left to pull: \$268,221.03

OLD BUSINESS/NEW BUSINESS:

Old Business:

Committees (Grants and Fundraising) Endowment and Diversity – Nicole Smith has worked really hard on the Endowment Grant, Whitney Wilson looking at safety grants, looking at the idea of putting together a grant committee.

New Business:

1. [Parent Bill of Rights](#) (Review for later vote) Michael, Jeremy, Emily, and Alicia will review and make recommendations for the meeting next month.
2. [Parental Leave Act](#) (Vote) Discussed options, need to make a decision by November.

Mark Turner made a motion to table this vote until next month; Whitney seconded the motion. Vote was held and passed unanimously.

Jeremy made a motion to adjourn the meeting at 8:27pm and Whitney Wilson seconded the motion. Vote was held and passed unanimously.

REMINDERS:

- **Next Exec meeting is Friday, October 13, 2023 at 9:30 a.m. via Zoom**
- **Next Meeting – Wednesday, October 18, 2023 at 7:00 p.m.**